

2009-2010 Parent/Student Handbook



Evangel Heights Christian Academy

A ministry of

Evangel Heights Assembly of God

Sarver, Pennsylvania

*“But those who hope in the Lord will renew their strength.
They will soar on wings like eagles.”*

Isaiah 40:31

Dear Parents,

We count it a privilege that you have chosen Evangel Heights Christian Academy for the education of your children, and we look forward to serving you and your family. We realize that the education of a child is a concerted effort on the part of the parents, the church, and the school. Without all three working together, the child will be missing some very integral parts of his/her life. The Christian school cannot educate or train your child by itself. There must be cooperation and a desire to work together. Individually, we will have very little impact, but together through a consistent, prayerful manner we will see the Lord do great things with our young people.

At Evangel Heights Christian Academy, we realize the education of the child involves not only academics but also spiritual, mental, physical, and social training. With the Lord's help and through the principles of God's Word, we will endeavor to train young people who will desire excellence and seek to please the Lord in ALL THINGS. We believe that we have been successful if we bring a child to the point of desiring to find God's will and have given him the tools to accomplish it.

As a faculty, staff, and administration, we desire to stand before God with you, as parents, unashamed for the effort, time and care given to each child. With the help of the Holy Spirit, our placing qualified, godly faculty, quality curriculum (most of which is published by Christian textbook publishers), and a wholesome environment around your children will yield much fruit in their lives. May the Lord bless you for your obvious commitment to train your child in a manner that would be consistent with His Word.

Together let's influence them with the Word of God and teach them to soar like eagles! Thank you for committing to Christian Education.

Pastor Gary Bracewell
Director

- The school board and/or the administration of the school at any time may change any policy outlined in this handbook.

School Contact Information, Administration

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Elementary Lead Teacher:	Miss Wendy Conville
Athletic Director:	Mr. Anthony Infante
School Secretary:	Mrs. Melissa Spirnock
School Record Keeper:	Mrs. Charlotte Varner

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VALUES & VISION

Mission Statement

With the total support of family and church, the desired outcome of the instruction given at Evangel Heights Christian Academy is to equip every student to reach his or her full potential for Jesus Christ. Our objective is to educate students in the knowledge of the Bible that they may know Christ, understanding God's purpose and power in their lives, be able to recognize and utilize their God-given talents, and be prepared for this life and the life to come. Thus, the focus of Evangel Heights Christian Academy is to provide a quality Christian education with a distinctly Christian worldview, an education that is academically challenging and culturally relevant.

Purpose and Philosophy

Evangel Heights Christian Academy is a Bible-centered school that supports and assists parents in the process of training children to live God-centered lives. Therefore it is imperative that all students attend church regularly with a parent or guardian so that their education here reinforces what the parent/guardian practices with each child. It is our goal to train each student in the knowledge of God and His Word and to make disciples who desire to live out these truths in their school, home, church, and community. Our priorities in this preparation process include training students to be respectful, responsible, and loving by stressing the value of relationships and to witness through lives of integrity and godly character. We strive to give each student not only a godly education with a Christian worldview, but also an excellent education with a high academic standard. We accomplish this by hiring qualified teachers of excellence who can set the standard both academically and spiritually. The faculty and administration model a caring concern and create a loving environment with an appropriate balance of discipline to help mold and shape the hearts and lives of each child.

Motto

Providing a Quality Education with a Distinctly Christian Worldview.

Statement of Faith

We believe that:

- The Bible is the inspired Word of God; equally in all parts and without error in its origin. *2 Timothy 3:15*
- There is but one true God; eternally existing in three persons: Father, Son and Holy Spirit. *Deuteronomy 6:4; Matthew 28:19,20*
- Our Lord Jesus Christ is the incarnate Son of God, pre-existent, born of the virgin, lived a sinless life, died a sacrificial death and rose bodily from the dead, ascended back to the Father and will return for those who are born again. *Matthew 1:23, 28:6; Hebrews 7:26; 1 Corinthians 15:3*
- Man has fallen from grace, has the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all: to life or damnation. *Genesis 1:26-27, 2:17, 3:6; Romans 5:12-19*
- Salvation of Mankind: God provides salvation for mankind. Salvation is the deliverance from spiritual death and enslavement by sin. God provides salvation for all who believe and accept His free offer of forgiveness. Mankind's only hope of redemption from the fallen sinful state is through the blood of Jesus Christ, God's Son—blood that was shed as Jesus died on the cross. *Matthew 27; Mark 15; Luke 23; John 19*

The Experience of Salvation

Salvation is received as a person (1) repents before God for his sins and sinful nature or inclinations, and (2) believes or has faith in the fact that the death, resurrection (supernatural restoration to life) of Jesus Christ removes and brings forgiveness for his sin. In response to placing faith in God's love and freely given salvation, one experiences the washing of regeneration (or spiritual rebirth), the renewing work of the Holy Spirit, and is declared righteous (right with God). Regeneration, renewal, and justification (justified, or made right with God) are words describing what happens at salvation. At the moment of salvation, a person becomes heir to God's promise, hope of eternal or everlasting life. *Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11, 3:5-7*

The Evidence of Salvation

The inner evidence of salvation is the direct witness of the Holy Spirit giving one the assurance that God has accepted him (Romans 8:16). The outward evidence, visible to others, is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12). In other words, it is living a life totally committed and pleasing to God.

EHCA GOALS

It is our collective goal at Evangel Heights Christian Academy to graduate young men and women who are growing in Christ, spiritually, mentally, physically and socially (Luke 2:52). Specifically our goals for every EHCA graduate include:

Spiritual Goals

The Evangel Heights graduate should:

Love God with all of his or her heart, mind, soul, and strength (Matthew 22:37-38). Evangel Heights' students should know how to worship God completely. That worship should be demonstrated in corporate worship settings, in private family worship, in public example worship on the campus, in the marketplace and in recreational life. Love for God will be demonstrated through a holy example, a joyful countenance, an honest life of integrity and a heart of compassion and thoughtfulness for all of God's creation.

Go into the community. Our students are evangelistic. He or she serves as witnesses for Christ in all they do (Acts 1:8; 1 Timothy 4:12). An Evangel Heights student knows how to share his/her faith. He/she can adequately articulate his/her faith in Christ and invite others to join them in the faith.

Include other people in the family of God. Our students also include others who may come from different backgrounds, economically, ethnically, physically, racially, socially, or religiously (Galatians 3:28-29). We understand that we are all God's creation and that God desires to make every human being His child; an adopted member of His universal family.

Help others by serving the Body of Christ and humanity through spiritual gifts, natural talents and learned skills (1 Peter 4:10). The EHCA student knows that he or she have been placed on this earth for a purpose. That purpose is discovered through a life-long journey with Christ. The journey begins and ends with God and His unfailing love for each of us. Our students discover and develop their gifts and talents so that they may be effectively used in the Church of Jesus Christ and in this world.

Mental Goals

The Evangel Heights graduate should:

Grasp the revelation of God by correct interpretation of Scripture and creation by handling the Word of God correctly (2 Timothy 2:15).

Be a young man or woman who has an excellent educational foundation in the sciences, arts and humanities.

Understand and view each of the academic disciplines from God's point of view...from a biblical perspective and in the light of God's revealed plan for mankind; a plan revealed to us all through the Scriptures.

Have a distinctly Christian worldview so that they may serve God while in the world, yet remaining free from the influence of secular humanism, socialisms and other erroneous worldviews (John 17:14-19).

Be able to integrate and apply biblical truth in every area of his or her life so that his life is truly Christian.

Physical Goals

The Evangel Heights graduate should:

Recognize that his or her body is the temple of God (1 Corinthians 3:16) and that it should be nurtured and cared for so as to attain maximum physical health so that he or she is enabled to serve God fully.

Practice healthy eating and exercise habits.

View athletic participation as an opportunity to serve God and be a witness.

Practice sportsmanlike conduct and attitudes at all times, on or of the playing field or court.

Appreciate the value of hard work and practice and understand that these good habits will produce benefits worthy of God's reward.

Social Goals

The Evangel Heights graduate should:

Love others at all times (Matthew 22:39); demonstrating respect, concern, self-sacrifice, patience, mercy, compassion, conscientiousness, and kindness towards others at all times.

Lead others in what is right in spite of unpopular views and thoughts of others.

Be productive members and positive contributors to society.

Be teachable and correctable, open to God's correction through human authority.

Demonstrate excellence in the academic and vocational field of his or her choice, as he or she feels led of the Holy Spirit.

At Evangel Heights Christian Academy it is our prayer that our students, in their choice of academic study and vocational career, that they “may live in a right way with undivided devotion to the Lord” (1 Corinthians 7:35) and that whatever their hands find to do, they will do it with all their might” (Proverbs 9:10).

ADMISSIONS

Evangel Heights Christian Academy offers a quality education and endeavors to set goals and standards that will help its young people receive the full benefit of that education. Through the admission process, we will evaluate the child’s status for enrollment and the family’s compatibility with our program.

Admission Procedure

New Student:

1. Application completed and received at school office.
2. An interview with parents, student and administrator/principal will be scheduled.
3. A placement test will be given to students in elementary and middle school. Schedules and grades will be reviewed for Sr. High. Math placement tests are also given to secondary students.
4. Submit non-refundable registration fee and the required forms.
5. A Kindergarten student must have reached his/her fifth birthday on or before September 1st of his/her entrance year.

Re-enrolling Student:

1. Complete and submit student application & all forms and enrollment fee.
2. Current tuition and other fees paid up to date.

Admission Policies

1. The administration of Evangel Heights Christian Academy reserves the right to disallow enrollment of students who do not agree or whose parents do not agree with our philosophy and Statement of Faith. Also, we will disallow enrollment of students who do not attend a Bible-believing church on a regular basis with one or both parents. A pastoral recommendation is required for admission.
2. During “Re-enrollment” (February) presently enrolled students may enroll for the fall term.
3. Siblings of current students at EHCA and members of Evangel Heights Assembly of God receive priority in the enrollment process.
4. EHCA admits students of any race, color, and national or ethnic origin and grants all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color and national or ethnic origin in the administration of its educational policies, admissions policies and athletic or other school administered programs.

Health Requirements

Examinations & Immunizations

The following examinations are required for students attending public and private schools throughout the Commonwealth. Parents may use their family physician for health examinations. Record forms are available in the office for the attending physician's verification and signature. These forms must be returned to the office before the first day of school.

Dental—K, 3rd & 7th

Physical—K, 6th & 11th

Financial Policies

There are three basic fees required of each student: a registration fee, tuition and a book/supply fee. (See payment schedule for tuition, book fee and discount information.)

Registration Fee

1. All parents are required to fill out registration forms before the student is accepted, whether as a new or re-enrolling student.
2. Registration fees must be paid at the time of registration. This fee is nonrefundable and non-transferable. The current registration fee is \$75.

Tuition

There are two options for tuition payments, pre-payment in full or monthly payments.

1. Pre-payment in full is due July 1, and is payable in the school office.
2. Monthly payments will be collected by Tuition Management Services. No monthly payments will be accepted at the school office.
3. Monthly payments are due on the pre-selected day of each month (5th or 20th). There is no grace period with TMS.
4. A late fee will be charged to the balance of the account for late payments.
5. Students will not be allowed to attend school if delinquencies persist beyond 60 days.
6. There is a \$20 charge for all checks returned to us by your bank or TMS, for any reason.

Book/Supply Fee

1. The book and supply fee is due in full by August 1.
2. This fee may also be added on to your monthly tuition payment.

Withdrawal

Withdrawals from school must go through the school office. School records will be retained and not forwarded to requested schools if there are outstanding balances due (such as tuition fees, books, lunch payments, band costs, library books/charges, etc.).

Tuition costs are based on 4 quarters of the school year. Parents/guardians who withdraw their students are responsible for tuition due in the current school quarter, as well as any quarters completed. (For example, if you withdraw your child in the 2nd quarter, you will be responsible to pay 1/2 of the school year's tuition. If you paid your tuition in full, we will reimburse you for the remaining 1/2 school year tuition fee.)

Book fees will not be refunded after the student has begun school.

POLICIES AND PROCEDURES

Discipline

Philosophy of Discipline

Discipline is something we do for, rather than to, our students. From time to time individual students will get into trouble. The school will handle detentions, work detail, loss of recesses, writing and research exercises. More serious offenses (see Major Offenses, page 16), will be dealt with more severely. Suspension (see page 12) or expulsion will take place as a final resort based on the seriousness and/or repetitiveness of the offense(s).

The purpose of discipline is to disciple students in the Lord's way. Discipline is instruction that molds, shapes, corrects and inspires appropriate behavior. When viewed with eternity in mind, discipline becomes the key to a life that is pleasing to God. Hebrews 12:6 states, "*Whom the Lord loveth, He chasteneth.*" Discipline, administered in love, emulates the love God has for His children.

Every effort must be made to show the students the necessity of living according to God's principles. Ungodly attitudes and behavior cannot be permitted if a student's faith is to grow. Hebrews 13:17 says, "*Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they that must give an account.*" Learning to submit to the authority of teachers and the administrative staff is vital to the proper development of the student's relationship with God.

Respect for God, yourself, and others is foundational to developing Biblical discipline. I Peter 2:17 reads, "*Honor (respect) all men.*" Students who do not show respect will be unable to effectively develop disciplined patterns of living.

As a Christian school, the staff has the responsibility of teaching godly decision-making. A godly school atmosphere is essential to effective "instruction in righteousness".

Evangel Heights Christian Academy expects full cooperation from students and parents in the education of the students. When the school feels that student/parent cooperation is lacking or a student shows any behavior not conducive to a Christian environment, that student will be required to withdraw. This decision can be made by the administration.

The goal of discipline at Evangel Heights Christian Academy is two-fold. First, discipline is to bring about conformity to the image of Christ. Second, discipline is to bring about an inner control or self-discipline that will allow a person to handle the pressures of life with the Lord's help. It is our desire to maintain firm and consistent discipline, which is carried out in a spirit of love and concern.

Parents are asked to take all matters concerning their child first to the party directly involved, then to the principal or administrator. This procedure will help build proper communication and avoid hindering vital relationships necessary for your child's training.

Attitudes

It should be noted that a critical, griping and uncooperative attitude on the part of the student or parents alike, in reference to the regulations and rules of the school and their enforcement, is counterproductive. If an attitude of Christian humility and cooperation by both student and parent is not possible, then the student may be asked to withdraw from the school program.

Courtesy

Students are to proceed to their classes in an orderly manner. Good conduct is one of the marks of the Christian walk. Students are expected to exhibit friendliness toward visitors and one another. In a day of changing social attitudes, we seek to instill the traits of helpfulness and cooperation. Visitors to EHCA should recognize the change that comes as a result of a personal relationship with Jesus Christ. Courtesy, then, should be seen as a natural result of our salvation.

Courtesy toward authority is also expected. Students are expected to respond respectfully towards their teachers and all adults.

Grievances

The simple solution to a school related problem is at its source. Most problems can be resolved with communication and an open mind by two people. The following process should be followed when a problem arises:

- 1) Talk to the teacher, staff member, or parent closest to the problem.
- 2) If no solution, schedule an appointment to see an administrator.
- 3) If no solution, schedule to meet with the school board.
- 4) If no solution, schedule to meet with the church board.

Suspension

Out of school or in-school suspension may be for 1, 2 or 3 days as determined by the administration depending on the infraction and the student's attitude. Class work will be assigned. The student will receive zeros for tests and quizzes given during the suspension time. Discipline points will be given equal to the number of days of suspension.

Expulsion or Dismissal

A student may be dismissed from the school any time he/she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the responsibility of the administration. Students expelled from the school may not visit the school or participate in school functions held on the school's premises for the period of one full semester without prior approval of the administration. Expulsion is considered permanent. Students expelled from EHCA or any other school may not be enrolled in Evangel Heights Christian Academy without the approval of the school board. Expulsion may result in the loss of high school credit earned at Evangel Heights Christian Academy. Determination as to whether or not credit will be accepted will be up to the student's next school. For information about tuition and refund policies for students dismissed, see "Withdrawal" on page 10.

Electronic Devices

Music players, video games and other electronic devices may not be used in any part of the school building. They must remain in a book bag or purse. These devices detract from the educational and spiritual environment required to properly educate students. Special permission may be granted by a teacher for class projects or by the administration. Laptops may be used with teacher permission. Items confiscated will be kept in the office until picked up by a parent or guardian. In-school detentions will be given for violation of this rule.

Cell Phones

Cell phones must be turned off during the school day. During school hours, students may only use cell phones in the school office with permission for emergency use only. Cell phones will be confiscated from students who violate this policy and held in the office until picked up by a parent or guardian during regular school hours. A lunch detention will be given for violation of this rule.

Tobacco

Any student who possesses or uses any form of tobacco in or on school property, including busses or after school activities, will be suspended for 3 days. A second offense while enrolled at EHCA will result in expulsion.

Drugs, Drug Paraphernalia or Alcohol

Any student who sells, gives, possesses, uses or is under the influence of illicit drugs or alcohol on school property, including busses or after school activities, will be expelled and reported to the appropriate law enforcement agencies for possible legal action. Any student possessing drug paraphernalia on school property will be expelled. Expulsion for drugs, drug paraphernalia or alcohol on campus will be permanent. EHCA has an absolute Zero Tolerance for these offences.

If there is suspicion or reasonable cause, the administration of Evangel Heights Christian Academy reserves the right to search the person (within reason) and property of any student while on campus.

The administration reserves the right to require a test for substance abuse if any student is suspected of such activity. The cost of the test will be the responsibility of the parent.

Weapons

There is a NO TOLERANCE policy for weapons. Violators will be expelled. Administration reserves the right to determine what is or is not a weapon.

Behavior on Public Transportation

Appropriate bus behavior is expected. There is no place for misconduct on a school bus—it is unsafe, as it distracts the driver, which puts everyone in jeopardy. In addition, it provides a poor witness of Christ to the driver and the outside world whom we are to be reaching out to for Christ.

We will support drivers who recommend suspension of a student's riding privileges. Please do your part to insure the safe transport of all students.

Medicines

1. No student will be allowed to possess medicine of any kind.
2. The giving or application of medication and carrying out actual medical procedures shall be done only on written order or prescription from a physician to the parents or school.
3. Medications prescribed for an individual student shall be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, physician's name, directions for use, and student's name. Medications will only be given to the students for whom they are prescribed.
4. Non-prescription medications should be kept to a minimum. They need to be brought to the school office in the original container with the student's name on it and written instructions signed by the parent/guardian. (Cough drops are considered a non-prescription medication.)

Health Screening Tests

1. Vision screening tests shall be conducted by a nurse for all students.
2. Hearing screening tests shall be conducted for students in K, 1st, 2nd, 3rd, 7th & 11th grades.
3. Height and weight measurements for students shall be conducted by a nurse.

DISCIPLINE POLICIES—ELEMENTARY (GRADES 1-5)

The behavioral conduct consists of an assertive discipline chart. The teachers use a chart with color-coded cards for the offenses. The student must change his/her card for each offense, giving the child immediate reinforcement of consequences for inappropriate behavior. Offenses to be administered as follows:

1. First offense: warning
2. Second offense: loss of break
3. Third offense: lunch time detention
4. Fourth offense: thirty minutes after-school detention to be served the next day and 1 point. (detention notification to be signed by parent/guardian.) (See Detention p. 14)
5. Fifth offense: parent contacted that day by office. Parents must return to school the following day with student to see teacher and principal in order for the student to resume classes.

Each teacher is encouraged to offer a positive reinforcement program, which rewards good behavior. A child may receive positive reinforcement by improving their behavior in the classroom.

General Classroom Discipline

The following is not a complete list, but is representative of unacceptable behavior in the classroom or hallway of the school.

1. Talking in classroom or hallways without permission.
2. Leave his/her desk without permission.
3. Incomplete assigned work.
4. Name calling.
5. Damaging property of school or other persons. Any student deliberately damaging property will be responsible for paying to have it repaired or replaced. (In the case of a more serious offense—please see Discipline Procedure.)

Each teacher is given the liberty to make and enforce classroom regulations consistent with the general policies of the school

Elementary After School Detention

Detention is assigned for students who receive four card changes in one day and may also be assigned for more serious offenses. Detention is a half hour period of time assigned to a student as a consequence of misbehavior or irresponsibility. Students are not permitted to do homework, but must sit quietly or do extra work for the assigned teacher from 3:15 pm to 3:45 pm. Transportation is the responsibility of the parents/guardian.

It should be served the next school day following the incident. One disciplinary point will be assessed for each after school detention.

Point System—Elementary

All students will be assessed a maximum of 5 points for the school year. Offenses will be given a point value. Once a student reaches the maximum point total (5 points), that student will be dismissed from the school. At 3 points the parent will be contacted and suggestions will be given for adding to the discipline system to encourage the behavior desired.

For each point given to the student, you as a parent/guardian will be notified by a notice needing your signature and returned the next day of school.

The following is a list of serious or major offenses and the allotted point total:

Bus suspension	1 point
Damaging property	1 point
Disrespect to authority	1 point
Fighting (verbal & physical)	1 point
Harassment/bullying	1 point
Lying	1 point
Stealing	1 point
Profanity	1 point
Cheating	1 point

DISCIPLINE PROCEDURES—MIDDLE/HIGH SCHOOL (GRADES 6-12)

A Demerit System has been established for the upper grades relative to age, degree of responsibility and other expectations of these young adults.

Each teacher will track behavior for each class. If a student receives two demerits on any given day in a class, they will receive an in-school detention. The first demerit will serve as a warning. Students who repeatedly receive one demerit per class period for consistent misbehavior may also be given an in-school detention or may be sent to the principal's office for discipline. Teachers are instructed not to tolerate classroom disruptions.

Minor Offenses

Minor offenses that warrant a demerit include but are not limited to the following: talking, passing/writing notes, not paying attention, not following directions, throwing paper/things, unprepared for class, tardy for class (less than 1 minute), inappropriate comment/questionable language, disrupting class, and drawing/writing on bodies.

Demerit Procedure:

- 1) First Demerit: Warning
- 2) Second Demerit (in one period): In-school detention
- 3) Third Demerit (in one period): Student sent to the office.

The following offenses will receive an automatic in-school detention:

Dress code violation; Violation of the six-inch rule; Food/drink/chewing gum/candy in class; Electronic device/cell phone; More than 1 minute late for class; No hall pass.

Major Offenses

Major offenses that warrant an after school detention and one disciplinary point include but are not limited to the following: bus suspension, profanity, lying, stealing, cheating/copying/plagiarism, disrespect towards authority, fighting (verbal or physical), harassment/bullying, skipping class, damaging property (school or others), graffiti, and missing an in-school or after-school detention (see the list below).

After School Detention

After school detention will be for 1 hour, 3:15-4:15. Detention will be on the first Thursday following the violation. No exceptions will be made for athletes who may miss a game or practice on detention days. Students must be picked up by a parent or guardian following an after school detention. Please be on time.

Point System—Middle/High School

The after school detention coincides with a disciplinary point system. Each after school detention will warrant one point. If a student reaches 5 points, he/she will be expelled. At 3 points, the parent will be contacted and suggestions will be given for adding to the discipline system to encourage the behavior desired.

The following is a list of major offenses and the allotted point total:

Bus suspension	1 point
Damaging property (school or others)	1 point
Graffiti	1 point
Disrespect to authority	1 point
Fighting (verbal & physical)	1 point
Lying	1 point
Stealing	1 point
Profanity	1 point
Cheating/copying/plagiarism	1 point
Skipping class	1 point
Harassment/bullying	1 point
Missing in-school detention	1 point
Missing an after school detention	1 point
Excessive tardiness (See page 28)	1 point

Six-Inch Rule/Inappropriate Behavior

Public displays of affection, including holding hands and putting arms around each other, etc. is not permitted. Students should remain 6 inches apart. Sexual harassment or reading or viewing obscene material is grounds for suspension and/or expulsion.

DRESS CODE

Philosophy & Goals

No aspect of the Christian testimony is more readily observable than the matter of appearance. We believe that Christians should present themselves so that Christ will be honored and pleased. It is our goal to encourage the students at EHCA to dress modestly (I Timothy 2:9,10), with a neat appearance, and to make responsible decisions daily. We believe that adhering to a dress code is not only a fine discipline and preparation for life, but it also encourages responsible behavior.

God did not skimp on standards, and His standards have a purpose; to protect His people, and to bring honor to His name.

Our dress code standards for both boys and girls are designed to minimize the unattractive spirit that clothing competition seeks to attract, drawing attention to self or sex. The attractiveness of a godly person radiates through their character, not their clothing. However, undisciplined character can be exposed by our appearance.

“Do not let your adornment be merely outward—arranging the hair, wearing gold, or putting on fine apparel—rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is precious in the sight of God” (I Peter 3:3,4)

The following guidelines are the minimum in grooming and dressing standards required of all students attending EHCA. These standards apply for the school and school sponsored activities, unless specific permission has been obtained, in advance, from the school administration.

The administration reserves the right to discern what is inappropriate clothing.

Dress Code Policies

The dress code applies to all students. All students are expected to present a neat, clean and modest appearance at all times. The administration determines what is neat, clean and modest.

The following policies apply to both boys and girls unless noted otherwise. Please be certain that the items you purchase meet all of these dress code guidelines (color, styles, proper length, etc...). Please use this guideline: “When in doubt . . . don’t!”

Shirts

Colors: White, Burgundy, Light Blue, Navy, Grey

Styles: Polos, Oxfords, Blouses & Turtlenecks

All shirts must have a collar or have a collared shirt worn underneath.

Boy’s button down oxfords must be tucked in.

Top button only can be un-buttoned on all shirts, boys and girls.

Approved EHCA dress code shirts may also be worn. (Available through the office)

Sweaters

Colors: White, Burgundy, Light Blue, Navy, Grey

Styles: Crewneck, Turtleneck, Cardigan, V-neck, & Vests

Approved EHCA hooded sweatshirt and jackets may also be worn. (Dress code shirt must be worn underneath.)

Cardigans and vests must have shirts worn underneath from the above list only.

Pants/Shorts

Colors: Khaki, Navy, Black, Grey

Styles: Pleated, Plain-front, Elastic waistband, Corduroy, Cargo & walking shorts (Capri's are also acceptable if they meet all of the guidelines, i.e. style, color, etc.)

Baggy, low-riding and excessively tight fitting or excessively flared pants are not permitted. Shorts must be at least knee length.

Skirts/Skorts/Jumpers

Colors: Khaki, Navy, Black, Grey

Styles: Pleated, plain-front, elastic waist & cargo

Skirts and jumpers must be at least knee length.

Footwear

Most all types of footwear are acceptable with the following stipulations:

Socks (or stockings for girls) and shoes must be worn.

Flip-flops and beachwear are not acceptable.

Chapel Day

Same as other days; however, students may “dress up” for chapel day. Be reminded that general dress code policies and procedures will apply (dress/skirt length, sleeves, appropriate collars, etc.). Discipline will be administered for violations.

Gym Day (In Class)

Grades 6-12: Same as other days for class (see gym class below).

Grades K-5: Same as other days, however, gym clothing may be worn all day on gym day (see gym class below).

Gym Class

Grades 6-12; students must change into gym clothing (this is part of their participation grade). Students must change out of gym clothes after gym class.

Grades K-5; students do not have time to change into gym clothes. They will wear what they wore to school. They may wear gym clothes all day on gym day.

Shirts

All students must wear an Evangel Heights Christian Academy T-shirt.

Grades K-5 may wear any EHCA shirt from any year. (Gym shirts are available for order in the school office.)

Grades 6-12 must wear an EHCA grey gym t-shirt (available for order in the school office).

Pants/Shorts

Students in grades 6-12 must wear Evangel Heights Christian Academy gym shorts. (Gym shorts are available for order through the office).

Students in grades K-5 may wear EHCA gym shorts, solid color gym pants, sweat pants or shorts. Any material is acceptable except see-through mesh. Pants/Shorts may be navy, light blue, burgundy, grey, black or red. They must be solid color, no stripes or

wording other than small brand labels or logos. No words or designs allowed. EHCA gym shorts are recommended. Shorts must come to within 2 inches of knee length or longer for all grades.

Shoes

All students must wear athletic shoes for gym class.

Dress Down Day

T-shirts, sweatshirts and jeans are acceptable. No baggy, low-riding pants, short shorts, sleeveless shirts, tank tops or clothing with inappropriate print for a Christian school. Students will not wear clothing promoting secular bands or other secular media.

Ladies: Please cover your mid-section with an undershirt if your shirt is too short. When you lift your arms, if your mid-section shows, your shirt is too short.

Footwear rules apply on dress down day. No flip flops, socks/stockings must be worn.

Hair

Boys' hair should be neat and trimmed, no longer than the top of the shirt collar in the back, shall not fall below the eyebrows in front or the bottom of the ears on the side. No extreme hairstyles or colors are permitted. Administration determines "extreme". Male students are to be clean-shaven (Exception: High School students can wear a neatly trimmed mustache or beard).

Girls: No extreme hair styles or colors are permitted. Administration determines "extreme". Hair should be neat and clean. No hats or scarves are to be worn except on permitted days.

Make-up

To be worn in moderation and good taste. This includes lipstick, make-up, eye shadows, fingernail polish, jewelry, etc. The administration determines what is in good taste.

Miscellaneous

(Boys) No earrings or body piercing. Hats are not to be worn inside the building. Wearing of jewelry is to be worn in moderation only.

(Girls) No body piercing with the exception of earrings (lobe piercing only; no cartilage piercing or gauging will be permitted).

Tattoos must be covered and may not show.

No jackets or outerwear are permitted during the school day (except EHCA hoodies and jackets and approved sweaters/sweatshirts).

Dress Code Enforcement Policy

For each dress code violation, the student will receive a lunch detention and be sent to the office and a parent will be called. The student will remain in the office until they can comply with the dress code. The office may provide clothing if parent cannot be reached.

Please parents, help us to avoid a phone call and a trip to the school to deliver appropriate apparel. Encourage your child(ren) to wear neat, modest, and appropriate clothing according to this dress code. Remember, "when in doubt . . . don't!"

ATTENDANCE

Regular daily attendance is expected of all students at EHCA. The maximum allowance for days absent will be 15 days. For absences beyond 15 days, a physician's excuse will be required. Excused and unexcused absences count toward the maximum number of 15 days. Extenuating circumstances will be taken into consideration, with schoolwork still needing to be completed.

Since excessive absenteeism affects the students' ability to learn and retain, absenteeism, is an important factor when considering retaining a student in the same grade. If a student misses 30 or more days of school, retention will be considered or credits may be withheld.

Absences

When a student is absent from school for any reason, the following procedures must be followed before returning to class:

1. The parent should call the school and inform the office that the child will be absent.
2. The student must bring a note from the parent explaining the reason for the absence on the day he/she returns to school.

Excused Absences

1. Student illness.
2. Medical appointments (please make every effort to have doctor and dental appointments after school hours).
3. Funerals.
4. Educational or religious trips and/or conferences. Forms need to be turned into the school office one week in advance.
5. Planned family vacation (See Planned Absences on page 21).
6. Bus transportation cancelled.

Perfect Attendance

Awards for perfect attendance are given to students who have zero absences, excused or unexcused. Daily attendance is required, including school-sponsored trips. If a student chooses not to attend a school-sponsored trip, he/she must report to school. Excused absences are still absences. Remember also, 5 times tardy equal one absence.

Planned Absences

Parents must have a written request submitted to the school office one week in advance. Excused absence forms may be obtained through the school office. (Important note: In order for the absence to be excused, and for teachers to have ample time to organize and assign the student's work in advance, Excused Absence Forms must be completed and turned into the school office no later than one week prior to the planned absence. Failure to give the school 1 week notice may result in student having to make up the work following their return to school or receiving a zero for missed work.

Unexcused Absences

Any absence not falling into one of the previous categories will be considered as an unexcused absence. Students with unexcused absences will receive a zero for work missed. An unexcused absence cannot be made up.

Missed Assignments

Students will have time to make up assignments missed during an excused absence. The make-up time will be equal to the number of excused absent days.

Illness

Students should not be sent to school if they are ill. As mentioned under the heading Health Requirements, parents will be called and asked to pick up their child if he/she comes to school ill or becomes ill during the day. You, as the parent/guardian, must come to the school office and sign the sick child out. Some classes do have scheduled recreation times and do go outside as weather permits. If a child is NOT allowed to go outside for medical reasons, a doctor's statement must be obtained or a note from the parent/guardian. The child may sit in the office while his class is outdoors.

Physical Education Class

Students who are not physically able to participate in Physical Education class should have a doctor's excuse. Students who do not have an excuse but feel ill may receive a writing assignment to be completed and returned the next scheduled physical education class.

Back Packs / Book Bags

For the safety and security of all students, staff, and faculty, NO backpacks or book bags are permitted in any classroom. Girls may possess a reasonable sized purse in class. The administration will determine whether or not a purse is reasonable size. Students may only carry books, folders, and appropriate classroom materials into any classroom.

Students must use their lockers for storage and strongly encouraged to use a lock! The school is not responsible for lost articles.

Medication

Please follow the rules in the "Medicine" listings on page 13 of this handbook.

COMMUNICABLE DISEASE GUIDELINE

Disease	Guidelines
Measles (Rubeola)	Exclude 7 days from date of rash
German Measles (Rubella)	Exclude 4 days from date of rash
Mumps	Exclude until inflammation and discharge is cleared up.
Fifth Disease	May return to school if asymptomatic, even though rash is still present.
Chicken Pox	Exclude 5-7 days from date of rash. May return to school when all pox have scabbed over.
Impetigo	Exclude until pustules are healed or under treatment and covered.
Pink Eye	Exclude until inflammation and discharge is cleared up-after student has been under treatment for 24 hours.
Head Lice	Exclude until after treatment with a pediculicide shampoo.
Ring Worm	Exclude from school until treated and determined to be non-communicable.
Strep Throat	Exclude from school until 24 hours after treatment with a prescription medication.

ACADEMICS

Curriculum

The instruction of Evangel Heights Christian Academy is traditional. A Christ-centered curriculum (A Beka, Association of Christian Schools International, Bob Jones and others) stresses excellence in the areas of phonics, reading, writing, spelling and mathematics. Science, social studies, music, art, computer, library and physical education are also important parts of the school's well-balanced curriculum. The study of the Bible is necessary in order to receive a truly complete education. Some textbooks published by non-Christian companies are used. Specifically, The Shurley Grammar Method in grades 3-7 and the Saxon Math Series in grades 6-12. While Christian companies publish most of the textbooks used at EHCA, EHCA teachers are being trained and instructed to integrate biblical truth into every subject, regardless of the text or materials being used. This is a part of providing a quality education with a distinctly Christian worldview.

Our entire curriculum is currently under review as a part of our ongoing school development and work toward receiving accreditation through ACSI. Our textbook committee is currently reviewing all textbooks in use.

Required high school courses and high school courses in the General Education Track will use the Standard Grade Point Scale: A=4; B=3; C=2; D=1; F=0.

Courses listed in the Academic Track will use the Weighted Grade Point Scale: A=5; B=4; C=3; D=2; F=0.

Academic Track courses include: Algebra 2, Advanced Math 1 & 2, Calculus, Chemistry, Physics, and any honors course.

Certain non-academic courses are not calculated in GPA or grade percentage, although course credit is given.

Grading Scale

A+ 100%	B+ 91-90%	C+ 83-81%	D+ 73-71%
A 99-95%	B 89-87%	C 80-77%	D 70-65%
A- 94-92%	B- 86-84%	C- 76-74%	F 64% & below

Personal and social behaviors as well as work habits are evaluated as follows:

O-Outstanding G-Good S-Satisfactory U-Unsatisfactory

Special class grades (Art, Music, Gym, Computer, etc, Grades K-5) will not be averaged in with academic grades for Principal's Honor or Honor Roll in the elementary grades, however, receiving a "U" in any of these special classes will prevent a student from making these honor rolls.

Graduation Requirements

In grades 9 through 12, every student graduating shall have completed 120 hours of instruction in the following 23 units of credit:

<u>Unit of Credit</u>	<u>Subject</u>
4	Bible (or 1 per year of attendance)
4	English
4	Mathematics (Geometry or Algebra II minimum requirement beginning with the class of 2011)
3	Science
3	Social Studies (History and Government of the United States and Pennsylvania History are required)
1	Foreign Language
1	Health & Physical Education
1	Fine Arts
2	Electives

Students must take and pass a Bible course each year they attend EHCA. English and physical education shall be taught to every student yearly in grades 9-12. One Health course must be passed.

Graduation Honors

The graduate with the highest cumulative high school GPA will be the class valedictorian. The graduate with the second highest cumulative high school GPA will be the class salutatorian. The graduate must have attended EHCA for no less than 5 semesters to qualify for valedictorian or salutatorian.

Students with a cumulative high school GPA of 3.85 or higher will graduate with high honors. Students with a cumulative high school GPA of 3.60-3.84 will graduate with honors.

Report Cards

Report cards are sent home at the end of every nine weeks. The purpose of a reporting system is to provide the parents/guardians and student with a means of noting the progress or lack of progress of the student. Each child's ability, attitude and application are taken into account in the grading.

Parent/teacher conferences may be scheduled following the end of the first nine weeks. Parents are encouraged to request a conference with the teacher whenever necessary. The school desires to work closely with parents.

An accumulated absence of ten or more days will delay this reporting process until such time as all work has been completed. Report cards will be withheld if an outstanding balance is due at the end of each quarter and at the end of the school year.

Mid-Term Reports

A mid-term report is sent out halfway through each nine-week period for elementary students who are experiencing problems and all students in grades 6-12. These reports are to serve as an indicator of progress or difficulty being experienced by your child. They are not a part of the permanent record of each student, but serve merely as indicators for parents/guardians to encourage their child. Parents are urged to confer with the teacher frequently throughout each term.

Honor Roll

Principal's Honor Roll

Student must obtain a 96.0% or higher average for a quarter and no unsatisfactory marks or incompletes. For the awards ceremony at the end of the school year, this award is based on a 96.0% or higher average for the entire year.

Honor Roll

Student must obtain a 92.0% - 95.9% average for a quarter and no unsatisfactory marks or incompletes. For the awards ceremony at the end of the school year, this award is based on a 92.0% - 95.9% average for the entire year.

Having a D or F in any subject, including the special classes, will make the student ineligible for either Honor Roll.

Academic Probation

Any high school student (grades 9-12) who maintains a 1.5 GPA or lower in their academic subjects for any nine-week grading period will be placed on academic probation. Any student who maintains a 1.5 GPA or lower in their academic subjects for two consecutive nine-week grading periods will be dismissed from the school. Students dismissed on these grounds may re-apply the following academic year.

Retention of Student

Students at the kindergarten through eighth grade levels will be retained automatically if they fail two or more academic subjects (Bible, Language Arts, Social Studies, History, Mathematics). The staff and administration will have the final decision as to whether a student will be retained. Credits will be needed for graduation at the high school level (9th through 12th grade) and if a class is failed it will need to be repeated for that credit.

Standardized Testing

Achievement tests are administered to students in all grades in the spring. In addition, Otis Lennon School Ability tests are administered to students in grades 1, 7 and 11. PSAT are offered to 10th and 11th graders. Test scores are sent home and appointments may be arranged through the school office for parents wishing to discuss their child's achievement test scores.

Homework Philosophy

Students in Evangel Heights Christian Academy will normally have homework. If students are going to properly learn, they must spend time in practice and drill, and they must exert effort. For best result, students need to learn to apply themselves to their schoolwork.

Homework can be a good opportunity for the parents to spend time with their children. (*Deuteronomy 6:6-7; Proverbs 4:1*)

Parents should help with homework without doing it for the student. We encourage help to be given in drill, review, memory and simple checking of the work.

We also like parents to encourage reading. Go to the library with your child and introduce him/her to good literature. Elementary children should have a time when books are read to them. They need to develop the ability to listen and learn. They also need practice in reading. You

might ask them to read the Bible story at devotion time. Do whatever you can to help cultivate their reading ability and interest in good literature.

If you have more than one child in school, spend time with each one. Often, the problem child gets all the time and attention. When this happens, the good student often suffers.

Students need a quiet place for study. Distractions do not help the thinking process. Young children and immature teenagers need to be observed while studying. They tend to waste much time if not helped to concentrate and finish the work.

Homework is given for several reasons:

- 1) It provides the parent/guardian with a close check on the kinds of academic progress their child is experiencing.
- 2) It provides the parent/guardian the opportunity to involve themselves in their child's educational experience.
- 3) It provides solid drill and practice to master materials essential to their educational process.

Reading

Book reading is very important. The following is a list of class grades and suggestions for reading.

1st—2nd grade:	1 book a week
3rd—5th grade:	3 books per 9-weeks

Students in third through sixth grade should do extra reading. They give reports to the class or make a project from this extra reading. Therefore, we must have guidelines as to what may be presented to the class. Please go over the following guidelines with your child to help in the selection of appropriate books.

- 1) Chapter books (books containing more than one chapter) on the child's reading level.
- 2) Books suitable to give reports within a Christian school.
- 3) Books that contain no inappropriate language (i.e.: profanity, taking the Lord's name in vain, etc.).
- 4) Books that give forth good moral, Christian standards (i.e.: no references to premarital sex, or inappropriate sexual references).
- 5) Books that contain none of the following: violence, magic, astrology, occult practices, horror, or related evils.
- 6) Books that contain good role models.

Secondary Outside Reading Requirements

Students grades 7-12 must read and pass a test on a specified number of books from a selected list. Each book is worth 100 points toward the English grade with 5 bonus points given for books read and successfully tested during the summer prior to the beginning of the school year.

Reading requirements are 3 books in 7th grade, 4 books in 8th grade, 5 books in 9th grade, 6 books in 10th grade, 7 books in 11th grade and 8 books in 12th grade.

Special Classes—Elementary

Grades 1-5: Special classes are gym, art, library, music, computer, and Spanish.

Teachers of these classes are to be respected by all students. Students not obeying or respecting the teacher of these classes will jeopardize their attendance in these classes.

Change of cards are also to be given out during “Special Classes” for unacceptable behavior and are often doubled by the homeroom teacher.

Physical Education Class—Middle School/High School

Proper Dress

If a student is not dressed properly they will receive a “0” for the day. The student may be permitted to participate with inappropriate clothing or complete a writing assignment for partial credit.

Written Excuses

If a student has a written excuse from a parent or doctor asking that the student not participate in gym class, the student will receive no grade for that day. These days will not be factored into their grade.

Other Excuses

If a student has an excuse for missing class, but it is not a written note from a parent or doctor, the student may be required to complete a writing assignment or go to the nurse’s office if they are sick.

Incomplete

If a student misses more than half of their gym classes in a nine-week grading period, they will receive an incomplete instead of a grade. They will not be credited if they receive an incomplete. Students may be able to receive a grade and credit if assigned work is completed. (Note: Some medical excuses may exempt them from an incomplete grade.)

GENERAL INFORMATION

Arrival and Dismissal Procedures

Students/Parents using the back school entrance:

- 1) All bussed students.
- 2) Kindergarten students who ride on a bus, and who ride home with their parents. (Kindergarten students are to report to the gym in the morning.)
- 3) Any other student who uses this exit **MUST** be accompanied by their parent/guardian. (Due to safety purposes.)

Students/Parents who use the school office entrance: (front of building)

- 1) Students who are dropped off by parents or car pool.
- 2) No students are to be in the parking lot unless going directly to their vehicles.
- 3) All elementary students are to be accompanied by an adult while crossing the parking lot.
- 4) Parents/Guardians are asked not to park their vehicles in the driveway by this entrance, especially near the building. (We need to maintain consistent flow of traffic.)

Early Sign-Out

Five early “sign-outs” without a doctor’s excuse or other approved excuse will be counted as one absence.

Important Reminders

- 1) Students riding home on a different bus, or a student who is riding the bus who normally rides home with parents, **MUST HAVE APPROVAL IN THE MORNING** of the day they are riding home on the bus, by the school office. Parents must get approval from the bus company.
- 2) Arrangements must be made in advance and approved if a child is going to leave the school building during the school day.
- 3) Parents are to contact bus/van company when their child will not be using arrival or dismissal transportation or any other changes in transportation.
- 4) If picking up students after school—please wait at the end of the hall, near the school office entrance at the front. Students are dismissed first who ride home in cars and are directed to come straight to this exit.

TIMES

Daily schedule for all grades:

8:30 am—12:10 pm	Kindergarten (except for 4 th nine-weeks)
8:30 am—3:10 pm	1st—12 th (Kindergarten 4 th nine-weeks)

Students are not to arrive before 8:00 am. The school cannot be responsible for students before that time.

All students are to report to the gym if arrival is before 8:20. Teachers will pick up students from the gym and accompany them to their homeroom.

Tardiness

Tardiness is disruptive to the classroom and has an adverse effect on the student’s educational progress. Any student arriving after the beginning of their daily schedule must come to the school office with a parent/guardian stating the reason for tardiness. Student drivers must have an excuse signed by a parent or guardian. When a student is marked tardy five days in a grading period, it will be marked as an unexcused absence. The student may be asked to make up work.

A student who is not at school before nine o’clock the morning of a school activity, without a doctor’s excuse, will **NOT** be permitted to participate in the activity (sports events, or practice, drama, or student council sponsored activities, etc.).

The following is to inform you if a student misses part of a school day:

1. Arrives after 8:30 am but before 11:00 am—tardy.
2. Arrives after 11:00 am but before 1:00 pm—1/2 day absent.
3. Leaves at 1:00 pm or later—it will still be counted as one complete day of school.
4. Leaves before 1:00 pm but after 11:00 am—1/2 day absent.
5. Leaves before 11:00 am—considered absent that day.

Student Discipline for Tardiness

Students driving, arriving with parents, or any student who does not arrive by bus is responsible to arrive on time. If a student is tardy for their homeroom class they will receive a demerit or card change. If a student is tardy after homeroom they will receive a lunch detention. The second time a student is tardy in the same month, he/she will receive an after-school detention and 1 disciplinary point. These policies apply to an unexcused tardy.

School Closings Due To Weather

In case of emergency, school closings or delays that are due to inclement weather, parents will be notified via the Parent Alert System.

1. Listen to KDKA radio (1020 on the dial) or watch television stations, WTAE, KDKA or WPXI or go to the website provided by these stations. THE WEBSITES PROVIDE THE MOST ACCURATE AND INSTANT INFORMATION.
 - <http://kdka.com/closings/>
 - <http://www.thepittsburghchannel.com>
 - <http://www.wpxi.com/closings/>
2. Listen or watch for Evangel Heights Christian Academy. Also watch for your local bus district schedule for your transportation schedule.
3. Check the status more than once. Our school's status may change at any time.
4. If there is a two-hour delay, morning Kindergarten will be modified. The class time will be 10:30 am—1:10 pm.
5. In the event of an unscheduled early dismissal, parents will be notified via the Parent Alert System.

Transportation

Evangel Heights Christian Academy provides no transportation to and from school. However, because the school is within the prescribed radius (10 miles) of most school districts in the area, Pennsylvania law requires the district in which the student resides to provide transportation for private or parochial schools upon parental request, if it is provided to the public school students in that district. Evangel Heights Christian Academy will assist you in arranging bus transportation via public school districts.

The transportation is provided by law to your child, not to the school. Therefore, you must take the initiative in securing that service. We will assist the school districts in every way we can to assure their busses remain on time and that our students are secure.

Student Driving Policy

Students who have a valid PA driver's license may drive to school. Students may not drive another student's vehicle. A list of the student driver's friends who are permitted to ride with the student must be submitted to the office for approval and requires a parent's signature. Also, students on the list for riding with another student driver must turn in a signed parental permission slip.

Student drivers will go directly to the church parking lot in front of the sanctuary upon arrival. After parking and locking their vehicles, students must leave the parking area immediately. Students are not permitted in the parking area any other time, except dismissal time. They must go to their vehicles and leave immediately. Loitering in the parking area will not be tolerated.

Student drivers who are tardy in excess of five times in one nine week grading period will lose driving privileges for 20 school days.

Visitors

We welcome visitors and parents to EHCA. However, we do ask the following of all visitors:

- 1) Typically, visitors may only visit during lunchtime.
- 2) Visitors must stop at the school office to gain permission before entering classroom areas.
- 3) Visitors/Parents must sign in at the school office upon arrival.
- 4) All volunteers and visitors are to receive a nametag. The tag is to be worn in the school building at all times. (This is for the safety of the students. All students need to show respect to all adults and be able to call them by their name.)
- 5) Visitors are expected to dress modestly and abide by behavior standards of the school.
- 6) If disrupting the school routine, visitors will be asked to leave.

Volunteers

Volunteers are a very important part of the Private School Education. It is imperative that parents assume their responsibility in this area. Volunteer forms are available in the school office. They only need to be filled out once, and then they are kept on file for subsequent years. A one-time screening fee of \$10.00 will be charged. Upon arriving at the school, volunteers must sign in at the school office and receive a nametag to wear while on school property.

Conferences

It is the desire of the faculty to be of service to both student and parent/guardian. We do urge, however, that visits be made by definite appointment with the teacher in advance.

How to schedule an appointment:

Any conference must be scheduled in advance.

- 1) Schedule immediately after school or during a teacher's break.
- 2) Talk with the teacher about scheduling, but during school hours the teacher's time and attention belong to the students; parents should limit conversation to necessary instructions for the welfare of the child.
- 3) Please do not go to the classroom at dismissal time to talk to the teachers. Their attention must be directed to getting the students prepared to go home.
- 4) Teachers may or may not have the availability to talk with you after students have been dismissed. It is always better to schedule an appointment.

School Conferences

There will be Parent/Teacher conferences scheduled following the first nine week grading period. Every parent is asked to attend this meeting for the benefit of his/her child and to obtain pertinent information concerning the school program. This meeting is on the school calendar.

The teacher or parent may request a special meeting when a student may be experiencing difficulty. We do urge, however, that such conferences be made by definite appointment with the teacher or administrator immediately after school hours or during the teacher's free period.

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parent and student. (Please see Grievances on page 12.)

Chapel

All students enrolled at Evangel Heights Christian Academy will be required to attend a weekly chapel service. This service is designed to bring the student body together for worship. This service is intended to be light, fun, instructional and spiritual.

Cafeteria

The cafeteria serves hot lunches four times a week (Monday—Thursday), unless noted on the monthly menu calendar. There is also a pizza fundraiser on Fridays. Milk and other ala' carte may be purchased by those students who bring lunch.

Free and reduced lunches are available for those who qualify. Call the office for an application.

Expected behavior at lunchtime:

- Wait in line with no pushing, hitting, or inappropriate behavior.
- When seated at the lunch tables, students will sit with feet under table and talk quietly among the people at their table. Talking privileges will be revoked for a time if noise levels become too loud.
- Students cannot leave the cafeteria without permission.
- Students are expected to keep and leave the area at the table neat and orderly.

*Change of card, demerits or points may be administered at lunchtime by the staff.

Child Safety

Precautions will be taken to protect your children. Doors will be locked after student arrival times. If a parent must come during school hours, please use the double glass doors at the school office entrance. All volunteers will be asked to fill out forms so that background checks can be made. A safe, secure environment is essential for the school.

Toys

Evangel Heights Christian Academy cannot be responsible for lost or broken toys brought to school. We do not allow toy guns, swords or knives at school unless they are pertinent to a classroom project and permission is granted. Disturbance causing toys or any toy deemed inappropriate will be confiscated. It will be returned to the student at dismissal time to be taken home.

Field Trips

Field trips are included as part of a well-rounded education. Each class may go on field trips that are designed to enhance the classroom studies. Permission forms must be turned in on time. If a student does not obey the rules or is rowdy on a field trip, he/she may be excluded from the next field trip. Students who have accumulated five or more points may be excluded from field trips.

Clubs

After school clubs will be offered based on interest and availability. It is the responsibility of the parent/guardian to make transportation arrangements for their own child/ren involved. Proper behavior is expected at club meetings. A student may be excluded from the club if their behavior is not proper.

Telephone

Students will only be allowed to use the office telephone for emergency reasons. Students will not be allowed to call and make arrangements to go home with other students, or to handle other matters which should have been arranged ahead of time. When students stay after school for games or activities, arrangements must be made in advance. (Cell phones: see page 13)

Lost and Found

Lost and found articles will be placed in a designated location. It is requested that parents put the child's name on all personal items that could be lost so they can be easily identified. Evangel Heights Christian Academy cannot be responsible for lost, damaged, or stolen items belonging to students. Items not claimed at the semester break and end of the school year will be sold at the Yard Sale Fundraiser or donated to charity.

Books

A book fee is charged. Consumable books will be used and taken home by students. Non-consumable books are the property of the school. Included in the book fee is a reasonable usage fee for the non-consumable books and a paper fee for tests and class work that are duplicated and distributed to the class as well as for art supplies, SAT testing, publications, etc. It is the responsibility of the student to care for the books that are the school's property. Charges will be assessed for lost or damaged books.

Library Books

Students in grades K-5 will regularly visit the school library. Books not returned by the due date are charged a fine of 10¢ per week. The student must pay for lost books.

Lockers

Lockers are assigned to students in grades 6th and up at the beginning of the school year. Students are responsible for the locker and its contents. School lockers are the property of EHCA. At no time does EHCA relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant.

Every student is to bring in his or her own lock for the locker. If the lock requires a combination, that student's homeroom teacher is to have the combination written on file. If the lock requires a key, the homeroom teacher is to have a copy of the key. All lockers are to have only appropriate pictures and posters put on them with magnets, whether on the inside or outside. This is a Christian academy and we want the Lord to be honored in everything.

The student will be required to pay for any damage to lockers. EHCA does not guarantee the security of the contents of the lockers.

PTG (Parent/Teacher Group Meetings)

The PTG exists to support and enhance the student's learning experience and to support our teachers and the overall school effort. We would like to invite every parent to attend these monthly meetings. All meeting dates appear on the school schedule. They are usually held on the first Tuesday of each month. There will often be a reminder sent home with the students. Watch for these flyers. See you there! Childcare is provided.

2009-2010 Officers

President: Carla Ferrone

Vice President: Roberta Smith

Secretary: Tina Pugh

Treasurer: Pastor Gary Bracewell

Fundraisers

MARKET DAY - This will be an ongoing fundraiser. ALL of the profits will benefit our computer lab, library, and other needed projects.

You will have the opportunity to order wonderful food every month. An order form will come home with each student stating the date the order needs to be turned in to the school office and the date which the order can be picked up. You may also place your order online at www.marketday.com. Please tell your friends and family about this great fundraiser and they will be helping the school.

Opportunities to Help our School

There will be other fundraisers throughout the school year, but they will be limited. One school-wide fundraiser will be designated and will require total participation by all families represented in the school. If the need arises, there may be additional fundraisers through the year for specific projects.

Evangel Heights Christian Academy collects the following items and earns cash or merchandise points for school equipment. You may want to ask your relatives, friends, and neighbors to also help us out. Thanks for your help.

* GIANT EAGLE APPLES FOR STUDENTS

* CAMPBELL'S SOUP LABELS

To procure school equipment, we collect Campbell's soup product labels. Please send in only the front portion of the soup label.

* BOX TOPS FOR EDUCATION

* COMPUTER PRINTER CARTRIDGE RECYCLE

Please save your ink cartridges for recycling.

* SCRIP

SPORTS See Athletic Director.

BAND INSTRUMENT LESSONS Grades 2 –12. Information available at the school office.