

# Table of Contents

2020-2021 ECS School Calendar .....	3
El Dorado Christian School Board, Faculty, and Staff.....	4
Board:.....	4
Faculty:.....	4
Staff: .....	4
SECTION I – GENERAL INFORMATION.....	5
EL DORADO CHRISTIAN SCHOOL MISSION STATEMENT.....	5
EL DORADO CHRISTIAN SCHOOL DOCTRINAL STATEMENT .....	5
FACULTY STATEMENT.....	6
ACCREDITATION .....	6
SECTION II- GENERAL SCHOOL POLICIES .....	6
ARRIVAL AND DISMISSAL PROCEDURES .....	6
ASBESTOS NOTIFICATION.....	7
ATHLETIC PHYSICALS (3rd grade through high school only) .....	8
COMPUTER USAGE .....	8
CONDITIONS REQUIRING NOTES FROM PARENTS .....	8
COVID-19 Safety & Preparedness Plan for 2020-2021 .....	8
CUSTODY ISSUES AND DOCUMENTATION .....	11
DAILY SCHEDULES .....	11
EXTRACURRICULAR FEES.....	12
EVENT COMMITTEE REQUIREMENT (PTO) .....	12
FINANCIAL COMMITMENT .....	13
FUNDRAISING COMMITMENT .....	13
LOCKDOWN PROCEDURES .....	15
LOST AND FOUND .....	15
LUNCH/SNACK PROGRAM .....	15
MEDICATIONS .....	16
NEW STUDENTS .....	16
NON-DISCRIMINATION POLICY .....	17
PARTIES .....	17
PROGRAMS.....	17
RESTRICTED ITEMS/ELECTRONIC EQUIPMENT/CELL PHONES .....	17

TELEPHONE.....	18
TUITION AND REGISTRATION.....	18
VISITORS.....	19
SECTION III - ATTENDANCE AND TARDY POLICIES .....	19
ATTENDANCE POLICIES .....	19
For High School-See A+ Attendance Policy.....	19
Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school. Parents will be notified if absences become excessive and have an adverse effect on the student's grades. ....	19
TARDY POLICY .....	21
SECTION IV - ACADEMICS AND GRADING.....	22
A. POLICIES PERTAINING TO ELEMENTARY THROUGH HIGH SCHOOL .....	22
Extra Credit .....	22
Grading scale.....	22
Extracurricular Activities and Grades .....	22
Homework.....	23
Honor Roll.....	23
On-line Grades .....	23
B. ACADEMIC POLICIES PERTAINING TO ELEMENTARY THROUGH MIDDLE SCHOOL ONLY.....	23
Daily Folders.....	23
Report Cards .....	24
C. ACADEMIC POLICIES PERTAINING TO HIGH SCHOOL ONLY .....	24
Adding/Dropping Classes .....	24
A+ Designation and Eligibility .....	24
▪ Perform 50 hours of unpaid academic tutoring or mentoring in a school supervised setting. ....	25
Early Graduation .....	27
Graduation Requirements.....	27
Student Council and Class Offices .....	29
Student Employment .....	29
Valedictorian and Salutatorian .....	29
SECTION V - STUDENT CONDUCT AND DISCIPLINE POLICIES .....	30
CODE OF CONDUCT.....	30
ASSEMBLY CONDUCT .....	33

BUILDING, GROUNDS AND PROPERTY .....	33
DRESS CODE .....	33
DRIVING .....	34
FIELD TRIP RULES .....	35
PLAYGROUND/RECESS RULES .....	35
SPRING BANQUET .....	35
STUDENT REDEPTIVE DISCIPLINE POLICY .....	35

## 2020-2021 ECS School Calendar

# El Dorado Christian School Board, Faculty, and Staff

## **Board:**

Mr. Randy Bland, Chairman  
Mr. Travis Bland  
Mr. Greg Castor  
Dr. Cammie Housh  
Mr. Terry McKinney  
Mr. Joe Trussell  
Mr. Brandon Watkins

## **Faculty:**

K-3: Mrs. Michelle Morin  
K-4 AM: Mrs. Chelsey Asmus  
K-4 PM: Mrs. Michelle Morin  
Kindergarten: Mrs. Jan Bland  
1<sup>st</sup> Grade: Mrs. Amber Bowen  
2<sup>nd</sup> Grade: Mrs. Karen Johnson  
3<sup>rd</sup> Grade Homeroom: Mrs. Jill Ash  
4<sup>th</sup> Grade Homeroom: Mrs. Darla Daniel  
5<sup>th</sup>/6<sup>th</sup> Grade Homeroom: Mrs. April Rosbrugh  
7<sup>th</sup>/8<sup>th</sup> Grade and High School:  
Mrs. Cheryl Eslinger, Mrs. Janet Swank, Mrs. Patty King,  
Mrs. Dixie Christensen, Mrs. Krystal Wyant  
Art/Music: Mrs. Sheila Altheide  
PE: Mr. Tommy Bowen

## **Staff:**

Principal: Mrs. Kelly Bryson  
Office Manager: Mrs. Natalie Baker  
Administrative Assistant: Mrs. Michelle Steuck  
Custodian: Mr. Bob Carter  
Athletic Director: Mrs. Becky LeeMasters

## **SECTION I – GENERAL INFORMATION**

### **EL DORADO CHRISTIAN SCHOOL MISSION STATEMENT**

The primary objective and purpose of El Dorado Christian School is to train the student in the knowledge of God, the Christian way of life, love of country, and to give the student an excellent academic education. It is our purpose that each student will master the academic material appropriate to his grade level, will be an exceptional reader, will develop self-confidence, self-esteem, and study habits that will serve as a foundation for further academic and life achievements. The administration and faculty of El Dorado Christian School realize the solemn responsibility before God in molding the life and character of children, and will demonstrate a caring concern for each child entrusted to them. El Dorado Christian School does not operate for profit.

### **EL DORADO CHRISTIAN SCHOOL DOCTRINAL STATEMENT**

**THE SCRIPTURES**--We believe the Scriptures of both the Old and New Testaments are the infallible inspired Word of God. We believe that the Scriptures are without error in their original writings and they are the final authority for Christian living and faith in God.

**THE GODHEAD**--We believe in one God, Personal, Infinite, and Holy, eternally existing in three distinct persons: God the Father, God the Son, and God the Holy Spirit. We believe God created all things, that God is love, and that He guides all things.

**GOD THE FATHER**--We believe that God is the eternal, sovereign Father of His only begotten Son, our Lord Jesus Christ. We believe God is the Father of all those who accept the Lord Jesus Christ as their personal Savior.

**GOD THE SON**--We believe that Jesus Christ was conceived of the Holy Spirit, born of the Virgin Mary, is the true God, and true man, lived a sinless life, performed many miracles, died a substitutionary death on the cross and shed His own blood for our sins, arose bodily from the grave, ascended into heaven as our High Priest and King. We believe in His visible, imminent, and personal return in power and glory.

**GOD THE HOLY SPIRIT**--We believe in the present ministry of the Holy Spirit who regenerates, convicts of sin, indwells every believer at conversion, and sanctifies, fills, comforts, guides, teaches, and enables the believer to live a godly life, and empowers the believer for effective Christian service.

**SATAN**--We believe Satan is a fallen angel through whom sin entered into the world. We believe he is the enemy of God and all mankind, he strives to keep the unbeliever from accepting Christ, and he solicits the believer to sin.

**MAN**--We believe that man was created in the image of God and by sinning has thereby incurred both physical and spiritual death. We believe man is born with a sinful nature.

**SALVATION**--We believe all who believe on the Lord Jesus Christ, truly repent of their sin and receive Him by faith, are born again of the Holy Spirit, becoming the children of God. We

believe in the resurrection of the dead, the unsaved into everlasting damnation and the saved into everlasting blessedness with Christ.

THE CHURCH--We believe in both the church universal, which is composed of all believers in Jesus Christ our Lord, both living and dead, and the individual church congregation through whom God works to carry out the Great Commission.

## **FACULTY STATEMENT**

El Dorado Christian School's mission is to impact the world for God. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. All teachers at ECS are active members of a fundamental Bible-believing church. Each member has been selected and interviewed by the school. All teachers, both in elementary and high school are highly qualified. They have shown superior abilities, and a number of them have received advanced degrees in their areas of specialization.

## **ACCREDITATION**

El Dorado Christian School is accredited by the National Association of Private Schools.

- **Transfers Back to State Accredited Schools**  
Students entering back into a state accredited public school may be tested by the receiving public school to determine if he/she should be placed in the desired grade level, or if certain credits may be transferred to the receiving school. Public schools are not required to accept credits from schools not accredited by the state or regional accrediting agencies.
- **College Admission**  
National Association of Private School accredited school graduates are accepted at colleges and universities; however, some colleges may wish to validate the high school diploma before admission of the student may be approved. Private colleges and on-line private colleges follow different policies for admission and may require other options for college admission.

Additionally, El Dorado Christian School is a designated Missouri A+ School. El Dorado Christian School graduates who complete the A+ Designated Schools requirements are eligible to receive the scholarship award for tuition for 2 years at a Missouri community college. (See A+ Section in High School Policies, page 24.)

## **SECTION II- GENERAL SCHOOL POLICIES**

### **ARRIVAL AND DISMISSAL PROCEDURES**

School is in session from 8:00 until 4:00, Monday through Thursday. Doors open daily at 7:50 and students should not arrive prior to this time. Students will not be supervised before 7:50 A.M. Therefore, we ask that they not be brought to school earlier than this time unless

you have made prior, temporary arrangements with their teacher. After the first day of school, we ask that you please leave your child at the doors rather than visiting in the classroom. Teachers will gladly come to the classroom door for a quick message in order that morning routines are not disrupted. Students arriving after 8:00 will be considered tardy. Students need to be picked up at 4:00 P.M. and must stay out of the buildings once they have been dismissed. For elementary and middle school students, exit assignments will be posted at the beginning of the school term. For safety reasons, a parent wanting to change pick-up arrangements must notify the school by phone, Pass-a-Note to the office or teacher, or send a written note to the teacher. If someone not on a child's pickup list arrives to take a student and we have not received notification from the parent(s), we will not release the student until we have made contact with the parent(s).

All students staying after school for activities must be under the supervision of a teacher or coach. Please understand that coaches, teachers, or other sponsors are not responsible for the siblings of any students they are supervising after school. Arrangements will need to be made to pick up siblings by 4:10.

## **ASBESTOS NOTIFICATION**

We are required by the Environmental Protection Agency to inform you that an asbestos management plan is available for your inspection in the school office. All areas in the

buildings of El Dorado Christian School suspected of containing asbestos have been tested by an accredited management official and contain NO ASBESTOS.

## **ATHLETIC PHYSICALS (3rd grade through high school only)**

**All** students who are participating in school sports are required to have yearly physicals with the records on file in the office prior to the first sports practice.

## **COMPUTER USAGE**

All students, 3rd grade and older, will be required to read and agree to our computer usage form before using any of the school's computers.

## **CONDITIONS REQUIRING NOTES FROM PARENTS**

We realize that there are some students who have physical care needs of which the teacher needs to be aware, and a note is needed in the following cases:

1. Physical activities need to be restricted for a short period of time, such as limited physical education participation or remaining inside for play.
2. Extra restroom privileges are needed.
3. Medication is needed.

Other reasons requiring a note of explanation from parents are:

1. Change in address, telephone number, place of employment, child's babysitter or emergency numbers.
2. Doctor or dental appointments during school hours.
3. Change of destination of student after school or in the person picking up a student.
4. If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment. Without this, please understand we are not able to prevent a parent from seeing, talking with, or picking up his or her child.

## **COVID-19 Safety & Preparedness Plan for 2020-2021**

The ECS board and administration have compiled a proactive strategy to keep our staff, students and families safe and healthy as students and staff return to the building for classes on Tuesday, August 25<sup>th</sup>. This strategy is **subject to change** in accordance with the information given to us from the CCHD, CDC and healthcare professionals.

### **Staff & Student safety:**

- Temperatures may be taken each morning.
- Staff and students should stay home if exhibiting 2 or more of the listed COVID-19 symptoms.
  - Fever of 100.4F or higher or chills



- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
  - Symptoms list generated from [www.cdc/coronavirus](https://www.cdc.gov/coronavirus)
- All staff and students must be symptom free and fever-free WITHOUT medication for 24 hours before they can return to school or to school activities.
- Any staff or student exhibiting 2 or more of the COVID-19 symptoms will be sent home.
- Students and staff are welcome to wear masks, but it is not required.
- Students and staff will be encouraged to use good hygiene, washing hands often, using hand sanitizer and coughing into their elbow.
- Students and staff are MUST to bring a water bottle to be filled at the new touchless water filling stations. Drinking fountains will be closed.
- Students and staff should bring hand sanitizer to be used throughout the day.
- Students will not share supplies in the classroom or Art room.

#### **Building & Classroom Precautions:**

- High traffic areas will be disinfected daily and more often if necessary.
- Staff will spray down and wipe down desks/tables between classes/uses.
- Hand sanitizer stations will be strategically placed throughout the building.
- Water bottle filling stations will be used. Regular water fountains will not be in use.
- Students will be distanced in the cafeteria, if distancing is not possible, then students will eat in their classrooms.
- Student desks will be facing one direction and distanced as much as possible.
- Hallway traffic will be limited to one class at a time.
- Students will have assigned seats for every class and in the cafeteria.
- If it is necessary for a visitor to enter the building, they could be given a brief health questionnaire as well as a temperature check.

#### **Parental guidelines:**

- Have a back-up plan for sick days, quarantine days, school closures...
- Keep your child home when they are sick or do not feel well.
- Remind your child to wash their hands thoroughly and to not touch their mouth or nose.

#### **Athletic Guidelines:**

- Wearing of masks will be recommended but not required for spectators.

- The bleachers will be marked every six feet. Chairs will be placed in small groups on the stage for additional seating. They will be spaced out to encourage social distancing. Families will be asked to sit together.
- The gym will have designated sections for visitor spectators and home spectators.
- There will be no limit of spectators at games.
- Hand sanitizer will be available in at least three high-traffic areas.
- Additional responsibilities will be added to cleaning schedule after each game, including sanitizing benches and door knobs.
- All athletes and coaches will have their temperature checked before each practice and each game. The temperature checks will be charted and periodically checked by the athletic director.
- Concessions will continue as normal with gloves required and no children under the age of fourteen allowed behind the concession stand.
- Any order issued by the city, county, state or federal government involving the use of masks, group limitations, or other will communicated and adhered to.

ECS will follow the Cedar County Health Departments protocol for communication when a positive COVID-19 case is reported.

If a student or staff member is exposed to a person outside of the household who tested positive to COVID-19, they will be quarantined for 14 days.

If a student or staff member is exposed to a household member who tested positive to COVID-19, they will be quarantined for 14 days.

If a student or staff member tests positive to COVID-19, they will be quarantined for 10 days. They can return to school after the 10 days and after being medically cleared by a healthcare professional and are symptom and fever free for 24 hours.

If a student or staff member has a person in their immediate family, living in the same household, becomes sick, requiring a COVID-19 test, that student or staff member cannot return to school until the test is negative. If the test is positive, the student or staff member cannot return for 14 days.

If a student or staff member is recommended to take a COVID-19 test, that student can return to school if the test is negative and symptom free for 24 hours.

If a student or staff member tests positive for COVID-19, they will be quarantined for 10 days and after being cleared by a healthcare professional. Students and staff exposed to this positive case will quarantine for 14 days.

Quarantined families must make every effort to keep up with school work, working in accordance with their teachers.

Staff, students and families, need to be familiar with on-line learning tools such as Google Classroom, Zoom, Bloomz, and youtube... Staff will communicate with families as to which tools will be used.

If it is necessary to have an extended school closure due to COVID-19, the following strategies will go into effect:

- Teachers will move to the on-line, Education from a Distance Plan, using on-line tools and Apps.
- Your child's teacher will explain those plans at the beginning of the school year.

- All schoolwork, tests, quizzes, projects, and papers will be graded during the Education from a Distance period.

It is our desire to be in session this school year. Staying healthy and safe will take the commitment and cooperation of all ECS staff, students and families, working together to follow the recommendations of the CCDH, CDC and healthcare professionals. Please join us in praying diligently and working hard to stay safe and healthy this school year. ECS is striving to fill our student with God's goodness and an excellent education.

## CUSTODY ISSUES AND DOCUMENTATION

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of El Dorado Christian School is on the safety and well-being of your child, and our policies are to further those goals.

Custody Documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at El Dorado Christian School. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to El Dorado Christian School within seven days of change or at the time of re-enrollment if the school has dismissed for summer break.

School Records: A noncustodial parent shall have the right to access school records related to his or her child unless prohibited by a legally binding instrument.

Dismissal and Early Releases: A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without a legally binding instrument.

Parent-teacher Meetings: It is El Dorado Christian School's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School Communication: It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

## DAILY SCHEDULES

K-3 (3-year-olds)*	Tuesday and Thursday mornings	
	Session 1	8:00-11:30
	Session 2	12:30-4:00
K-4 (4-year-olds)*	Monday through Thursday	
	Session 1	8:00-11:30
	Session 2	12:30-4:00
Kindergarten-High School	Monday through Thursday	8:00-4:00

Preschool, kindergarten, and first grade students are placed in their classes according to their age and must be completely potty-trained. In accordance with Missouri Public school law Section 160.053, RSMo, a child is eligible for admission to kindergarten if the child reaches the age of five (5) before the first day of August of the school year beginning in that calendar year. In keeping with this regulation, children entering 4-year-old preschool must reach the age of four (4) before the first day of August of the school year beginning in that

calendar year. \*K-3 and K-4 schedules may change as enrollment dictates. A class roster and schedule will be given at the beginning of the school term.

## EXTRACURRICULAR FEES

Athletic fees are due by the first practice of the sport in which the student is participating. These fees help offset costs throughout the season. Participation will not be allowed until appropriate fees have been paid.

Volleyball: \$75

JH Volleyball: \$50

Cross Country: \$65

Basketball: \$75

JH Basketball: \$50

Track & Field 6-12<sup>th</sup> grades: \$65

Track & Field Elementary: \$50

Cheerleading: \$20

Homeschool Athletic fee: \$100 per sport plus the fee.

## EVENT COMMITTEE REQUIREMENT (PTO)

Our Parent/Teacher Organization (PTO) supports our school by facilitating various fundraisers and events. This support increases operating funds for the school to keep tuition as low as possible, and helps buy equipment and materials for the students and teachers. By being a part of this organization, you are able to meet the parents of your child's peers, have input into activities for the school, and enjoy fellowship with others.

It is required that a representative from each family in the school participate in two PTO committees/events during the year. Committee/event participation includes serving on **two** committees/events for the year and **attending** the meetings associated with those committees/events, if applicable for the events. Responsibilities and guidelines for each event will be made available to the appropriate committees. Once a family has served on the committee/event for which they have signed up, they have fulfilled their PTO requirement for the year. Sign-up sheets for working the Auction and Buffalo Stand as well as each committee will be available on a first come, first served basis at the Open House on August 24, at 3:00-7:30 in the gym. Once an event or committee sign-up sheet is full, families will need to pick a different one. You may sign up for more than one committee and event if you wish. Any family or parent who signs up to be committee head will only be required to participate in that one committee.

If a family does not sign up for a committee and event on Open House night, they will be contacted and placed on a committee or event which is not full. If, after signing up for a

particular committee, a family is not able to work, it will be their responsibility to find another family to work on the committee in their place.

\*\*\*\*Any family which has not signed up for committee work will be charged PTO dues of \$50.00 on October 1. Please understand we greatly prefer your family working on committees rather than paying the dues!

## FINANCIAL COMMITMENT

El Dorado Christian School is committed to the education of children in a Christian atmosphere, and with this commitment comes financial obligations to employ and pay teachers, administration, and staff for the full academic year. It is appreciated, therefore, that parents make every effort to pay tuition in full for the entire school year, regardless of absenteeism due to illness, withdrawal, dismissal, expulsion, or any other circumstance.

## FUNDRAISING COMMITMENT

PTO sponsors two major fundraisers, selling candy bars and the walk-a-thon, in which every family is required to either participate or pay the opt-out fee. The opt-out fee is \$60 per child, for the candy bar sales, or for families of 3 or more, \$60 per child, for the first 2 children, and \$30 for each child after 2. The opt-out fee is \$80 per child, for the walk a thon, or for families of 3 or more, \$80 per child, for the first 2 children, and \$40 for each child after 2. **In order for us to place an accurate candy bar order, if you plan to pay the opt out fee rather than sell candy bars, we must have the opt out fee for selling candy bars paid to the office by October 1, or you will be required to sell 2 boxes of bars per child.** Once we place the order, we cannot change our order. Each child is required to sell 2 boxes, except in families of 3 or more, who are required to sell 2 boxes for the first 2 children and 1 box per child after 2.

Parents have the option of opting out of fundraisers with a payment plan. The opt-out fee will be divided over 9 months (September- May) and added to the families account with tuition. A sign-up sheet for the opt-out payment plan will be on the PTO table at open house.

We will have a Silver Dollar City Family Day, and it is scheduled for Thursday, May 13, 2021. Students will be able to earn a one-day pass to Silver Dollar City complete with a meal ticket, by having all fundraising money turned in by April 21. Additionally, we plan to have reduced priced tickets available for family members, as we have done in the past. More information will follow next spring when it comes time to order tickets.

PTO will have additional smaller fundraisers throughout the year in which participation is encouraged, but not required. Thank you for your family's part in our fundraising efforts. Our school depends on these fundraisers to meet our operating expenses, as well as to provide needed equipment upgrades.

## ILLNESS OR EMERGENCIES

If a child has been ill during the night or becomes ill upon awakening, please do not send the child to school. Parents are asked to keep their child home from school if his or her temperature is 100 degrees or above. ***The student should stay home until he or she has been***

**fever-free for 24 hours. Other symptoms that indicate the child should remain at home for a 24-hour period include vomiting, diarrhea, an unusual or unexplained rash, or an off-colored phlegm-producing cough.** This is for the protection of the child as well as for the other students and faculty in the school. Parents will be called to pick up their child if such circumstances arise while in attendance. If a student is sent home from school because of illness, that student cannot participate in after school activities, such as; athletics games or practices, club meetings, or programs. Parents should call the office to report absences for the day or send a Pass-a-Note on the computer through Sycamore.

For the following specific illnesses/conditions, these policies apply:

- Chicken pox: Student may return to school after he is fever-free and lesions have been crusted for 24 hours.
- Strep throat: Student should be at home on medication and fever-free 24 hours before returning.
- Pink eye: Student may return to school when he has been on medication 24 hours or redness and drainage are gone, or with a doctor's note.
- Scabies: Student may not return to school without proof of treatment.
- Head lice: Student may not return to school until he has proof of treatment and nit removal.

If a child is recovering from an illness and should remain inside at recess for a day or two, it is necessary that the student bring a note from home. In the case of a long term need to remain inside, it is necessary to obtain a written statement from his or her physician.

In the case of an emergency, the child will be taken to the hospital (E.R.) if deemed necessary before notifying the parents. The parents will be notified as quickly as possible.

## **IMMUNIZATION RULES**

**All** students are required to have on file in the school office the standard health immunization form completed by their physician or personal records that are validated by a doctor or clinic. Students must be fully immunized against certain diseases or must present a certificate issued by the state for medical reasons or reasons of conscience as to why the student will not be immunized.

## **INCLEMENT WEATHER/EMERGENCY NOTIFICATION**

In the event weather conditions dictate a cancellation of school or early dismissal from school, every attempt will be made to contact parents. We will first notify parents using our school alert system (called School Messenger), using contact numbers provided by parents at the start of the school year. **If you receive a call or message from the school, please listen to the message rather than simply call the school to verify a missed call. This will free our phones for other issues related to the situation.** Should weather conditions dictate that school is canceled or dismissed early, the school administration will also notify the local radio station, KESM, 105.5 FM. Parents may also check online by accessing

sycamoreeducation.com/index.php?schoolid=1446. If cancellations are made with enough advance notice, local television channels in Springfield and Joplin will be notified. Parents may call the school office (876-2201) for an updated cancellation notice. **If no announcement has been made, parents and students should assume school will proceed as normal.**

In the event of a storm in which a tornado warning has been issued, students will not be allowed to leave the building. Instead, teachers and students will take appropriate cover. An exception to this will be in the event of significant notice of an impending storm. In this situation, ECS Faculty and Staff will walk the student body to the Church of God (Holiness) basement. This procedure will be rehearsed throughout the year. Parents should refrain from picking up their child at this time due to threatening conditions outside. A copy of our emergency procedures can be obtained in the office.

## **LOCKDOWN PROCEDURES**

The board, faculty, and staff have developed and reviewed safety procedures in the unlikely event a situation requiring a lockdown should arise. If such a situation would arise, our teachers have been instructed to keep their students secured in their classrooms until specifically released by law enforcement. During a lockdown, parents would not be allowed into the building to retrieve their children. Every reasonable effort to keep parents informed and keep students safe during such an event would be executed.

## **LOST AND FOUND**

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, students' coats, sweaters, book bags, lunch bags, etc., should be name-marked for identification. Such markings will increase the chance of returning items to their owners. Unclaimed items will be donated to those in need on a monthly basis. Lockers with the ability to lock are provided for middle school and high school students, but elementary students do not have a place to secure personal items. It is recommended that students not bring expensive items to school. El Dorado Christian is not responsible for lost or stolen items.

## **LUNCH/SNACK PROGRAM**

A hot lunch program is available to the students Monday through Thursday. The cost per meal is \$3.00 for Kindergarten through 6th grade and \$4.00 for 7th grade through faculty. Individual snacks and milk/juice are available for \$.35 each. Sending lunch/snack money on a weekly basis will help the family to stay caught up with their food bill. When money is sent to the office, that money will be deposited into that family's Sycamore account, and each time a purchase is made by a child in that family, the appropriate amount will be deducted from that family's balance. Balance information will be available to parents at any time through the Sycamore Education website. Reminders will be sent when lunch balances



become negative. We ask parents to keep lunch accounts current, as this is a burdensome cost to the school when high balances are carried.

Students may order lunch from the school Monday through Thursday, or bring their own from home. Lunches will be ordered for an entire month at a time. Menus for the month following will be sent home prior to the end of the previous month. There will be a copy to return to school, and a copy to mark to keep on your refrigerator to reference at home. Each family will need to decide which lunches their child will order for the month and return the "school menu" sheet. Even if your child is not ordering any lunches, we need the school menu returned, with no lunches marked, so we can make sure no child is overlooked. These menus are what we use to fix only the amounts of food we need, and this helps keep costs down. For those who choose to bring lunches, microwaves are available, but please limit foods to "reheating" only or those with short cooking times. If your child and several others are using the microwaves, they may not have adequate time to eat. Students may bring drinks from home, drink water, or purchase a milk or juice from the school. Elementary students are not allowed to bring carbonated beverages in their lunches. Please do not send money to buy drinks from vending machines during the day as they are not available to elementary students. High school and Middle school students can purchase a drink from the vending machine during lunch. Students will be limited daily to two drink purchases and one snack purchase. All students are expected to observe good manners and obey lunch room procedures.

**ECH has a closed lunch policy.** A student is not allowed to leave school during the lunch period unless picked up by his or her parent.

## MEDICATIONS

If your child needs any type of medication (Tylenol, Advil, cough drops, etc.), these medications must be sent beforehand to the teacher and labeled with the student's name and dosage instructions. These medications will be kept locked in the office. Medications will be given to a student only with permission from the student's parent. Prescription medicine should be in the original container and labeled with the student's name, instructions, and the physician's name.

## NEW STUDENTS

Any new student, kindergarten or older, wishing to enroll at El Dorado Christian School will be required to take an entrance examination and pay a testing fee. Testing dates for students not previously enrolled are available at the school office. The testing is an aid in determining the suitability for enrollment and placement in our program. Records will be required for all transferring students prior to enrolling in our school. Students expelled or suspended from another school will not be considered for enrollment. Previous school and immunization records and a copy of the student's birth certificate must be on file before a student can be admitted. All students are subject to approval by an admissions committee. New students will be placed on a six week probationary period in which the student will be observed to determine if they have been correctly placed. Students may then be subject to re-evaluation of both behavior and academics based on the teacher's and principal's recommendation. The Board and teaching staff desire the best education possible for your



child and want parents to be aware that our school may not be equipped to handle certain students' special needs.

## NON-DISCRIMINATION POLICY

The El Dorado Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school.

## PARTIES

Elementary and middle school classes have four scheduled parties per year: Fall, Christmas, Valentine's and Spring. The policy of El Dorado Christian school regarding Halloween celebrations is that all symbols, decorations, artwork, party themes, and games should avoid all subjects directly associated with the celebration of Halloween and should instead emphasize the fall/harvest themes. Decisions regarding any particular instance will be left to the principal's discretion to carry out the spirit of this policy. We ask that no lengthy birthday parties be given in the rooms. If parents or pupils desire to bring treats for birthdays, such should be done during regular snack time and only with consent of the teacher. Please do not send birthday invitations to school unless the entire class is receiving invitations.

## PROGRAMS

All students are expected to participate in school activities and functions. **We have two major programs yearly and all elementary students are required to participate.** These programs are educational and teach students many skills and values, and give special experiences that would otherwise not be possible. Therefore, a large part of the music grade is based on the two school programs. Vacations and other personal absences are not permitted the week preceding programs.

## RESTRICTED ITEMS/ELECTRONIC EQUIPMENT/CELL PHONES

Students are asked to not bring any type of music to school. Students are prohibited from bringing electronic games, electronic pets, iPods, palm pilots, pagers, or any other personal electronic devices to school. iPads, personal computers, and electronic devices are allowed in the high school at the teachers' discretion, and should be used only for educational purposes. In the primary grades, the only time students are allowed to bring items other than school supplies are for "Show and Tell" activities. Students must have teacher's permission to bring any other item to school.

**Cell Phones:** For high school and middle school, students will turn in their cell phones at the beginning of each day, in a place designated by the principal, and phones will remain in the office or cafeteria until the lunch period. Phones should be in silence mode when they are turned in at the beginning of each day. If a student is found to have a phone in his or

her possession during a class session, all points for that class period will be forfeited for the day. And the phone will be confiscated and returned after a \$50 fine has been paid. Our prayer is that compliance with this policy will be met because our students understand the integrity involved in abiding by the policy, and that students will want to honor God in this way.

## TELEPHONE

Office telephones are restricted mainly for faculty, staff, and parents. Students are discouraged from using the telephone except in cases of extreme emergency. Students must obtain his or her teacher's permission before using the phone.

## TUITION AND REGISTRATION

Tuition should be paid at the office or mailed between the first and the tenth of each month. A late payment fee of \$20.00 will be automatically charged if tuition is received after the 10<sup>th</sup> of the month. **To avoid a late fee, parents must call the office on or before the 10<sup>th</sup> to inform office personnel that tuition for the month will be late, as well as on what date it will be paid.** If payment is received on the date promised, the late fee will be reversed. If payment is not received on the date promised, the late fee will not be reversed. The account must be paid by the 30<sup>th</sup> or the student will not be permitted back to class on the first of the next month. The registration fee is \$40.00 for all students if registered before June 1. After June 1, the registration fee is \$65.00 for current families. This is a non-refundable and non-transferable fee. The mailing address to mail payment to the school is 1600 S. Ohio Street, El Dorado Springs, Missouri, 64744. If students have not completed the registration process by enrolling on-line or in paper form by July 1<sup>st</sup>, then a \$40 fee will be charged.

The monthly 10-period pay plan rates are as follows:

High School	\$310.00
Elementary/Middle School	\$265.00
Kindergarten	\$215.00
K-4	\$115.00
K-3	\$95.00

(A family plan allows a \$20.00 discount, per student, for additional siblings that are enrolled. This does not include preschool and kindergarten students. No relatives, other than brothers or sisters, may be included.)

Payment Schedule for K-3 Preschool through High School:

May 7	\$100.00 book deposit fee
June 1	Registration fee increases to \$65
July 1	Remaining book fees due
Aug. 1	1 <sup>st</sup> tuition payment; books must be paid in full by start of school
Sept 1 – May 1	Tuition payments #2-#10 due on the first of each month

**IMPORTANT: Tuition is due by the first of each month.** Students whose accounts are not paid in full by May 4th will not be permitted to attend class the next school day. Kindergarten,

eighth grade, and high school students will not be permitted to participate in graduation unless the account has been paid in full.

## VISITORS

**All** visitors are required to sign a visitor's log in the office and may be asked to wear a visitor's pass while on the school premises. Visitors must return the pass and check out before leaving. Student visitors are not allowed during the school day unless they are potential students or have received **prior** permission from a teacher or the principal. It is the desire of the administrators and the faculty to be of service to both parents and students, and each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher so as not to conflict with regularly scheduled duties. Teachers are willing to work with parents in scheduling conferences at a mutually convenient time. When a visit to the classroom is necessary, please check in at the office first.

## SECTION III - ATTENDANCE AND TARDY POLICIES

### ATTENDANCE POLICIES

#### **For High School-See A+ Attendance Policy.**

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school. Parents will be notified if absences become excessive and have an adverse effect on the student's grades.

Every parent/guardian or other person in the State having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend regularly some day school, public, private, parochial, or parish, not less than the entire school term which the child attends (Missouri School Law 167.031).

Student attendance is very important in our school system. Excessive school absenteeism affects a student's grades and could place his promotion in jeopardy. **Anytime a child is not in regular attendance we must, BY LAW, report it to the Juvenile officer.** Due to a four-day school week, Fridays are left open for doctor's appointments, dentist's appointments, fun days, etc. We recognize that certain absences are unavoidable. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject.

A. If a student is absent, the parents should notify the school by phone each day the student is absent. Upon return, a note or a Pass-A-Note to the office using Sycamore will also be accepted as notification.

B. The student will have one day for each day missed to complete all missed work, quizzes, tests, etc. If the student does not complete all missed assignments, quizzes, or tests within the

time frame allowed, he will receive a "0" for that work, quiz, or test. Make-up work for excused absences will be ready when the student returns to school after being sick.

C. Students will be allowed 6 days per semester in which to be gone. Parents will be notified by letter if excessive days missed are causing a decline in grades.

Exceptions to this policy follow.

D. Exceptions to the above policy include:

Students who return to school with a doctor's note will not have the days for that particular absence count toward the 6-day limit.

A student may be gone from school without the absence counting toward the 6-day semester limit to obtain a driver's license or permit, for the first attempt only- 1/2 day for license or permit. Proper documentation must be provided, including a license or permit, or a note from the examiner that the test was attempted but failed.

A junior/senior may be gone from school without the absence counting toward the 6-day semester limit for college/military visits, up to two days used either junior or senior years, with proper documentation from the school/military.

E. The following definitions will apply to the attendance policy:

Excused absence- any absence with a parent note or phone call (does apply toward the 6-day semester limit).

Unexcused absence- any absence without a parent note or phone call (does apply toward the 6-day semester limit). Students will receive a "0" for any missed work during an unexcused absence.

**\*\*Note:** Any absence in which no call or note has been received by the office will be noted as unexcused until a call or note is received. If the office has not received explanation by way of a call or note within 2 days after an absence, the absence will remain unexcused.

F. In high school, after the fourth absence in a semester from any class period, the teacher will notify the parent/guardian by a slip which will be sent home with the student and must be signed and returned, informing the parent of the dates and periods missed.

G. If the total absences exceed six per semester (not including days for the above exceptions) in any class period, the student will receive a 10% grade reduction of the total grade at that time, for that class, for each day missed after 6. Cases of prolonged illness will be considered on a case-by-case basis.

H. Elementary students arriving after 9:00 A.M. will be recorded as absent ½ day.

Elementary students leaving school before 3:00 P.M. will be recorded as absent ½ day. High school and middle school students gone for more than 20 minutes during any part of a period will be marked absent for that period.

I. Three tardies equal one unexcused absence, and for high school, this unexcused absence will count toward the semester limit.

J. Lengthy vacations during school months are strongly discouraged. Although work may be completed, lack of valuable classroom instruction and participation may affect a student's grade. Make-up work for lengthy absences will be given the last day the student is in school, and must be completed and handed in the day of return. Students must be prepared to take tests and quizzes upon return. These will be given within one week from the

date of return. Any days missed as a result of a vacation will be excused, and will count toward the semester limit of 6 days.

K. A student who is gone for a school-sponsored event, such as a field trip, ball game, etc., is responsible to request all work which is to be completed in his or her absence, and to have that work completed to hand in the next day he or she returns to class. A student will not be counted absent during these school absences, and these absences will not count toward the 6-day semester limit.

L. Ballgame, track, and practice policy: A student must be in attendance in classes for at least the second half of the school day before a game or practice in order to participate. A student not in attendance during the second half of the school day will not be allowed to attend practice or play in a game that evening. An exception to this policy is if the student has a doctor's or dentist's appointment for a non-illness purpose. The student must bring a note from the doctor or dentist indicating the purpose and time of the appointment. If a student is fever-free for 24 hours by a Friday or Saturday game, he or she may play in weekend games, even if school was missed on Thursday.

M. To be considered for perfect attendance, a student must be in school 100% of the days and class periods that school is in session, or a participant in a school activity.

N. A full-time student is a student that is at school for the entire day or present for at least four consecutive full unit classes (plus Bible) and is employed for the remaining hours (afternoons only with proof of employment). Students are not allowed to leave campus and come back later for another class.

M. Only request to pick-up homework if your child feels like completing it at home.

## TARDY POLICY

Promptness is an important aspect of character and a measure of school citizenship. Tardiness disrupts the educational regimen of all students, not just the late student. **There are no excused tardies.** Therefore, students will be considered tardy to class if they are not in their seats by **8:00 A.M.** High school students must report to the office to sign in. Any arrival between 8:00 A.M. and 9:00 A.M. will be considered a tardy. In elementary or middle school, a student leaving between 3:00 P.M. and 4:00 P.M. will be considered tardy. All requests to leave the building while school is in session must be cleared through the office. Leaving school without permission is classified as truancy. **Parents need to come to the office and sign-out their child before taking them from the school.**

High school students missing more than 20 minutes of any hour will receive an absence for that hour, and this absence **will** count toward the semester limit for the class in which they received the absence. Elementary and middle school teachers will each have their own

consequences for tardies. Please make every effort to ensure your child arrives at school on time.

## SECTION IV - ACADEMICS AND GRADING

### A. POLICIES PERTAINING TO ELEMENTARY THROUGH HIGH SCHOOL

#### Extra Credit

Extra credit is given at the teacher's discretion and may only be used to raise a grade *before* the end of the grading period. Extra credit will not be given to students who have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card.

#### Grading scale

El Dorado Christian School uses various Bible-based curriculums, with academic instruction challenging in all of the core academic subjects. The students will complete standardized tests each year to measure their academic performance. Students are required to purchase their own books and pay other incidental fees. A book cost and supply list will be provided for each grade. We expect excellence during each class and activity, and adhere to the scripture, "Whatsoever ye do, do all to the glory of God" (1 Cor. 10:31). The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best. We strive to have "excellence without egotism" so that we give Him the glory for anything we are able to achieve.

Below is a grading scale by which each teacher figures grades.

A	96-100
A-	90-95
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62

#### Extracurricular Activities and Grades

Any student participating in extracurricular activities of any nature, including clubs, sports, or other groups, must meet minimum grade requirements in order to participate in the activity. Students must have an overall grade average of "C" (2.0 GPA) or above, with no failing grade in any subject to participate. In some cases, special consideration will be given

to a student who is striving to improve his or her academic standing. A decision to grant an exception will be made after careful consideration by the teacher, principal, and athletic director, if applicable.

## **Homework**

Each teacher is at liberty to give homework to aid the students to advance in their studies. Homework is given for the following reasons:

- Preparation for tests and quizzes
- Reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
- Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- Remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
- Special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. Students are expected to complete the assigned homework. We request full cooperation from parents to see that homework is completed neatly, accurately, and on time. Failure to do homework affects the daily grade, and may be cause for disciplinary action.

## **Honor Roll**

We give public recognition to those who excel academically in grades seven through twelve by placing them on the "A" Honor Roll (GPA of 3.67 or greater on grade card with no more than one "B") or the "B" Honor Roll (GPA of 2.67 or greater on grade card with no more than 1 "C").

## **On-line Grades**

Grades are available online at [sycamoreeducation.app/index.php?schoolid=1446](http://sycamoreeducation.app/index.php?schoolid=1446) using the family's individual username and password assigned at start of the school year.

## **B. ACADEMIC POLICIES PERTAINING TO ELEMENTARY THROUGH MIDDLE SCHOOL ONLY**

### **Daily Folders**

Elementary students will receive a daily folder. This folder will contain daily homework assignments, notes from the teachers, and upcoming events and information. Students in 3<sup>rd</sup>-6<sup>th</sup> grade are required to have the daily assignment sheet filled out and taken home for a parent's signature each day. The parent is to sign the indicated page in the appropriate place and have their child return it to school the next day. Parents are encouraged to use



the daily folder to communicate with the teachers. The signature of the parent means that the parent is aware of the work that his child should be doing. It is the responsibility of the student to complete his own work. A quick and effective method to contact teachers is through the Sycamore System, using the Pass-a-Note. Teachers receive these notes as they check their computers several times throughout the day.

## **Report Cards**

Report cards will be given to the student after the end of each quarter. Again, grades are available at any time through [sycamoreeducation.com/index.php?schoolid=1446](http://sycamoreeducation.com/index.php?schoolid=1446) using the student's or family's individual username and password.

## **C. ACADEMIC POLICIES PERTAINING TO HIGH SCHOOL ONLY**

### **Academic Integrity**

In order to promote godly integrity, as well as prepare students for academic practices and policies in college regarding cheating and plagiarism, we will practice the following standard regarding cheating and plagiarism:

*If a student is caught cheating or plagiarizing, he/she will receive a "0" for the assignment. If the offense is cheating involving another student, both the student copying the work, as well as the student sharing the work will receive the same consequences.*

Please encourage and teach integrity at home. Students need to be doing their own work, and they need the practice that comes from digging, reading, and writing, working the problems, and researching the answers on their own. Students are encouraged, if they are unsure if they are plagiarizing, to ask the teachers *before an assignment is due* for clarification and guidance. Along the same lines, parents, please resist the temptation to "help" the student too much on an assignment by providing answers to your child. Again, there is much to be gained by the student's searching out the answers for him/her self.

### **Adding/Dropping Classes**

Students may add or drop classes only during the first week of each semester.

### **A+ Designation and Eligibility**

El Dorado Christian School is a designated Missouri A+ School. El Dorado Christian School graduates who complete the A+ Designated Schools requirements are eligible to receive the scholarship award for tuition for 2 years at a Missouri community college. Eligible students will receive the A+ Stamp on their transcripts upon graduation.

Students who plan to participate in the A+ Schools Program understand that:

A. Student financial incentives will be available for a period of 4



years after high school graduation.

B. To be eligible, each student must enter into a written agreement with the school prior to high school graduation, and will:

- Attend a designated A+ School for 3 consecutive years prior to graduation.
- Graduate from high school with a GPA of 2.5 or higher on a 4.0 scale and score Proficient/Advanced on Math EOC or equivalent
- Achieve at least a cumulative 95% attendance record for the 4 year period during high school
- Perform 50 hours of unpaid academic tutoring or mentoring in a school supervised setting.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.

In order to obtain financial incentives for the A+ Program, the student must attend an A+ designated school for 3 consecutive years prior to graduation.

- The student must enroll at El Dorado Christian School no later than 3 weeks after the beginning of the fall term of the student's sophomore year, unless transferring from a designated A+ school.
- Students and parents must complete and sign the A+ Participation and Citizenship Agreements.
- Students who are military dependents are exempt from the "3 consecutive years in an A+ school" requirement with proof of dependent status.
- All seniors are required to take the ACT. (See A+ Requirement 1, SIP, I. C.)
- All juniors will be required to attend the Focus Workshop in Osceola, MO. (SIP, I.C.)

### **A+ Attendance Requirements**

Students are expected to attend school regularly and to be on time for classes. Therefore, the student will develop habits of punctuality, self-discipline, and responsibility. The cumulative attendance rate for 9th-12th grade must be at least 95%.

- The student's attendance information will come from the school's official attendance records.
- 95% attendance is higher than the regular attendance policy for El Dorado Christian School; this is separate from the six (6) day per semester school attendance policy.
- Students who fall below the 95% cumulative mandate may submit an attendance appeal to the A+ Program Coordinator in the semester following the one in which they fell below the required percentage.

### **A+ Tutoring/Mentoring Requirements**

- An A+ student must perform a minimum of 50 hours of unpaid academic tutoring/mentoring. Listed below are the A+ Schools guidelines for tutoring/mentoring.

### **A+ Tutoring Requirements**

The following is a list of possible options that will count toward the fifty (50) hours of unpaid tutoring requirements for the A+ Schools Program:

- Assigned after-school tutoring under the supervision of a teacher at El Dorado Christian School, as available
- Special Events: times and days will vary, but some evening and weekend hours are possible, under appropriate supervision
- Senior year tutoring course: can be placed into the 4-year scheduling plan and tutor for 1 class period per day at El Dorado Christian School. Tutor training and appropriate paperwork must be completed.
- Peer tutoring: as necessary in class, during work-time, and with instructor approval.
- Job Shadowing opportunities, up to 2 full days, under a job situation which relates to a field in which the student would like to pursue further education upon graduation. This experience must be approved by the principal.

All tutor logs must be submitted quarterly for appropriate documentation. Logs will be filed into the student's A+ Program folder by the A+ Coordinator.

### **A+ Grade Point Average Requirement**

To receive the A+ financial incentives, a student must graduate from an A+ designated high school with a cumulative grade point average of 2.5 or above on a 4.0 scale. Beginning with the graduating class of 2015, all A+ students must score Proficient or Advanced on the Algebra I End of Course exam (EOC). Students may retake the Algebra I End of Course exam after participating in additional tutoring or coursework. A Proficient or Advanced EOC score in Geometry or Algebra II will be accepted as an acceptable accomplishment of the math criteria as well, or an ACT *Math/High School GPA Scale* will be acceptable.

ACT		High School
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

Please note the following:

- The cumulative grade point average is for grades 9-12. GPA will not be rounded in any way.
- The student's official transcript will serve as evidence of grade point average for admission into a public community college or vocational/technical school.

## Early Graduation

Although it is strongly discouraged, seniors may graduate after the first semester if all graduation requirements have been met. Seniors who choose to graduate at the end of the first semester will be allowed to participate in the graduation ceremony and the banquet, but forfeit the privileges of participating in all school sponsored events, either during or after school hours, for the remainder of the year.

## Graduation Requirements

El Dorado Christian High School requires a minimum of twenty-four units of credit for graduation.

### REQUIRED FOR ALL GRADUATES

Communication Arts	4 units
Social Studies	3 units
Math	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health	½ unit
*Personal Finance	½ unit (*State standard required for all graduates beginning with the Class of 2010.)
TOTAL REQUIRED UNITS	17 units
TOTAL ELECTIVE UNITS	<u>7 units</u>
TOTAL UNITS REQUIRED	24 units

Students planning to go to college are encouraged to complete the college preparatory guidelines, which include completing four units of communication arts, social studies, science, and math, earning 25 units, receiving an ACT score of at least 21, a G.P.A. minimum of 3.0, and an attendance record of 95%. Students must have all fees paid and all credits earned with no incomplete grades in order to walk the stage for graduation. Seniors with an overall GPA of 3.75 or above will wear an honor cord at graduation. Students who have maintained all A's or A-'s during the eight semesters of high school will wear an honor stole.

## On-line/Dual Enrollment Courses

Juniors and seniors at ECH may participate in a program that allows them to take college courses for credit with that institution, as well as credit for high school. Based on the recommendation of the Dual Enrollment Coordinator at Crowder, ECS will limit the number of dual enrollment classes a student can take while attending ECS to 2 per semester. If we ARE NOT offering an on-site class which might be taken as a dual enrollment class during a particular year, then students may receive credit for high school AND college for the class. The class will show on the student's transcript and will figure into the GPA, weighted one extra point. However, if we ARE offering an on-site class which might be taken as a dual enrollment class during a particular year, then students may receive college credit for the

class, but NOT high school credit. The class will not show on the high school transcript and will not figure into the high school GPA.

A student who wishes to participate must meet the following conditions:

- At least three high school courses taught by ECH teachers and Bible must be taken at ECH.
- The overall high school GPA through 11<sup>th</sup> grade must be 3.0 or higher.
- There can be no more than 7 absences in any one school year.
- A copy of the final grade report **must** be submitted to the office upon completion of the course. The student's grade card and transcript will not be released until these grades are provided to the office.
- The supervising teacher must have access to the student's online assignments and grades on a weekly basis.
- If a student chooses to take more than 2 dual-enrollment classes in a semester, the student will need to use time outside of school hours for the additional classwork. Time during school hours will not be given to work on the additional classwork. *In this situation, at the beginning of the semester, the student must declare to the principal which two eligible classes the student will be taking for dual enrollment, and it will be the grades from these two classes which will show on the student's transcript at the end of the semester.*
- The student must be in good standing regarding conduct and attitude during school, and must receive approval to enroll in online classes from the principal.
- Classes taken from a college during summer break *will not* be included on the student's high school transcript, nor will the grade be figured into the student's GPA.
- The GPA used to determine class ranking, including valedictorian and salutatorian, will be figured based on grades as of the Thursday one month prior to graduation, with grades earned as of that date. A student will be responsible to provide an official record of grades in dual enrollment classes to the principal for his or her grades at that time, regardless of whether the dual enrollment classes are finished or not. An official grade must be obtained from the instructor and provided to the office by Monday, April 19. It is the student's responsibility to contact the instructor and/or the college to obtain these grades. Failure to do so will result in the grade for that class being figured as a "0" for purposes of figuring class ranking.

Students and parents must sign a contract with the principal that school hours designated for dual enrollment will be used for that purpose, and that students will use school computers only for classwork and will report to and stay in their assigned classroom during their dual enrollment hour.

A student may be given the option of taking a course from an outside source, such as another academic institution, based on the discretion of the administration. All ECH academic policies will be followed, and the grades for these classes must be provided to the office prior to the grade card or transcript being released.

## Repeating a Course

Students will not be allowed to repeat any course unless on the rare occasion that a core class has been attempted with a failing grade. As these credits are needed for graduation. The principal and school board will consider these situations on a case by case scenario.

## **Report Cards**

Report cards will be sent home with students at the end of each quarter. Grades may also be accessed on-line through [sycamoreeducation.app/index.php?schoolid=1446](http://sycamoreeducation.app/index.php?schoolid=1446) using the student's or family's individual username and password.

## **Student Council and Class Offices**

Each student running for student council or class office must have and maintain a 2.5 grade point average without any failing grades to be elected and to remain as a class officer. Class officers must be good leaders, have integrity, and have outstanding moral character.

## **Student Employment**

Recognizing the benefits having a job in high school can bring, the Administration strongly recommends that students work no more than 20 hours per week. Working excessive hours can detract from a student's ability to complete schoolwork with excellence and participate in extracurricular activities.

## **Policy on Revising an Official Transcript or Grade Card**

El Dorado Christian School will allow an Official Transcript or Grade Card to be revised if adequate proof is made by the teacher or Principal that a mistake has been made on the transcript or grade card. A revision/review request form can be submitted to the Principal. The School Board will review the request with the final decision, if necessary.

## **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian shall be the number one and two ranked seniors according to their eight-semester grade point average. To be considered for valedictorian and salutatorian, a student must attend the last four semesters at ECH and be enrolled in at least four full-unit classes and Bible. The GPA used to determine class ranking, including valedictorian and salutatorian, will be figured based on grades as of the Monday (April 19) one month prior to graduation, with grades earned as of that date. A student will be responsible to provide an official record of grades in dual enrollment classes to the principal for his or her grades at that time, regardless of whether the dual-enrollment classes are finished or not. An official grade must be obtained from the instructor and provided to the office effective Monday, April 19. It is the student's responsibility to contact the instructor

and/or the college to obtain these grades. Failure to do so will result in the grade for that class being figured as a “0” for purposes of figuring class ranking.

## **SECTION V - STUDENT CONDUCT AND DISCIPLINE POLICIES**

### **CODE OF CONDUCT**

El Dorado Christian School expects its students to try to live above reproach in all aspects of their daily life, being good examples to the younger students. We expect students to exhibit respect for God, country, family, teachers, fellow students, and the property of others. Students should be aware of and willing to practice acceptable social courtesies. Developing a positive relationship between themselves and others is certainly a responsibility our students must assume and accept. The classrooms and the playing fields are enhanced through polite actions. Galatians 5:22-26 & 6:1-10 imply that we are to display a standard of behavior showing Christ in our lives. Therefore, students are expected to be helpful, friendly, quiet, polite, respectful, obedient, and sportsman-like. The school administration reserves the right to require students to serve detention, be suspended, or be expelled at their discretion for any conduct (at or away from school) detrimental to the school or its mission statement.

Although each teacher will have specific classroom procedures that she expects to have followed in the room, as a school-wide standard we expect adherence to these basic rules:

- The student should not speak out in class without first securing permission from the teacher.
- The student should not leave his or her seat without permission.
- The student must also have a pass from the teacher to leave the classroom.
- The student should always give the teacher his or her full attention while the teacher is teaching and always address and reply to the teacher with respect.
- The student will address the teacher as Mr., Ms., or Mrs., with no first names being used.
- The student should not engage in running, shoving, yelling, or boisterous behavior inside buildings or during inappropriate times outdoors.
- The student shall bring all necessary materials to class.
- Food and/or drink will not be allowed in the classrooms or labs with the exception of water, except on special occasions.

A demerit system will be used for kindergarten through high school. This system will allow for objectively addressing unfavorable behavior patterns or character in our students. Teachers will give demerits for disruptive or uncooperative behavior, disrespect, dress code violations, reckless driving, talking without permission, not being prepared for classes, tardiness, or other inappropriate behavior. After a student accumulates 3 demerits, a detention will be given. Once the detention is served, the student will start over with no demerits. Additionally, each quarter students will begin with no demerits. All students will be

given a copy of any demerits received to show their parents. It will be the students' responsibility to share these with their parents.

In addition to the demerit system, listed below are specific offenses that will result in the use of disciplinary action. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this list to specify certain offenses which, if violated, will result in the imposition of a specific consequence. It is inevitable that a student will suffer more stringent and increasingly severe consequences each time a disciplinary problem occurs.

### **Class I Offenses**

1. Use of abusive, offensive, obscene or profane language
2. Inciting to fight/contribution to a disruptive situation
3. Dangerous behavior (including driving/parking lot recklessness)
4. Improper conduct to others
5. Ungodly attitudes
6. Disrespect
7. Arguing
8. Disobedience
9. Disruption of classroom, school, or school activities
10. Misuse of computer (detention plus lack of computer privileges)
11. Academic dishonesty
12. Stealing or lying
13. Bullying
14. Threatening another student
15. Destruction of school property (damage reimbursement required)
16. Public display of affection
17. 3 Demerits

### **Class I Consequences**

#### First Offense

30 minutes to 1 hour after school detention with parent/guardian notification- Students will be required to pay a teacher to stay after school for detention at the rate of \$10/hour. Student will not participate in the "No Demerit" reward.

#### Second Offense

1-3 days of in-school suspension with parent/guardian notification. Students will be required to pay the appropriate amount for hiring a substitute to monitor them during in-school suspension time. Student may not attend any extracurricular activities until the day he or she returns to class.



## **Class II Offenses**

1. Open rebellion
2. Defiance of authority
3. Fighting
4. Violation of internet practices
5. Chronic misbehavior
6. Sexual harassment
7. Vandalism
8. Possession of cigarette lighters, matches, or knives
9. Threatening of school personnel
10. Sexual misconduct
11. Truancy

## **Class II Consequences**

### First Offense

Parent/Guardian Conference

One to three days of in-school suspension. Students will be required to pay the appropriate amount for hiring a substitute to monitor them during in-school suspension time. Student may not attend any extracurricular activities until the day he or she returns to class.

### Second Offense

Parent/Guardian Conference with Board

Three to five days of in-school suspension. Students will be required to pay the appropriate amount for hiring a substitute to monitor them during in-school suspension time. Student may not attend any extracurricular activities until the day he or she returns to class.

## **Class III Offenses**

1. Possession or use of tobacco products
2. Possession of identifiable drug-use paraphernalia
3. Possession and/or use of drugs
4. Possession or exhibition of obscene materials
5. Possession or use of toxic substances
6. Assault/battery with risk of physical injury to school personnel
7. Causing physical injury to student or staff
8. Possession and/or use of explosives
9. Arson
10. Possession and/or use of firearms
11. Possession and/or use of a simulated weapon
12. Terrorist threat
13. Felony theft of school or student property



14. False bomb, fire alarm threat
15. Possession and/or consumption of alcohol
16. Severe behavior not covered in this list, as determined by the administration

### **Class III Consequences**

Staff investigation  
Parent/Board Conference  
Discipline as determined by administration

ECH has a no tolerance policy involving threats or perceived threats of weapon-related violence by students. Any contraband (such as guns, lighters, knives, drugs, etc.) discovered by a teacher or student will be brought to the immediate attention of the administration and/or proper authorities. If a student brings a weapon to school or to a school function, the school is required by law to contact local law enforcement authorities. This policy is in compliance with the Safe Schools Act. Parents should be aware that this law requires that public and private schools share discipline records when a student transfers from one school to another. Please feel free to consult with the school office regarding any problems or questions that concern your child.

## **ASSEMBLY CONDUCT**

Each student is responsible for his or her behavior at assemblies. Unacceptable conduct would include whistling, uncalled-for clapping, and talking during a program. Any student who does not cooperate is subject to exclusion from future programs and will serve a detention.

## **BUILDING, GROUNDS AND PROPERTY**

Students should help keep the building and grounds clean. Hands and feet should be kept off the walls. Students should not adjust window blinds, window openings, thermostats, fans, etc., without the teacher's permission. Accidental property damage should be reported immediately and will not result in disciplinary action. Financial restitution, however, may be required.

## **DRESS CODE**

The Board encourages **ALL** students, preschool through high school, to dress in a manner that would be conducive to a Christian School. We reserve the right to restrict any item or style of dress, hair, or jewelry that represents an extreme fad, or that compromises accepted standards of modesty or good taste. I Corinthians 10:31 teaches, "Whether therefore you eat, or drink, or whatsoever you do, do all to the glory of God." It is our desire to help students please Christ and honor Him above all, even in the area of dress.

- Hairstyles should be conservative, neat, and above the collar for boys. Unnatural colors or extreme hair streaking is not acceptable.
- All jeans or pants should be neat with no holes exposing skin. Leggings may be worn, but must be worn with at least knee-length skirts. Knee-length, loose-fitting shorts may

be worn at the beginning of the school year until October 31<sup>st</sup>. They cannot be worn again until April 1<sup>st</sup> of the same school year (with the exception of P.E. class and athletic practices). Cut-offs will not be allowed. Capris may be worn year-round.

**For middle school and high school students:** shorts meeting the school dress code outlined above may be worn year-round.

- Sunglasses, ball caps, and other headgear may not be worn in the building.
- No pajamas or exposed underwear will be allowed.
- On all school-sponsored trips or events, students must wear swimwear which is modest, which can include for girls, one of the following: 1) one-piece suit; 2) modest tankini to cover the midriff; 3) modest length shorts with a t-shirt. Any student who does not comply with these requirements will be asked to leave the swimming area to change into appropriate attire.
- The length of skirts, dresses, and shorts should come to at least the top of the knee.
- Beginning with 1<sup>st</sup> grade students, no sleeveless shirts or dresses are allowed. For all students, no shirts or dresses with spaghetti straps, tight-fitting clothing, shirts or dresses exposing the midriff, or shirts or dresses with low necklines will be allowed. Shoulders, midriffs, and backs must be completely covered even when sitting or bending over. If clothing is inappropriate, t-shirts/sweat pants will be provided for the student to wear the remainder of the day. Students are not allowed to put on jackets or coats to cover up a violation of the dress code.
- Visible body piercing will not be allowed with the exception of pierced ears (limit of 2 earrings per ear) for girls. No earrings for boys are allowed. The teacher may ban large neck chains or devices that are distracting. Students may not have visible tattoos.
- The administration also reserves the right to restrict t-shirts that are not appropriate or that advertise inappropriate products.
- Students should dress appropriately for days in which they have P.E. classes. This includes, for the girls, if wearing skirts or dresses, that shorts be worn underneath, to ensure modesty. In addition, tennis shoes, rather than sandals, flip flops, boots, or other hard-soled shoes should be worn.
- Regarding sports uniforms, the coaches will approve the uniforms for each sport. Students are then expected to wear the approved, provided uniforms for that particular sport, and wear them in the manner intended. Additionally, the dress code regarding length of shorts applies to practice times as well. The coaches will be responsible for ensuring this policy is followed during games and practices.

THIS DRESS CODE IS REQUIRED FOR **ALL** SCHOOL ACTIVITIES (ballgames, ball practices, field trips, programs, graduation, etc.). If not followed, students will be asked to leave, and disciplinary action will be taken by the administration.

## DRIVING

Safety for our students is our main concern. Drivers must park on the south side of the building away from teachers' parking areas and should not arrive before 7:50 AM. Students

are not to sit in their cars until school starts but should go to the cafeteria. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.

- Students must provide to the office the make, model, and license plate number of the car which they will be driving to school, as well as a copy of their driver's license.
- Students must observe all posted speed zones and follow regular traffic flow. Students must exit through the daycare parking lot.
- Students may not be in or go to cars in the parking lot during school hours. They may not sit in their cars with other students after school. Students may not play loud, offensive music in their cars on campus.

Violation of any of the above requests will cause a student to lose driving privileges for one full semester and may result in additional discipline.

## **FIELD TRIP RULES**

While on field trips or athletic events, students are expected to observe the same code of conduct and discipline policies as are in effect during regular school activities. Additionally, in the interest of the safety of our students, there will be no cell-phone usage or texting by the drivers on above-mentioned field trips or athletic events while they are actually driving the vehicles. If it becomes necessary for them to take or make a call, they must pull the vehicle to the side of the road and come to a stop prior to using their phones.

## **PLAYGROUND/RECESS RULES**

It is important to ECS that our playground and gym be a warm, friendly, positive, safe, and orderly place for the students. Therefore, it is necessary that we have policies and procedures concerning recess behavior. All students should be able to enjoy recess periods without fear of being injured, or being bullied, harassed, or threatened by other students. Playground rules will be discussed with the students at the beginning of school. Students are not permitted to go up the slides, and there is to be no running between swings. There should be no bats, baseballs, or footballs in the gym. Kicking balls is not allowed in the gym. All equipment needs to be properly stored at the end of play.

## **SPRING BANQUET**

Guests of students for the Student Council Spring Banquet must be at minimum in high school and no older than 20 years of age.

## **STUDENT REDEMPITIVE DISCIPLINE POLICY**

El Dorado Christian School reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy, abuse, sexual activity, pornography, inappropriate solicitation, abortion, harassment, and the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach will be considered if a student and his family exhibit repentant and humble hearts and if administratively determined that

continued enrollment is in the best interest of the student and the student body. Possible requirements for continued enrollment may include, but are not limited to the following. The student:

- Is willing to meet with pastoral counsel on a regularly scheduled basis.
- Has parents who are cooperative with ECS and supportive of our expectations.
- Is willing to meet with an ECS faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.
- Is willing to sign a contract with ECS requiring specific elements of cooperation of the student and parents. This agreement can be cancelled at any time by ECS if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment.
- Is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by ECS administration.
- Is willing to provide legal disclosure as needed and requested by ECS.
- Re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.