



EL DORADO SPRINGS CHRISTIAN SCHOOL

STUDENT HANDBOOK

ESTABLISHED IN 1983

**1600 S. OHIO, EL DORADO SPRINGS, MO
(417)876-2201 || ELDOBUFFALOS.COM**

2026 - 2027

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El Dorado Christian School Faculty, Staff, and Board

Faculty:

Preschool

PK-3: Mrs. Garrett Whitesell
PK-4: Mrs. Bridgette Wallace
PK Aide: Ms. Casey Judd and Ms. Maddie Shipp

Elementary

Kindergarten: Mrs. Amber Bowen
1st Grade: Mrs. Ashley Friar
2nd Grade: Mrs. Michelle Morin
3rd Grade: Ms. Kim Sewell
4th-6th Math: Mrs. Paula Oehring
4th-6th ELA: Mrs. Sherice Norman
4th-6th History: Mr. Brian South
Elementary Art and PE: Mrs. Becca Luelf
Elementary Music: Mrs. Carol Avery

Middle School/High School

HS English: Mr. Randy Joe Bland
JH/HS Math: Ms. Dalena Allen
HS Math/Latin: Mrs. Cindy Purtle
JH Science: Mrs. Jan Swank
HS Science: Mrs. Chelsey Asmus
History/PE & Weights: Mr. Travis Cole
History/Agriculture: Mr. Steve Altheide
A+ Coordinator/Dual Credit/Journalism: Mrs. Olivia Stewart
Drama: Mrs. Laura Hadley
Home Economics: Mrs. Heidi Geigly
HS Shop: Mr. Chad Nissley

Staff

Principal: Mrs. Chelsey Nissley
Office Manager: Mrs. Natalie Baker
Accountant: Mrs. Jamie Watkins-Bland
Guidance Counselor: Mrs. Olivia Stewart
Athletic Director: Mr. Steve Altheide
Cafeteria Head Cook: Mrs. Susan South
Custodian: Mr. Bob Carter and Mrs. Elaine Allen
Maintenance: Mr. Mike Mann

Board:

Mr. Randy Bland, Chairman
Mr. Travis Bland
Mr. Greg Castor
Mr. Brandon Watkins
Mr. Ryan Hubbard
Pastor Joe Trussell
Mr. Chad Mays

*Background checks are conducted for all staff who have contact with students.

Section I - General Information

El Dorado Christian School Mission Statement

Partner with families to provide Christ-centered education, equip them for excellence, and send them as light to impact the world.

Our Goals:

Academic Excellence: We strive to challenge students through a rigorous, well-rounded curriculum that encourages critical thinking, creativity, and a lifelong love of learning, preparing them for higher education and their future vocations.

Spiritual Growth: We nurture each student's personal relationship with Jesus Christ through daily Bible instruction, prayer, worship, and opportunities for service, guiding them to live out their faith with confidence and purpose.

Character Development: We are dedicated to shaping students into compassionate, respectful, and responsible individuals who reflect Christ's love and integrity in all areas of life.

Together, we partner with families and the church to develop young men and women who are academically prepared, spiritually grounded, and morally strong—ready to lead and serve in today's world with a biblical worldview. 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 in 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. Every teacher at ECS is an active member of a fundamental, Bible-believing church, carefully selected and interviewed by the school. Our educators, across both elementary and high school levels, are well-qualified professionals who have demonstrated exceptional ability in the classroom, with some holding advanced degrees in their specific fields of expertise.

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. Students arriving after 8:05 will be considered tardy.

Students are dismissed from the main office exit and will be supervised by Mrs. Nissley and faculty. When possible, we ask that students enter and exit from the curb side of the vehicle to prevent crossing in front of other cars. We ask that no car pass around a slower car in order that we may decrease risk. Students need to be picked up at 4:00 P.M. and must stay out of the buildings once they have been dismissed. For safety reasons, a parent wanting to change pick-up arrangements must notify the school by phone, email 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.

Students who arrive after the official start of the school day must report directly to the main office with a parent or guardian to be checked in. Students who need to leave school before regular dismissal must be signed out at the office by a parent/guardian or authorized adult to be checked out.

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

Athletic Physicals (5th 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.

Building and Campus Entrance and Exit During School Hours

1. All doors must remain locked at all times. Doors should never be opened for visitors unless it is the front door. All visitors must enter through the front door and check in with the front office.
2. Students may only exit the building during school hours with permission (this includes the parking lot and to the playground). They must re-enter through the front door and check in with the front office unless accompanied by a teacher. Exceptions to this rule are students on the "taking out the trash crew" and urgent restroom visits during recess or PE.
3. Parents need to come to the office and sign-out their child before taking them from the school. Students who drive must check out with the office before leaving campus during school hours. They must check back in upon returning to campus. The front office should always know where every non-absent student is during school hours.
4. Teachers shall get approval from administration before taking students off-campus for any reason. Field trips, parties, fund-raising, service projects, and class reward trips are allowed but should be done sparingly and in cooperation with other teachers affected by student absences.
5. In-town travel permission slips for the whole year are completed by parents at the beginning of the year and kept on file. Out-of-town trips or trips that will extend beyond regular school hours must have a separate permission slip. Regardless of whether or not a permission slip is sent home, parents should be informed ahead of time about any off-campus activity

Communication

Group Me

The school approved communication platform is through the application of GroupMe. Parents need to download the app and sign into the appropriate school account. Teachers will also use

GroupMe to communicate classroom needs with parents. Important information and school closings will go out through the GroupMe Parent app. The school Facebook page will also announce important information and school closings for weather.

Email

If you would like to contact any teacher or staff member at our school, you may also use email. The teachers and staff emails are their first and last name followed with @eldobuffalos.com. For example, if you need to contact the principal, her email address is chelseynissley@eldobuffalos.com.

Text Messaging

Teachers and staff may not text students using personal cell phone numbers. If they must contact a student via text message, the staff member will include parents in this text message. Staff members must contact students and parents using the school approved platforms of email and GroupMe.

Social Media

Staff members and teachers should NEVER private message or communicate via social media. Please follow the ECS Facebook page to stay up to date with current events and announcements within the school year.

Computer Usage

All students, 4th 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, authorized pick-up people, 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.

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

K3 (3-year-olds)*	Monday through Thursday 8:00-11:30
All-day K3*	Monday through Thursday 8:00-4:00
Half-day K4 (4-year-olds)*	Monday through Thursday 8:00-11:30
All-day K4*	Monday through Thursday 8:00-4:00
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.

Drinks and Snacks

Students are encouraged to bring reusable water bottles to stay hydrated throughout the day. There are filling stations available. Elementary has a snack time during the day. Students bring a healthy snack from home or purchase an afternoon snack. Milk and juice are available for purchase. Snacks, milk and juice are each 45 cents. Each student is limited to two snacks.

High school may purchase a drink from the athletic drink cooler during lunch ONLY. Elementary students may not purchase drinks from the athletic drink cooler during school hours.

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.

Current fees can be found in the athletic handbook.

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. Responsibilities and guidelines for each event will be made available to the appropriate committees. Once a family has served on the two committees/events for which they have signed up, they have fulfilled their PTO requirement for the year. Sign-up sheets for each committee will be available on a first come, first served basis at the Open House on August 18th 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 two committees and events 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 to help with fundraising events will be charged the opt-out fee of \$100 per student. 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

Our PTO organizes two major fundraising events each year—the **Chili Supper & Auction** and the **Spring Gala**. These events are vital to supporting the mission and growth of El Dorado Christian School, and **every ECS family is expected to participate by volunteering their time and talents** to help make these events successful.

Families who choose to **opt out of the required volunteer commitment** will be responsible for a **\$100 fundraising opt-out fee per student enrolled**.

Our Fundraising Coordinator will work closely with families throughout the year, providing clear communication, volunteer opportunities, schedules, and expectations so that everyone knows how they can help.

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. **When we work together as the Buffalo family, we can accomplish great things for our school and our students!**

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 without fever reducing medications. 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 athletic games or practices, club meetings, or programs. Parents should call the office to report absences for the day.

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

- Chicken pox: A student may return to school after he is fever-free and lesions have been crusted for 24 hours.
- Strep throat: Students should be at home on medication and fever-free 24 hours before returning.
- Pink eye: A 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: Students may not return to school without proof of treatment.
- Head lice: Students 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 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.* It will also be posted to the school's Facebook page and GroupMe.

If cancellations are made with enough advance notice, local television channels in Springfield and Joplin will be notified. 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 will be instructed via the intercom, or other means of communication, 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. Informing parents will be based on the current situation and local law enforcement recommendations. Multiple safety measures are in place for the protection of our students.

Lunch/Snack Program

A hot lunch program is available to the students Monday through Thursday. The cost per meal is \$5.00 for Kindergarten through 12th grade and faculty. Individual snacks and milk/juice are available for \$.45 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, and our cook depends on the cash flow to keep food purchased.

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 Junior High students can purchase a drink from the vending machine during lunch. Students will be limited daily to two drink purchases and two snacks. 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 or driving to a public school class.

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 evaluated for placement and may be required to take an entrance examination and pay a testing fee. Records will be required for all transferring students prior to enrolling in our school. 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. 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. 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 Easter. 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, iPods, AirPods, wireless earphones or any other personal electronic devices to school. 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/Smart watches: For high school and junior high, students will turn in their cell phones at the beginning of each day in the designated bin in the cafeteria. Phones should be in silence mode at all times. ECS **will not allow** the use of cell phones and/or smart watches during school hours. To better ensure the safety and emotional well-being of all students, and to be consistent with State Senate Bill 68, we will be "cell phone free" during the school day, this includes instructional time, lunch, breaks, study halls and between class/passing time. Cell phones, smart watches, earbuds, and other personal electronic devices do not often serve a helpful academic purpose. We have a responsibility to respond to the growing issues of cyberbullying while also fostering healthy hallways and classrooms. Parents can contact the school office if they need to reach their children during school hours. The office staff will relay any urgent messages to the students.

These expectations aim to:

- enhance students' focus and academic performance
- reduce distractions in the classroom
- encourage students to develop better social skills through face-to-face interactions
- promote a healthier school environment

Exceptions to this procedure include:

- emergencies when a student needs to contact their guardian, with permission
- specific times or situations approved by a teacher or school administrator, such as using a phone for educational purposes
- students who require a personal electronic device for medical assistance or an educational accommodation

Consequences for violating this procedure include:

First offense:

Confiscation of the cell phone for the remainder of the school day. The parent/guardian will be required to pick up the cell phone from the office during normal business hours.

Further offenses:

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

We invite ECS families to join our campaign to minimize the use of personal electronic devices by supporting our teachers and schools and having conversations about this process with their students at home. Our top priority will always be providing impactful learning opportunities for our students. At ECS, we believe part of that process includes more consistent and strict monitoring of cell phone and mobile device use. Our prayer is that compliance with these policies 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.

Technology Policy

Purpose:

School computers and tablets are provided to support students' learning and growth in a safe, respectful, and responsible manner that aligns with our Christian values.

Respect and Responsibility:

Students must use school computers and tablets respectfully, honoring others and themselves, in line with Christian principles of kindness, honesty, and integrity. Access to a computer is a privilege granted to students who demonstrate responsibility, respect, and adherence to school guidelines. Misuse may result in loss of this privilege.

Appropriate Use:

Computers and tablets are to be used for educational purposes only. Accessing inappropriate content, engaging in cyberbullying, or using the device for personal entertainment during class is prohibited. Students must use the internet in alignment with Christian principles. We employ filtering systems to block inappropriate content, but students must also practice self-discipline and responsibility online. Any attempt to bypass filters will result in consequences. The school reserves the right to monitor

internet use on school devices, and students are reminded not to share personal information online without permission.

Monitoring and Compliance:

The school reserves the right to monitor computer and tablet use to ensure compliance with this policy. Students should have no expectation of privacy while using school-provided devices and accounts, such as email and Google Drive.

Right to Search and Seizure

The school reserves the right to search students, their belongings, and school property in order to maintain a safe and orderly learning environment. School officials may conduct a search if there are reasonable grounds to believe that a student is in possession of items that violate school rules, endanger the health or safety of others, or are illegal. Searches may include, but are not limited to, lockers, desks, backpacks, purses, personal belongings, and vehicles parked on school property. Lockers and desks are the property of the school and are provided for student use as a privilege. Because they remain under the control of the school, administrators have the right to inspect them at any time, with or without prior notice. Items that are prohibited by school policy or law may be confiscated and, when appropriate, turned over to law enforcement. The school is committed to conducting searches in a manner that is respectful of the rights and dignity of students, while prioritizing the safety of the school community. Refusal to comply with a reasonable search request may result in disciplinary action.

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. Attendance policies and prices are determined by the Student Council.

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 10th of the month. To avoid a late fee, parents must call the office on or before the 10th 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 30th or the student will not be permitted back to class on the first of the next month.

Tuition fees for 2026-2027 School Year with Fundraising Commitment

3-year-old preschool – Mon-Thurs Full Day: \$240.00 per month for ten months

Mon-Thurs Half Day: \$175.00 per month for ten months

Mon/Wed Half Day: \$115.00 per month for ten months

4-year-old preschool –Full Day: \$260.00 per month for ten months

Half Day: \$195.00 per month for ten months

Kindergarten - \$260.00 per month for ten months

Grades 1-3 - \$320.00 per month for ten months

Grades 4-6 - \$320.00 per month for ten months

Grades 7-8 - \$325.00 per month for ten months

High School - \$360.00 per month for ten months

(\$20.00 per child additional sibling discount for grades 1-12)

Tuition Fee for 2026-2027 Year without Fundraising Commitment:

\$600.00 per student

Book fees for 2026-2027 School Year

K3: \$163.00 3rd-11th: \$336.00

K4: \$210.00 12th: \$305.00

K5: \$257.00

1st:2nd: \$268.00

Activities Fee: \$85.00

Graduation Fee (K-5, 8th, & 12th): \$42.00

Testing Fee (K5-8th): \$21.00

Registration Fee: \$65.00 per student

Payment Schedule for K-3 Preschool through High School:

May 1 \$100.00 book deposit fee

June 1 Registration fee no longer subject to a discount

July 1 Remaining book fees due

Aug. 1 1st tuition payment; books must be paid in full by start of school

Sept– May 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 the end of the year will not be permitted to enroll for the next school year unless the balance is resolved. Kindergarten, eighth grade, and high school students will not be permitted to participate in graduation unless the account has been paid in full.

Video Monitoring

For the safety and security of all students, staff, and visitors, certain areas of the school campus are equipped with video surveillance cameras. These cameras are located in public spaces such as entrances, hallways, common areas, and exterior grounds. Video monitoring is used

solely to promote a safe school environment, protect school property, and support school policies.

Recorded video may be reviewed by school administration as needed and may be shared with law enforcement in accordance with applicable laws and policies.

Visitors

All visitors must only enter through the main office doors. They 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.

Work Study Program for Full Time Seniors

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 for work and come back later for another class. Student may only take work study if they have a GPA of 3.0, take the Business Marketing class offered to seniors, have completed all the requirements set forth to receive a Missouri diploma, and have a part-time job not by a family member. They are required to submit 15 hours per week and the supervisor must complete an evaluation on the ECS student.

Section III - Attendance and Tardy Policies

Attendance Policies

For High School-See A+ Attendance Policy as well.

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.

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 master the material and to receive credit for a given subject.*

Excused Absences

The administration may request documentation to determine whether an absence is excused. **Excused absences** are permitted for:

- Illness of the student (with doctor note)
- Medical appointments that cannot be scheduled outside the school day (a doctor's note is required)
- Serious illness or death of a family member
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal.
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, or immediately returned with notification and approval of the principal.
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
- A half-day absence for the first attempt to obtain a driver's license or permit (with documentation including license or permit or not from the examiner that the test was attempted but failed.)
- A junior/senior may be gone from school for college/military visits, up to two days used either junior or senior years, with proper documentation from the school/military.

Elementary Unexcused Absences

Absences lacking proper notification, documentation, or administrative approval are considered unexcused. Excessive unexcused absences will result in written notice from the principal, and a parent/guardian conference may be requested to develop a collaborative attendance plan.

Middle School and High School Unexcused Absences

Students who accumulate more than six (6) unexcused absences in a class period per semester are in jeopardy of losing course credit. If the total absences exceed the six (6) day limit in any class period, the student will receive no credit for the course. However, the parent/guardian and student may appeal this lost credit before an administration-appointed Attendance Review Committee. It is at the discretion of the committee to restore all, partial, or no credit on a case-by-case basis. Appeals must be made no later than the last regular school day of the semester in question. Students with excessive absences will be referred to the Juvenile Office.

A regular **Unexcused Absence** occurs when a student is absent with parent/guardian knowledge and permission, but the reason does not meet the school's criteria for an excused absence (or proper documentation was not provided). These absences do count toward the six day limit, but missed work may be made up within the established time frame and do not trigger any disciplinary consequences.

The administration makes the final determination regarding whether an absence is excused or unexcused.

Tuancy

Tuancy occurs when a student is absent without parent/guardian or school permission (e.g., skipping class, leaving campus without checking out, or falsifying the reason for an absence). Tuancy carries disciplinary consequences in addition to being an unexcused absence.

If a student is absent, the parents should notify the school each day the student is absent so that the school will know that the student is not truant. Upon return, parents must submit a written absence explanation or make a call to the front office within a week of the student's return to school. In the event that an absence is planned ahead of time, please notify the school as far in advance as possible.

Students who are absent for 10 consecutive days without notifying the office may be dropped from enrollment. Students who accumulate 25 total absences for a semester may be dropped from enrollment.

Family Vacations

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. Parents should give adequate advanced warning to the teachers of their child in order to allow them to prepare make-up work ahead of time. Make-up work given in advance for planned, 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 unexcused and will count toward the semester limit of 6 days.

Absences due to school events

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.

Absences Before School Activities

Students who wish to participate in school-sponsored activities 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.

Partial Absences

Elementary students arriving after 9:00 A.M. will be recorded as absent one-half day.
Elementary students leaving school before 3:00 P.M. will be recorded as absent one-half 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.

Make-up Work

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 - unless other arrangements are made with the teacher. Make-up work for non-truant absences will be ready when the student returns to school.

Please only request to pick up homework if your child feels like completing it at home.

Perfect Attendance

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.

Tardy Policy

Punctuality 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 **8:05 A.M.** High school students must report to the office to sign in.

For Middle School and High School students three tardies equal one unexcused absence. An extended tardy of more than 20 minutes of any class period will receive an absence for that class. Absences due to tardies will also count toward the semester limit of 6 unexcused absences for the class in which they received the absence.

Elementary 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

Grading Scale and Academic Recognition

Grading Scale

The following scale is utilized by classroom teachers to determine letter grades and academic standing:

Letter grade	Percentage Range
A	93-100
A-	90-92
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
F	59 and below

Extra Credit Policy

Extra credit opportunities are offered solely at the discretion of the classroom teacher and are intended to enrich learning or bolster a grade before a grading period closes.

- **Eligibility:** To encourage consistent work habits, extra credit will not be granted to students who have a low grade due to missing assignments, incomplete projects, or unsubmitted homework.
- **Finality:** Extra credit opportunities cannot be used retroactively to alter or raise a grade that has already been finalized and issued on a report card.

Honor Roll

To celebrate academic diligence and excellence, ECS gives public recognition to students in grades 7 through 12 who achieve high scholastic standing:

- **"A" Honor Roll:** Awarded to students who achieve a grade of "A" (including A-) in all subjects.
- **"B" Honor Roll:** Awarded to students who achieve a grade of "B-" or higher in all subjects.

Extracurricular Eligibility and Grades

Participation in extracurricular activities—including sports teams, clubs, and student organizations—is a privilege that requires a strong commitment to classroom responsibilities.

- **Minimum Standards:** To remain eligible for any extracurricular activity, students must maintain an overall grade point average of **"C" (2.0 GPA) or higher**, with **no failing grades ("F")** in any subject.

Academic Probation & Exceptions: ECS is dedicated to supporting the whole student. In select cases, special eligibility consideration may be given to a student who demonstrates a sincere, documented effort to improve their academic standing. A decision to grant a temporary exception will be made only after careful, collaborative review by the teacher, principal, and athletic director (if applicable).

Homework Guidelines

Homework is a valuable extension of the classroom designed to aid students in their educational advancement. At ECS, teachers assign homework with specific instructional purposes in mind:

- **Preparation:** Anticipating and preparing for upcoming quizzes, tests, and classroom discussions.
- **Reinforcement & Practice:** Providing the foundational drilling and practice necessary to truly master new material following a classroom lesson.
- **Remedial Support:** Targeting and strengthening specific weak areas in a student's grasp of a subject as they become evident.
- **Special Projects:** Engaging in deeper exploration through book reports, compositions, research assignments, and creative projects.

Expectations & Partnership: Students are expected to complete all assignments thoroughly and on time. Because consistent effort impacts daily grades, a repeated failure to complete homework may result in disciplinary action. We request the full cooperation of parents in monitoring homework completion for neatness and accuracy, reinforcing the value of a strong work ethic at home.

- **Wednesday Policy:** In order to support and encourage family involvement in mid-week church services, our faculty makes every effort to keep Wednesdays homework-free. However, homework may occasionally be assigned on a Wednesday at the teacher's discretion when necessary for the academic schedule.

Standardized and Diagnostic Tests

To effectively measure student growth and tailor our instruction, ECS utilizes two distinct types of testing:

- **Standardized Testing (Summative):** Measures academic proficiency against a uniform set of standards using consistent testing and scoring procedures. These exams evaluate overall achievement compared to state or national averages. ECS administers these tests near the end of the school year, and results are distributed at spring Parent-Teacher conferences.
- **Diagnostic & Benchmark Testing (Formative):** Evaluates student progress at periodic intervals to ensure students are on track and to pinpoint specific skill gaps. At ECS, Math and English Language Arts benchmarks are administered at the beginning, middle, and end of the year via **IXL**. **Additionally, classroom teachers may administer other diagnostic assessments as appropriate to specific grade levels and student needs.**

Accessing IXL Resources: The IXL program also offers ongoing diagnostic insights, targeted skill practice, and remediation. Parents can actively partner in their child's learning by accessing these resources and real-time results using the unique student login provided by the teacher

Online Grades and Report Cards

We believe that consistent communication regarding academic progress is vital to student success. ECS provides families with real-time access to student performance and formal progress updates.

- **Online Grade Monitoring:** Student grades are available at any time online through [Sycamore Education](#). At the start of the school year, families are assigned an individual username and password to log into this secure portal. Parents are encouraged to check the platform regularly to stay informed of their child's academic standing.
- **Quarterly Report Cards:** Formal report cards are issued directly to students at the conclusion of each grading quarter. Because grades are continuously updated online through Sycamore Education, parents can easily track progress, view missing assignments, and celebrate academic milestones well before the formal quarter ends.

Academic Integrity and Artificial Intelligence (AI) Policy

To promote godly character and prepare students for the rigorous academic standards of higher education, **ECS** upholds a strict commitment to academic integrity. We view honest effort as a vital reflection of a student's personal growth and respect for the learning process. All work submitted by students must be their own original creation.

- **Cheating and Plagiarism:** This includes, but is not limited to, copying another student's work, cheating on exams, or presenting someone else's ideas or writing as one's own. In cases of cheating that involve multiple students, the same consequences apply to both the student copying the work and the student knowingly sharing it.
- **Proactive Communication:** We encourage students to take ownership of their education. If a student is ever unsure whether a specific source or resource constitutes plagiarism, they are welcome and expected to ask their teacher for clarification and guidance before the assignment is due.

Use of Artificial Intelligence (AI)

At ECS, we prioritize the development of our students' critical thinking, original creativity, and independent problem-solving skills. While AI tools (such as ChatGPT, Google Gemini, and AI writing assistants) offer unique learning supports, they must be used responsibly and ethically to honor God and respect the learning process.

- **Permitted Use:** AI may be used as a digital tutor or brainstorming partner to explore broad topics or understand complex concepts. Teachers may also explicitly permit or incorporate AI tools into specific assignments to teach digital literacy; in these cases, students must follow the teacher's exact guidelines and citation instructions.
- **Prohibited Use:** Unless expressly authorized by a teacher, using AI to generate text, write code, solve problems, or complete assignments—and then presenting it as original work—constitutes academic dishonesty. Students are strictly prohibited from copying and pasting AI-generated content into assignments, or using AI to heavily rewrite or restructure rough drafts. (Standard spell-check and basic grammar tools are permitted).

Accountability & Enforcement

Teachers utilize various methods, including AI-detection software and familiarity with students' unique writing styles, to monitor the authenticity of all submitted work. Any form of academic dishonesty—whether traditional cheating, plagiarism, or unauthorized AI use—will be handled consistently under the following policy:

- **First Offense:** The student will receive a zero ("0") on the assignment, a warning will be noted in their record, and parents will be notified. The opportunity to redo the assignment for partial credit remains at the principal's discretion.
- **Repeat Offenses:** Any subsequent infractions will result in a permanent zero on the assignment and further disciplinary action, up to and including suspension, as determined by the administration.

A Note to Families:

We deeply value your partnership and ask that you encourage and teach integrity at home. True learning requires personal effort, and academic honesty is a vital reflection of a godly character. We gently remind parents to resist the temptation to "over-help" by providing direct answers on assignments. Letting your child struggle through a difficult concept and find the solution independently builds lasting resilience, confidence, and genuine understanding. Together, we can help our students see that there is much to be gained by searching out answers on their own, honoring both their intellect and their character.

B. Academic Policies Pertaining to High School Only

Adding and Dropping Classes

Maintaining a stable and consistent academic schedule is vital for a student's educational progress. Students may add or drop classes **only during the first week** of each semester.

Repeating a Course

Students will not be permitted to repeat any course unless under rare circumstances where a core class required for graduation was attempted but a failing grade was received. The administration will evaluate and consider these situations on a case-by-case basis.

Missouri A+ Schools Program

El Dorado Christian School is a designated Missouri A+ School. Graduates who successfully complete all program requirements are eligible to receive a scholarship award covering tuition for up to two (2) years at any Missouri public community college or vocational-technical school. Additionally, some four-year universities offer incentives or specialized scholarships to students who meet A+ criteria. Upon graduation, qualifying students will receive the official A+ Designation Stamp on their transcripts.

Financial incentives through the A+ program remain available to eligible students for a period of four (4) years following high school graduation. To secure eligibility, each student must enter into a written agreement with the school prior to graduation and fulfill the following state and institutional mandates:

- **Enrollment and Attendance History:** Students must attend a designated A+ school for three (3) consecutive years prior to graduation. For ECS, a student must enroll no later than three weeks after the beginning of the fall term of their sophomore year (unless transferring directly from another designated A+ school). Military dependents are exempt from this three-year requirement upon providing official proof of dependent status.
- **Academic GPA & End-of-Course (EOC) Requirements:** Students must graduate with a cumulative GPA of 2.5 or higher on a 4.0 scale for grades 9 through 12. This cumulative GPA is figured across all four high school years and will not be rounded under any circumstances. The student's official transcript serves as evidence of their

final GPA. Additionally, students must score *Proficient* or *Advanced* on the Algebra I End-of-Course (EOC) exam. Students who do not meet this score may retake the exam after completing additional tutoring or coursework. A *Proficient* or *Advanced* score on the Geometry or Algebra II EOC exam will also satisfy this math requirement, as will a qualifying score on the ACT Math / High School GPA scale below:

<u>ACT Math Score</u>		<u>High School GPA</u>
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

- **Attendance Mandate:** Students must achieve a minimum cumulative attendance record of 95% over their entire four-year high school career, drawn from the school's official attendance records. Please note that this 95% threshold is separate from, and stricter than, the standard ECS six (6) day per semester attendance limit. Students who fall below the 95% cumulative mandate may submit an official attendance appeal to the A+ Program Coordinator during the semester immediately following the one in which their percentage dropped.
- **Mentoring and Tutoring Hours:** Students must complete fifty (50) hours of unpaid academic tutoring or mentoring in a school-supervised setting. Approved options to fulfill this requirement include:
 1. Assigned after-school tutoring at ECS under teacher supervision, as available.
 2. Assisting at school-approved special events (times will vary and may include evening or weekend hours).
 3. Enrolling in the Senior Year Tutoring Course, which allows students to tutor for one class period per day at ECS (requires completion of tutor training and proper paperwork).
 4. Supervised peer tutoring during designated classroom work time, subject to instructor approval.
 5. Job Shadowing opportunities (up to 2 full days) in a professional field the student intends to pursue after graduation, subject to prior approval by the principal.

Note: All tutoring logs must be submitted quarterly to the A+ Coordinator for official documentation and placement in the student's program folder.

- **Citizenship Standard:** Students must maintain an exemplary record of good citizenship and avoid any unlawful use of drugs and alcohol. Both parents and students are required to complete and sign the A+ Participation and Citizenship Agreements.
- **Mandatory Standardized Testing & Workshops:** All seniors are required to take the ACT exam. Additionally, all juniors are required to attend the Focus Workshop in Osceola, MO.

Graduation Requirements and Honors

El Dorado Christian High School requires a minimum of **twenty-four (24) units of credit** to graduate.

Core Requirements for All Graduates

Communication Arts: 4 units

Social Studies: 3 units

Mathematics: 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*)

Total Required Core Units: 17 units

Total Elective Units Required: 7 units

Minimum Total for Graduation: 24 units

Graduation Ceremonies & Academic Distinctions

- **Clearance to Graduate:** To participate in the graduation ceremony and walk the stage, students must have all school fees paid in full, all required credits earned, and no outstanding incomplete ("I") grades on their record.
- **College Preparatory Guidelines:** Students planning to attend a four-year college are highly encouraged to exceed the minimum requirements by completing four units each of Communication Arts, Social Studies, Science, and Mathematics (for a minimum total of 25 earned units), while striving for an ACT score of 21 or higher, a minimum cumulative GPA of 3.0, and an attendance record of 95%.
- **Honor Cords:** Seniors graduating with an overall cumulative GPA of 3.75 or above will wear an honor cord during the graduation ceremony.
- **Honor Stole:** Seniors who have successfully maintained a grade of "A" or "A-" in every class across all eight semesters of high school will wear an honor stole during the graduation ceremony.

Valedictorian and Salutatorian Selection

The Valedictorian and Salutatorian distinctions represent the number one and number two top-ranked eligible seniors in the graduating class, determined by their cumulative eight-semester grade point average.

To be eligible for these honors, a student must meet the following criteria:

1. Attend their final four (4) consecutive semesters of high school directly at ECS.
2. Be enrolled in at least five full-unit classes (including Bible and two core classes) on campus.
3. Maintain a minimum overall cumulative GPA of 3.0 or higher.

- **Ranking Calculation & Dual Enrollment Deadline:** The final GPA used to establish class ranking is calculated based on grades earned as of the Monday exactly one month prior to graduation. Students taking dual enrollment courses are strictly responsible for obtaining an official record of their grades from their college instructor and providing it to the ECS office regardless of whether the college course is fully finished. Failure to deliver these official grades to the office by the deadline will result in the class being calculated as a zero ("0") for the purposes of final class ranking.

Early Graduation Policy

While early graduation is strongly discouraged by the administration, seniors may graduate at the conclusion of their first semester if all twenty-four graduation units and core requirements have been fully met. Seniors who choose to graduate early are permitted to attend and participate in the formal graduation ceremony and the senior banquet. However, they forfeit the privilege of attending or participating in all other school-sponsored events, activities, and sports—whether occurring during or after school hours—for the remainder of the school year.

Online and Dual Enrollment Courses

Seniors at ECS may participate in dual enrollment programs, allowing them to earn college credits alongside high school credits. Based on the recommendations of collegiate Dual Enrollment Coordinators, ECS limits seniors to a maximum of **two (2) dual enrollment classes per semester** during school hours. Juniors may petition to take one non-core elective dual enrollment course with the approval of the administration.

- **Course Alignment Policy:** High school transcript credit is dependent upon what ECS offers on campus during any given year:
 1. **Seated Dual Enrollment Classes Offered On-Site:** Students will receive both high school and college credit. The course will appear on the high school transcript and will factor into the student's cumulative GPA with an extra weighted point.
 2. **Online Classes NOT Offered On-Site:** If a student takes an online college class that ECS *does not* offer as an on-site course that year, they will receive both high school and college credit. The course will appear on the high school transcript and will factor into the student's cumulative GPA with an extra weighted point.
 3. **Online Classes also Offered On-Site by ECS:** If a student takes an online college class that ECS *is already offering* as an on-site course that year, the student will receive college credit, but **no high school credit**. The class will not appear on the high school transcript and will not figure into the high school GPA.
- **Credit Weight and Transfer Rate:** A typical three (3) college credit hour course transfers into 0.5 high school units of credit.
- **Student Eligibility Requirements:** To participate in the dual enrollment program, a student must fulfill the following conditions:
 1. Maintain a cumulative high school GPA of 3.0 or higher through the 11th grade. (Or if a Junior, a cumulative GPA of 3.5 or higher through the 10th grade.)

2. Approval by administration and (if applicable) previous teacher of the same subject as the proposed dual enrollment class.
 3. Have no more than seven (7) total absences in any single school year.
 4. Remain in good standing regarding their daily conduct, behavior, and attitude, receiving final approval to enroll from the principal.
- **Workload and Testing Controls:** If a student chooses to take more than two dual enrollment classes in a single semester, they must complete the additional coursework entirely outside of regular school hours; school study periods will not be provided for extra classes. At the beginning of the semester, the student must formally declare to the principal which two eligible classes are being taken for high school dual enrollment, and only the grades from those two selected classes will appear on the high school transcript. Classes taken over the summer break will not be included on the high school transcript or factored into the GPA.
 - **Accountability and Grade Reporting:** The supervising ECS teacher must be granted weekly access to view the student's online assignments and grades. **The supervising teacher reserves the right to dock the student's final high school grade for the course if mandatory weekly grade checks and participation expectations, or contract guidelines are not met.** Upon completion of the dual enrollment course, a copy of the official final grade report must be submitted to the school office. Student grade cards, final transcripts, and the student's diploma will be withheld until these college grades are officially provided.
 - **Class Ranking Deadlines:** Cumulative GPA used to determine final class rankings, including the selection of Valedictorian and Salutatorian, will be calculated based on grades earned as of the Thursday exactly one month prior to graduation. It is the student's sole responsibility to secure an official interim or final grade from their college instructor and provide it to the school office. Failure to provide an official record by this deadline will result in the dual enrollment grade being calculated as a zero ("0") for class ranking purposes.
 - **Technology and Conduct Contract:** Both students and parents must sign a dual enrollment contract with the principal. This contract mandates that school hours designated for dual enrollment are used strictly for that purpose, that students use school computers solely for authorized classwork, and that students report to and remain in their assigned classrooms during their dual enrollment hour.
 - **Outside Coursework Discretion:** At the administration's discretion, a student may be granted permission to take an online course from an outside academic institution. All standard ECS academic policies apply, and final grades must be turned into the office before any grade cards or transcripts are released.

Student Leadership

Student Council and Class Officers

Serving as a student leader or class officer is an honor that requires a commitment to setting an upright example for the student body. Every student running for Student Council or a class office

must possess and maintain a **minimum 2.5 grade point average with no failing grades ("F")** in any subject to be elected and to remain in office. Class officers are expected to model excellent leadership, personal integrity, and outstanding moral character across the school community.

Honor Society

- **High Grades:** You must earn a strong GPA, a 3.5 or higher on a 4.0 scale.
- **Good Character:** You must show honesty, respect, and responsibility in school.
- **Service Work:** You need to complete volunteer hours or help your local community.
- **Leadership:** You should take charge in clubs, sports, or group projects.
- **School Rules:** You must avoid major discipline problems or rule breaks.

Student Employment Guidelines

While the ECS administration recognizes the valuable work ethic and financial responsibility that a part-time job can build in a young person's life, the school strongly recommends that high school students work **no more than twenty (20) hours per week**. Working excessive hours frequently detracts from a student's capacity to complete their academic schoolwork with excellence and limits their ability to fully participate in extracurricular activities.

Policy on Revising an Official Transcript or Grade Card

El Dorado Christian School maintains a strict standard of record accuracy. An official high school transcript or quarterly grade card will be revised only if clear, adequate proof is provided by the classroom teacher or the principal that an administrative or clerical error was made. A formal Revision/Review Request Form must be submitted directly to the Principal. The final decision regarding any transcript adjustments rests with the School Board.

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 others. 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 a responsibility students should 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. Bullying (intentional, ongoing, one-way harassment, intimidation or humiliation)

will not be tolerated. 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. A detailed discipline matrix is available upon request.

ECS 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.

Abuse Prevention

The safety and well-being of every student is our highest priority. We are committed to providing a nurturing, Christ-centered environment where every individual is treated with dignity, respect, and compassion as one created in the image of God. The school maintains a zero-tolerance policy for all forms of abuse, including physical, sexual, emotional, verbal abuse, and neglect. All employees and volunteers are expected to maintain appropriate professional boundaries, provide proper supervision, communicate respectfully, and help foster a safe environment for every student. To support this commitment, the school conducts background checks, provides annual abuse prevention training, and implements practices designed to protect students and reduce the risk of abuse.

Any suspicion, disclosure, or observation of abuse must be reported immediately in accordance with applicable mandatory reporting laws. The school will cooperate fully with law enforcement and child protective services, take appropriate measures to ensure student safety, and respond promptly to all allegations. Reports made in good faith will be protected from retaliation, and confidentiality will be maintained to the extent permitted by law. When appropriate, the school will provide support and resources to affected students and families while remaining committed to maintaining a safe, caring, and Christ-centered learning environment.

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 are not allowed in the building outside of school hours without an approved adult, like a coach, teacher, sponsor or volunteer.

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

Student Dress and Grooming Guidelines

El Dorado Christian School is committed to providing a distraction-free, Christ-centered education. To support this mission, all students are expected to dress in a manner that promotes a highly effective academic environment and a godly, respectful community. We partner with parents and rely on your vital support in ensuring that your children arrive each day well-groomed and in full compliance with these dress code standards. Choosing appropriate attire is a daily opportunity for students and families to practice respect for themselves, their school community, and the Lord. **The following guidelines are intended to clarify what this standard looks like in daily practice.**

General Appearance & Grooming

- **Hair & Piercings:** Hairstyles must be well-groomed and avoid extreme fads or "statements." Visible body piercings are not allowed, with the exception of pierced ears for girls. Earrings are not permitted for boys.
- **Tattoos & Jewelry:** Students may not get visible tattoos. Teachers reserve the right to restrict any jewelry that becomes a distraction in the classroom.

Daily Attire Expectations

- **Modesty Standards:** For all students, tight-fitting clothing, low necklines, and clothing that exposes the midriff are prohibited. Shoulders, chests, midriffs, thighs, and backs must remain completely covered at all times, regardless of body position or posture. Underwear must never be visible.
- **Sleeves:** Beginning in 1st grade, all students must wear shirts with sleeves.
- **Pants & Leggings:** All jeans and pants must be neat and free of holes that expose skin above the knee. Leggings are not permitted as standalone pants and may only be worn underneath dresses, skirts, shorts, or other pants.
- **Shorts:** Shorts must be loose-fitting and measure no higher than right above the knee.
 - *Elementary Recess Policy:* To ensure warmth during outdoor recess, elementary students may not wear shorts between October 31st and April 1st, unless the weather is unseasonably warm.

- **Skirts & Dresses:** Girls may wear skirts and dresses, provided they reach the top of the knee or longer.
- **Headwear & Loungewear:** Hats (including hoodies worn up), sunglasses, and pajamas are not permitted inside the building unless designated for a special school spirit day.
- **Inappropriate Graphics:** The administration reserves the right to restrict t-shirts or clothing that promote alcohol, tobacco, violence, weapons, sexuality, or any other inappropriate products or practices.

Physical Education (P.E.) & Footwear

- **P.E. Days:** Students should dress appropriately for movement on P.E. days. Girls wearing skirts or dresses must wear shorts underneath to ensure modesty during activities.
- **Footwear:** For daily safety and P.E., tennis shoes should be worn rather than sandals, flip-flops, boots, or hard-soled shoes.
- **Gym Floor Safety:** Only tennis shoes and soft-soled shoes are allowed on the gymnasium floor. Hard-soled boots, dress shoes, and shoes with wheels are strictly prohibited. (Mobility aids are always permitted).

Athletics & Practices

- **Game Uniforms:** All sports uniforms must be approved by the Athletic Director. Any supplementary components—such as undershirts or spandex—must be worn by the entire team as directed by the Athletic Director. Students are expected to wear the approved, provided uniforms in the manner they were intended.
- **After-School Practices:** Athletes attending after-school practices should wear loose-fitting, modest athletic attire. Specific practice guidelines remain at the coach's discretion, taking into account the location, time, and composition of the team.

School-Sponsored Trips & Aquatics

- **Swimwear Policy:** On all school-sponsored trips or events involving water activities, students must wear modest swimwear. For girls, acceptable options include:
 1. A one-piece swimsuit.
 2. A modest tankini that fully covers the midriff.
 3. Modest-length shorts paired with a t-shirt.
- **Compliance:** Any student who does not comply with these swimwear requirements will be asked to leave the swimming area to change into appropriate attire.

Scope and Enforcement

This dress code applies to all school-sponsored activities, both on and off-campus (including athletic games, practices, field trips, school programs, graduation, etc.).

To maintain these standards, the policy will be enforced as follows:

- **First Offense:** One warning for a minor dress code infraction will be given and noted in the student's record.
- **Repeat or Major Offenses:** Repeat infractions or major violations will result in an immediate call to the parent or guardian to bring appropriate clothing to the school. The student will not be permitted to return to class or participate in the activity until the dress code issue is fully resolved.

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 7:45 AM. 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 may not drive through the paved parking lot used for student pick up and drop off. 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.

Student Redemptive 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 the board determines 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 canceled 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.