



Eastern Hills

CHRISTIAN ACADEMY

Elementary School Parent/Student Handbook (Revised 2/7/2019)

+

| | |
|--|-----------|
| Welcome Letter | 4 |
| Eastern Hills Baptist Church | 5 |
| EHCA Mission Statement and Philosophy | 6 |
| EHCA Statement of Faith (as a Ministry of Eastern Hills Baptist Church) | 6 |
| Educational Philosophy and Goals | 6 |
| Admissions..... | 7 |
| Returning Student Registration..... | 7 |
| Tuition and Fees | 8 |
| Classroom Placement | 9 |
| Student Withdrawal Procedures | 9 |
| After School Programs..... | 9 |
| Extended Supervision (Discovery Club)..... | 9 |
| EHCA After School Program Policies..... | 9 |
| General Information..... | 10 |
| Authorized Adults | 10 |
| Bus Transportation..... | 10 |
| Child Custody | 10 |
| Drop-Off/Pick-Up | 10 |
| Fall Activities..... | 11 |
| Field Trips and Special Events | 11 |
| Fundraising..... | 11 |
| Information for Parents..... | 12 |
| Lost or Damaged Property | 12 |
| Lunch | 12 |
| Parent-Teacher Conferences..... | 12 |
| Parties | 12 |
| Phone Calls/Cell Phones/Electronics | 13 |
| Record Changes..... | 13 |
| Visitors..... | 13 |
| Attendance | 13 |
| Absences..... | 14 |
| Extended Student Absences..... | 14 |
| Tardy Policy | 14 |
| Late Work | 15 |
| Retention Policy | 15 |
| Leaving Campus during the School Day | 15 |
| Snow Days..... | 15 |
| Health Policies..... | 15 |
| Illnesses | 15 |
| Medication | 16 |
| Accidents/Injuries..... | 16 |

| | |
|---|-----------|
| Food Allergies | 16 |
| Immunizations | 17 |
| Security and Safety Policies | 17 |
| Security Cards | 17 |
| Emergency Notification | 18 |
| School Supply Lists | 18 |
| School Day Schedule | 18 |
| School Attire | 18 |
| Behavioral Expectations | 18 |
| Harassment, Intimidation, and Bullying | 18 |
| Discipline | 20 |
| Standards of Conduct | 21 |
| General School Rules | 21 |
| Playground Rules | 22 |
| Discipline Procedures | 22 |
| Final Disciplinary Note | 23 |
| Standardized Testing | 23 |
| Notification of Rights under FERPA for Elementary and Secondary Institutions | 23 |
| Curriculum | 25 |
| EHCA Responsible Use Policy | 27 |
| Rules of Network Etiquette | 27 |
| Personal Safety | 27 |
| Illegal Activities | 27 |
| Security | 28 |
| Inappropriate Language | 28 |
| Respect for Privacy | 28 |
| Respecting Resource Limits | 28 |
| Plagiarism and Copyright Infringement | 29 |
| Inappropriate Access to Material | 29 |
| Consequences | 29 |
| Google Suite Permission | 31 |
| Expected Student Outcomes | 35 |



Eastern Hills

CHRISTIAN ACADEMY

Dear Parents,

Thank you for enrolling in Eastern Hills Christian Academy (EHCA). Our church and school staff are happy that you have chosen to send your children to a quality, Christian educational institution. We offer a developmentally appropriate early education, elementary, and middle school as well as an after-school Discovery Club. Our programs are taught by a Christian staff committed to preparing your children for a lifelong love of learning.

EHCA is dually accredited by the Association of Christian Schools International and AdvancED. Our elementary and middle schools are accredited by the New Mexico Public Education Department and our early education program has a 5-star rating with CYFD. We strive for a partnership with parents to continually enrich and improve the educational environment. Please become an integral part of our family by joining our parent group and becoming involved with the special activities that we have for our students.

Your children are a blessing to us and we are so grateful for the opportunity to pour into their lives. We humbly thank God for allowing us the gift of serving your children, and for the light they will go out and shine in the world.

Sincerely,
Camille Miller
EHCA Administrator

EASTERN HILLS BAPTIST CHURCH

Sunday Schedule

9:00 a.m. Bible Study for All Ages
10:30 a.m. Family Worship Service
5:30 p.m. TeamKid
5:30 p.m. Youth Bible Study
5:30 p.m. Family Worship Service

Wednesday Schedule

5:30 p.m. Prayer Meeting
6:30 p.m. Father's G.Y.M.
Girls in Action
Mission Friends
Youth Prime Time
Adult Classes

Something for All Ages...

Babies – We provide a clean, safe environment for your baby while you are in Bible Study or Worship Service. Please know infants and children are welcome to join their parents in our Family Worship Service as well.

Preschool – Our Sunday Morning Bible Study time provides an atmosphere of love and learning mixed with fun and play. Children 3 and under are cared for during our Family Worship Service by our nursery workers. On Wednesday evenings preschool children are engaged in our Missions Friend program.

Elementary School – Sunday morning Bible Study is a wonderful time of learning and fun. TeamKid on Sunday evenings at 5:30 is a time of mission study, activity and scripture memory. Wednesday evening activities include Father's G.Y.M. and Girls in Action.

Mid and High School – Our Student Ministry is driven to reach the lost, bring students together, train disciples, and honor and serve God. Our weekly activities and other events are dedicated to biblical teaching, as well as allowing students to connect with each other in meaningful ways. They meet Sunday mornings and evenings and Wednesday nights.

College and Career – Stepping out of the Student Ministry and into the College and Career Ministry offers a bridge to young people at a tumultuous time: the world is strongly pulling them away from the church, and their decisions at this age are vital to their Christian maturity.

Couples and Single Parents – Our adult classes are a time of Bible study and fellowship. Life courses such as marriage enrichment or parenting skills are also offered in addition to various Bible Studies. These courses are taught on Sunday mornings and Sunday evenings.

Seniors – We have an exciting seniors group, CornerStone. They meet every Sunday morning for Bible Study and also have a monthly potluck and fellowship (Silver Seekers). These seniors are a family within our family. We depend on our seniors to share the wisdom and knowledge they have gained throughout their lifetime. They travel and also have local monthly activities.

We invite you and your family to come worship with us. For more information, please call the church office, 505-298-8455, or visit us at www.ehbc.org.

EHCA MISSION STATEMENT AND

PHILOSOPHY

Our mission is to help students grow as Jesus did: in wisdom, in stature and in favor with God and man, in order to become the individuals God created them to be.

Our mission is based on Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and man." Our focus is to prepare each student for their future by providing a strong academic foundation and a biblical worldview. Our goal is to provide a Christian environment where all students can grow cognitively, physically, spiritually, and socially. Our passion is to reach them for Christ and equip them to serve God so they impact their world through biblical thought and action.

EHCA STATEMENT OF FAITH (AS A MINISTRY OF EASTERN HILLS BAPTIST CHURCH)

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His death on a cross as a sacrifice for our sins, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for men to be saved from the condemnation of sin, we must experience a spiritual birth by faith in Jesus Christ as the Son of God and as our personal Lord and Savior.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved are raised to life everlasting, and they that are lost are raised to judgment

and condemnation.

- We believe in the spiritual unity of believers in our Lord Jesus Christ made evident through the church by prayer and participation. Baptism is your public testimony of faith in Christ and agreement with His teachings.
- We believe that all Christians are under obligation to seek to make the will of Christ supreme in their own lives and in human society. In the Spirit of Christ, Christians should stand for Biblical Principles in every facet of life and seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love and to act in the spirit of love without compromising their loyalty to Christ and His truth.
- We believe it is the duty and privilege of every Christian to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate and teach their children faithfulness and Godliness.

EDUCATIONAL PHILOSOPHY AND GOALS

EHCA is committed to the total development of each student. Our goal is to teach the total child. We pledge to provide a Christian environment where all students can grow as Jesus grew - cognitively, physically, spiritually, and socially (Luke 2:52).

We want to give children the spiritual

foundation to accept Jesus Christ as their Lord and Savior. We seek to promote Christian values in all areas of life and to provide an environment conducive to Christian growth. We incorporate the teaching of Christian principles throughout our curriculum and daily activities. We desire to teach students that faith in and obedience to Jesus Christ is essential to a successful and meaningful life.

We want to give students the academic foundation for lifelong learning. Our goal is to prepare each child to attend and be successful in high school. EHCA is dually accredited by the Association of Christian Schools International and AdvancED which provides New Mexico state accreditation. We provide a quality education taught from a Christian worldview in a secure Christian environment. Our teachers are professed believers in Jesus Christ, degreed, and state certified.

We want to give students the social foundation to treat others with respect and the emotional foundation to become the person God created them to be. We encourage teachers and students to edify one another.

ADMISSIONS

EHCA admits children without regard to race, sex, religion, or national origin.

Eastern Hills Christian Academy will only admit children transferring from other schools that we believe can be successful with our particular curriculum and environment. Kindergarten children must be age 5 before September 1st. First graders must be 6 years old before September 1st.

The application process for new students is found under admissions at our website www.easternhillschristianacademy.org.

All new students are admitted on probation

for the first quarter. If deemed necessary, at the end of the first quarter, a conference will be called with the parents to evaluate the student's progress and educational needs. At that time, we will discuss the student's continued enrollment at EHCA.

We expect students and parents to adhere to our standards of conduct while on the school grounds or attending school-sponsored activities.

EHCA is not equipped to teach children that require special education classes or students with diagnosed learning disabilities that require special treatment in the regular classroom. Therefore, we do not admit children with these special education needs. If a special need is identified for one of our enrolled students, the situation will be handled on an individual basis. Students expelled from other schools will normally be denied entrance to EHCA.

All students NEW to EHCA will pay the registration fee at the time of enrollment. The registration fee is paid by credit card as the last step of the online enrollment process.

All tuition payments are processed through FACTS Tuition Management, which requires every family to set up an account. A monthly tuition plan must be set up if tuition is not paid in full. Instructions for setting up the tuition plan are explained on the online registration form.

Returning Student Registration

Re-enrollment will be conducted through ParentsWeb online enrollment in January of each year. A student returning after an absence of one year or longer may be required to reapply and may be classified as a new student.

Students will not be allowed to register for the following year or begin the new school year with an outstanding balance from the

previous school year.

Poor academic progress, lack of interest, violation of rules, and/or inappropriate behavior could result in a student not being readmitted for the following year. Students not being readmitted to EHCA will be notified in writing.

Tuition and Fees

Tuition for EHCA Elementary School for 2019-2020 is \$7250. Tuition paid in full by June 15, 2019, qualifies for a discount. There is a 10% discount for a second child, 20% for the third child, and 30% for the fourth child. Discounts are taken from the lowest tuition.

All tuition payments are processed through FACTS Tuition Management, which requires every family to set up an account.

- Requires an automatic withdrawal
 - From a checking or savings account
 - Credit Card charge (you will be charged a convenience fee per withdrawal)
- Eleven monthly payments, July through May
- Drafts may be set for the 5th or the 20th of the month
- A non-refundable enrollment fee will be charged by FACTS per family account
- An e-mail notification/reminder 5 days prior to the draft payment will be sent by FACTS.

Signing up for FACTS after June 15th will require a prepayment directly to EHCA of one to two months of tuition (determined by actual enrollment date). You will be notified of any returned payments and a \$30 FACTS Returned Payment Fee will be automatically processed from the account provided. FACTS fees are subject to change.

FACTS accounts are set up through your ParentsWeb account as part of the

registration process.

There is a \$450 registration fee which is discounted to \$350 if paid by March 1, 2019. The registration fee is \$350 for new families. There is no discount on the registration fee and the registration fee is non-refundable except for the following reasons:

1. Medical withdrawal of the student for any physical disability certified to and treated by, a legally qualified medical practitioner.
2. Job-related transfer of parent or guardian beyond a 50-mile radius of the city of Albuquerque.

Note: Proper withdrawal procedures must be followed. No refund will be given if monies are owed on any other account. The refund will be applied to the amount owed.

All other fees and childcare are paid directly to EHCA either by check or credit card. Credit cards are processed through RenWeb and incur an additional service fee.

- Monthly statements will be e-mailed to the parents and will also be made available to the parents through ParentsWeb on the first day of each month. Monthly statements include Discovery Club (childcare) charges for the previous month. Payment is due to the school by the 15th of the month for these charges. The current month's tuition charge will show up on your statement until the payment is processed through FACTS.
- A \$35 late fee will be added to your account if the balance on the monthly statement is not paid in full.
- A \$35.00 charge will be added to your bill for each returned check issued to EHCA.
- Students may not be allowed to attend Discovery Club once

accounts are one-month delinquent.

Tuition at EHCA is kept as low as possible. We are supported completely by tuition and parent donations. EHCA is a nonprofit corporation registered with the State of New Mexico.

Any questions concerning your bill or payments will be handled by the bookkeeper.

Classroom Placement

Class lists are determined by the principal or administrator with input from the student's former teachers. If a parent has a strong conviction regarding their child's placement, they can express that conviction in writing to the principal. Their request will be considered but cannot always be honored.

Student Withdrawal Procedures

The following procedures should be followed when a student withdraws from EHCA for any reason:

1. Notify the Administration *in writing* of the exact date of withdrawal as soon as possible. Please include a forwarding address and the next school the student will be attending, if possible.
2. All books must be turned in and fees paid before a student is considered officially withdrawn. No applicable refunds will be issued until this step is completed.
3. Request for any applicable refund must be in writing. The request may be submitted in a separate letter or included in the notification of withdrawal letter.
4. No refund will be given if monies are owed on any other account. The amount owed must be paid or will be taken out of the refund due.
5. When a student withdraws from EHCA, for any reason, a letter of explanation is required to request any refund.

AFTER SCHOOL PROGRAMS

Extended Supervision (Discovery Club)

Before and after school supervision is provided at an additional fee for kindergarten through 4th grade. Morning supervision is from 7:15 a.m. until school begins.

After school supervision begins at dismissal time and ends no later than 5:45 p.m. The hourly fee for Discovery Club is \$6.00, billed in 15-minute increments. A child picked up from EHCA after closing time will be charged \$5.00 plus an additional dollar for each minute the child (family) remains in our care. Time computation for late charges will be based on the Eastern Hills time clock. *Consistent late pick-up (after 5:45 p.m.) can result in loss of Discovery Club privileges.*

On the holidays that Discovery Club is scheduled to be open, a minimum of 20 children will need to be signed-up for both am and pm for us to remain open. Sign-up is required for those days. Payment is required for the hours you have scheduled, regardless of whether you show up. This includes full-time students. If you must cancel, you must give a 24-hour notice or you will be charged.

EHCA After School Program Policies

After school programs were originated to provide extracurricular activities for the students of EHCA. Therefore, the EHCA Board of Directors has established the following policies:

1. Students who are not currently enrolled in EHCA will not be allowed to participate in activities that are part of our after-school program or any other programs that represent EHCA.
2. Program content must be approved by the school administrator.
3. All leaders must have a background check on file with EHCA.
4. Meeting rooms must be scheduled through the administrative assistant

who will coordinate with the church office. Rooms for special meetings or training must also be pre-scheduled through the administrative assistant. The gym may not be used for weekly meetings because of the increased demand on the gym by the church and school activities.

5. No meetings or activities may be held at the church on Sundays or on Wednesdays after 5:00 p.m.*
6. Children and adults must not be in any rooms other than those scheduled for the meetings. Children must be supervised by an adult at all times. School and church materials including any items in desks must not be used or taken out of the desks. Children should not use this time to work on school assignments that have not been sent home by the teachers.
7. Meeting rooms must be left in as good or better condition than they were found.

*The Board and administration realize families may worship on different days of the week, but we are choosing to set aside Sundays and Wednesday evenings after 5:00 p.m. as traditional times of worship. We do not want school activities to hinder families from corporate worship.

GENERAL INFORMATION

Authorized Adults

EHCA will only allow individuals with parental authorization to pick up a student. Authorization can be given in the following ways:

- The parent can put the person's name on the student's registration information.
- The parent can write a note authorizing another adult to pick up the child and give it to the teacher.

- The parent can call the office, giving a description and name of the individual that is to pick up the child.
- Until teachers and staff recognize parents or other authorized adults, picture identification may be requested when picking up a child.

Bus Transportation

EHCA students are bused occasionally for field trips and PE trips to the park. Students must be on their best behavior on the bus.

The bus rules are as follows:

- No standing while bus is in motion
- No saving seats
- No pushing or shoving while on bus
- No loud yelling or screaming is allowed
- All hands and objects must be kept inside the bus at all times

If a student misbehaves on the bus, they will lose the privilege of riding the bus.

Child Custody

For parents who are not married, separated or divorced, EHCA must have a copy of any legal documents, ON-SITE, concerning visitation and custody, as well as, any subsequent change in status. Without legal documents on-site, we will assume that both parents have full custody of the child. EHCA has policies and procedures in place for releasing children only to adults authorized to pick them up. However, it is the responsibility of the custodial parent to INFORM the school administrator of specific visitation rights and/or changes in legal documents.

Drop-Off/Pick-Up

Parents transporting students to and from school should comply with all "drop-off" and "pick-up" rules.

Please:

- park in a designated parking spot
- **do not park in the fire lane**
- do not park in handicap parking unless

- you have a handicap sticker
- walk your preschool, pre-K and/or kindergarten child to their classroom and never leave them alone in the classroom
- **do not allow children to play in the gym or at the bottom of the stairs to the middle school/elementary school during school hours**
- do not walk elementary students (1st –4th grade) to class after the first week of school
- be prompt in bringing your child to class and in picking them up
- call the office if you know your child will be late
- do not use pick up time to conference with teachers
- do not PASS in the pick-up or drop-off line or pull out from a parking space into the pick-up or drop-off line. We want to protect our children at all times.
- do not drop your child off until the playground gate has been unlocked and an adult is present to supervise students getting out of the car. The gate will not be unlocked until a staff member is present at the car lane. Students will join the Discovery Club students on the playground or in the gym. The students will be sent to class at 8:10. The south door will remain unlocked until 8:45 to discourage parking in the fire lane or handicap parking spaces. Children are considered tardy at 8:20.

Please note that if you are late in picking your child up from class, or if he/she arrives in the classroom before 8:10, he/she will be taken to Discovery Club and clocked in.

Fall Activities

EHCA will be involved in fall activities during the months of October and November to remind us of God's hand in the changing of the seasons. This will be in keeping with a more positive Christian aspect rather than celebrating Halloween. There will be no

Halloween parties. Some classes have activities during this time that allow the students to dress in costumes.

Field Trips and Special Events

Students may participate in field trips or special events (Harvest Festival, Rain Forest, etc.) at the school. These trips and events are usually planned to introduce or culminate a theme that has been studied in class. All parents will not be able to attend all field trips or events. Teachers will request only the number of parents needed as drivers or sponsors for each trip or event.

All drivers must have a current background check, a copy of their driver's license and an updated proof of insurance on file in the administrator's office.

In New Mexico, everyone must wear a seatbelt. New Mexico law requires all children up to their 7th birthday, regardless of weight, and all children less than 60 pounds, regardless of age, to ride in a child safety seat. The law also states that children ages 7 to 12 must ride in a booster seat until the adult seat belt fits them properly. Booster seats must be used with both lap and shoulder belts. Booster seats cannot be used with a lap belt alone.

Parents who drive or act as chaperones may not bring siblings along. The teachers need the parent's full attention with the students to whom they are assigned.

Fundraising

A few major fundraising projects are conducted during the school year. The fundraisers allow the school to make special purchases to improve the quality of our program for our students. Many improvements we enjoy today would not have been possible without parent support and involvement in the past. We appreciate all the help that parents give us in improving our school.

Information for Parents

ParentsWeb and e-mail will be the main sources of communication by the teachers with the parents. Calendars, handbooks, and announcements are found on our website at www.easternhillschristianacademy.org. The website and ParentsWeb will have the same announcements. We also have a Facebook page providing updates on what's happening at our school so please follow us!

Lost or Damaged Property

Families must pay **in full** for any property (books, furniture, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook or AR book, the book must be returned in good condition within 30 days after the last day of school in the current school year. *Eastern Hills will not be responsible for lost or stolen articles belonging to a student. Students must pay for any EHCA property stolen from them while in their possession.* If a student has lost something, Lost & Found is located by the gym door.

Lunch

Lunches brought from home will not be heated or refrigerated. If you must deliver a lunch to your child after school starts, please leave it in the office. It will be taken to your child's classroom. Please refrain from bringing lunches from a fast food facility or restaurant unless permission is obtained from the administration. Please do not send sodas in lunches.

Parent-Teacher Conferences

Conferences will be scheduled at the end of the first quarter. Conferences will also be held for all elementary students whose parents desire a conference at the end of the third quarter. If parents choose not to attend or are unable to attend the parent-teacher conference on the scheduled date, they should not request an alternate within two weeks of the scheduled conference.

Parent-teacher conferences can be scheduled at other times during the year at the request of the parents or the teacher. Parents are encouraged to contact the teacher to arrange a parent-teacher conference before or after school or during the teacher's conference time. The principal will be involved if requested by the parent, teacher, or student, or as deemed necessary by the administration.

Parties

Classes have special parties and celebrations throughout the school year. Your child's teacher will notify you about the parties and whether or not parents will be invited. Please do not "crash" parties that are intended only for the students. Siblings and other children are not included in the class parties.

You may send a classroom treat with your child on their birthday. We ask that the treat is sent at the beginning of the day. The teacher will determine the best time of day to serve the treat. The treat should not have to be refrigerated or heated and should be able to be served easily. We are asking that we no longer have pizza parties, breakfast treats, etc. for birthdays. Classes that have students with extreme food allergies may have other restrictions on birthday treats.

The party is for the teacher and the students only. Parents, siblings, family, and friends can celebrate the birthday at a different time and place. **There are to be no decorations, balloons, etc. – just a simple treat.** Many children are easily distracted and a party in the middle of the day may cause a lack of concentration on academics the rest of the day.

If you wish to pass out invitations for a birthday party at school, please include all of the children in the class or all the boys or all the girls depending on the gender of your child. The same policy is in effect if you choose to hand out invitations to children in

other classes. If you do not wish to include all of the children, please mail the invitations or distribute them somewhere other than school. Children should not be picked up from school to attend the birthday party unless all of the children are included.

Please do not send treats to school for the class except for birthdays and parties. The majority of our parents would like to limit the number of sweets and snack food consumed by their child.

Phone Calls/Cell Phones/Electronics

Students may not use portable electronic devices during school hours without the express consent of the teacher and the administration. Unauthorized devices will be taken away from the student for:

1st offense – 1 week

2nd offense – 1 quarter

3rd offense – 1 semester

This policy is per semester.

All cell phones must be turned off and out of sight during class times. Any cell phone that is taken away during class will be turned over to the principal. The parent will be called to pick up the phone.

Students may use the office or classroom phone to call their parents with the permission of the teacher or office staff. If a student places a call from a classroom phone and does not get their parent or leaves a message for the parent, the office should be notified.

Record Changes

It is critical that the student's registration information be complete and up-to-date. It is the responsibility of the parent or guardian to notify the school office of any change of name, address, phone numbers (home, work, cell, or mobile), or emergency contacts.

Visitors

We have a general “no visitor” policy at EHCA. Prospective students who wish to visit our campus (“shadow” a student) should make special arrangements with the office a week before the visit. Other visits from non-EHCA students are not allowed. Students expelled or asked to dis-enroll from EHCA for any reason are not permitted on campus at any time, unless they have permission from the Principal and are accompanied by a parent.

It is the policy of Eastern Hills Christian School for all visitors to come directly to the office, provide a reason for their visit, sign in, and receive a badge before proceeding to additional areas of the school. All faculty, staff and appropriate visitors are provided and expected to wear name badges. Staff members are required to question any person in the building without proper authorization/identification.

ATTENDANCE

The New Mexico Compulsory Attendance Law requires all children of school age attend school until they reach the age of 18 or until they have completed the 10th grade or its equivalent and have been legally withdrawn from the school district in which they are enrolled.

Attendance Procedures Based on the New Mexico Compulsory School Attendance Law

1. Parents are urged to call the school to report the absence of their children.
2. Calls regarding absences are requested as early in the school day as possible, but they will be accepted until the end of the school day.
3. If the school has not been given prior notice by phone, the parent or guardian will provide the school with a written explanation concerning all student absences

- upon the student's return to school.
4. Absences will be recorded daily on RenWeb.
 5. Parents can keep up with absences on ParentsWeb. The absences will also be recorded on the report card.
 6. Teachers will be informed of parent calls concerning student absences.
 7. The school should be notified by the parent or guardian of anticipated absences because of trips, family emergencies, and medical or agency appointments.
 8. The school will attempt to investigate unexplained absences through telephone or e-mail contact with parents/guardians after three days of unreported absences.
 9. A conference will be held by the principal with parents when an attendance problem appears to be developing.
 10. If habitual absences begin to occur, the school is required by law to contact authorities.
 11. The administration will contact parents of students in excess of 10 absences per semester.

Absences

The elementary school does not distinguish between excused and unexcused absences. A parent or guardian must call the school on the day of the absence to inform the school of the reason for the absence. If the absence is foreseeable, a note should be sent in advance.

Upon returning to classes following an absence, the student is responsible for making up work missed. The student will have a day's makeup time for each day absent (i.e. 3 days absent = 3 days to make up work). If a student knows he/she is going to be absent and gets approval for the absence along with the assignments to be done, then those assignments are due upon return to class, and the student is responsible for taking any missed quizzes or tests.

Extended Student Absences

Occasionally, families must take students out of school for an extended period of time. Illnesses, family emergencies and planned, or unexpected, vacation opportunities are among the reasons students might be absent for an extended period of time. Though family emergencies are unavoidable, vacations should be scheduled at times when school is not in session. Although there is great educational value in visiting other places in the world, expecting a student to receive the same benefit from completing paperwork as opposed to participating in a classroom environment is asking too much from the student and teachers. Because of a large number of extended absences that are occurring, we have made some changes regarding homework.

- All homework requests for extended absences must be made in writing to the principal.
- Teachers will not provide homework for extended absences without confirmation from the office.
- Teachers are not obligated to provide "school work" for an extended absence prior to the absence. Most teachers will accommodate **some** work for two or three days. **But any work provided for the absence is due upon return to class.** Teachers do not have to accept that work if the student does not turn it in on the day the student returns to class.
- For any absence, students are allowed the same number of days to hand in work equal to the number of days absent **if work is not requested prior to the absence.**

Tardy Policy

- A student will be considered tardy if they have not crossed the threshold of their classroom by the time the Pledge of Allegiance has started (8:20 or later).

- Tardies will be recorded daily on RenWeb and can be tracked on ParentsWeb by the parents.
- The only excused tardy will be for a doctor's or dentist's appointment. A note from the doctor or dentist must be given to the teacher.
- Consequences for excessive unexcused tardies may be imposed upon the student.

The administration realizes that there are legitimate reasons for a student to be tardy (weather, car trouble, traffic jams, etc.). These should be few and far between so they will not be counted as excused.

Late Work

- 10% will be deducted from work that is turned in one day late
- 20% will be deducted from work that is turned in two days late.
- A zero will be given if the work is three or more days late.

Retention Policy

Reading and Math are considered the core subjects at each grade level. If a child should score less than 70% as an average over the four grading periods in either or both areas, the child may be retained in that grade level at EHCA. The child's family would be advised on the placement for the child.

In order for a child to enter the EHCA middle school, he/she must have a 70% average over the four grading periods in all subject areas excluding enrichment classes. Exceptions may be made by the Administration.

Leaving Campus during the School Day

Students who leave the campus during the school day must be picked up and signed out by a parent/guardian at the office. Your child will only be sent to the office once you arrive so please do not call ahead and ask for them

to be sent down.

Snow Days

When APS closes or goes on an abbreviated schedule because of bad weather, EHCA will do the same.

Discovery Club will be closed if EHCA is closed for bad weather. If APS goes on an abbreviated schedule, Discovery Club will open at 9:30 a.m. Elementary School will begin at 10:15 a.m. Middle School will begin at 10:00 a.m. Middle School students may arrive at 9:30 a.m. Please watch Channel 4, Channel 7, and/or Channel 13 for any announcements concerning our school. You should also receive a ParentsAlert phone call. After school activities or programs will be canceled on the days of school cancellations. They will not be canceled if there is only a 2-hour delay.

HEALTH POLICIES

Illnesses

EHCA adheres to the following guidelines, as suggested by the State Social Services Agency.

- Please keep your child home from school or Discovery Club when exhibiting any of the following symptoms: diarrhea, vomiting, sore throat, headache, impetigo, persistent cough, thick yellow/greenish nasal discharge, drainage or discharge from eyes, temperature, or infectious rash (chicken pox, measles, etc.).
- Your child should be able to return to school with your pediatrician's approval **24 hours** after antibiotic treatment has begun (in the case of a bacterial infection like strep throat) or **24 hours** after the temperature has returned to normal or **24 hours** after vomiting (in the case of a viral infection).
- In the case of an infectious rash, such as chicken pox, please consult your pediatrician as to the time your child can

return to school.

- Please observe your child if he/she is not eating well or shows any of the above symptoms. If symptoms are present, **please keep them at home**.
- Children who become ill during the day will be separated from the other children, and the child's parents will be notified of the illness. The parent will be asked to pick up the child within at least 1 hour of the call made to the parent.
- We will not admit any child who has or is suspected of having any communicable disease.

Medication

Medication will be administered to your child by the office staff only if you have completed a Medicine Authorization Form for your child. These forms can be picked up in the office. Medications will be given to the child as needed or as specified on the medication form. *Medications must be left in the office in their original containers. Please do not put your child's medication in their lunch box or backpack.* Medication includes, but is not limited to, prescription medication, over-the-counter medicine, lotions, sunscreen, cough drops or suckers, lip balm, vitamins, etc.

Accidents/Injuries

In the event of an accident, the health assistant and/or qualified staff members will administer first aid and appropriate action will be taken at the time. An accident/incident report must be completed by the responsible staff person who witnessed the accident, or who the accident was reported to, and completed by the health assistant. A copy of the report will be given to the parent and the other copy will be kept on file. Parent and/or guardian will be notified by phone of serious accidents.

Food Allergies

The following guidelines will provide school staff and parents guidance for providing

reasonable and appropriate care for students with life-threatening food allergies who attend EHCA and eat meals/snacks at EHCA.

- **Definition** – A food allergy is defined as a reaction of the body's immune system to a certain component, usually a protein, in a food or ingredient. The foreign particle triggers the body to produce immunoglobulin E (IgE) which then triggers other cells to release substances that cause inflammation. Reactions can differ in severity and the most severe anaphylactic reactions can be life-threatening. A food allergy is **not** an intolerance or sensitivity, as these do not trigger an IgE immune response. **A licensed physician must determine and provide documentation of a student's life-threatening food allergy.**
- **Family Responsibility**
 - Inform school of student's life-threatening food allergy and complete necessary medical forms annually.
 - Provide physician documentation of student's allergy and treatment for reactions.
 - Provide the school with medication (EpiPens, etc.) and emergency contact information.
 - Update school of any changes to a student's condition or treatment for reactions.
 - Provide the school with a list of symptoms when the student is having a severe allergic reaction. Include information on what the school can do to accommodate the food allergen. However, the school will determine if it can reasonably accommodate the request.
- **Student Responsibility**
 - Take as much responsibility as possible for avoiding potential allergens by not trading or sharing

food and washing hands before and after eating.

- Learn to recognize symptoms of allergic reactions and inform an adult if an exposure to an allergen or reaction occurs.
- If age appropriate, learn how to self-administer treatment.

- **School Administration Responsibility**

- Ensure that the parents understand that EHCA is not guaranteeing or warranting that a student, while in the school environment, could not be exposed to the food allergen. EHCA cannot serve as an insurer against all exposure to food allergens.
- Determine what actions EHCA can reasonably take to accommodate the food allergen. Inform the parents of what can or cannot be done by EHCA.
- Ensure that all parties (teachers, staff members, and playground assistants) are aware of student's life-threatening food allergy and receive training, and education for preventing, identifying and treating reactions.
- Educate students to avoid endangering, isolating, stigmatizing, or harassing students with life-threatening food allergies and make provisions to ensure the student is included in regular school activities as much as possible.
- Inform all other parents in the classroom of the food allergy. When necessary, distribute a letter from a parent requesting community cooperation for providing allergen-free snacks. The information will not be given to those classes that don't include the student with the life-threatening allergy nor will EHCA require unaffected classes to eliminate allergens when no allergic student has the possibility of exposure.
- EHCA will endeavor to eliminate the specific allergen from school-provided snacks where a student has the

possibility of exposure. The school staff will check the contents of food products served, but EHCA does not guarantee a completely safe environment. Staff should regularly disinfect any tables where specific food allergens are not permitted.

- **Health Assistant**

- Annually review student Health Records and obtain Medical Authorization Form and Health History from parents.
- Develop an individualized emergency plan for students with a documented life-threatening food allergy.
- Educate school staff about potential allergens, identifying reactions, treating reactions, and administering EpiPen injections. Not all staff will be required to administer the antidote because it may place them or EHCA in an untenable position.

Immunizations

In accordance with state regulations, EHCA must have either a current immunization record or an exemption from immunization approved by the New Mexico Department of Health for each child before the first day of class. Providing an immunization record is part of the registration process. Immunization records may need to be updated between the time of registration and the beginning of the school year.

SECURITY AND SAFETY POLICIES

Security Cards

Security at EHCA is a top priority. EHCA issues a security card (keycard/fob) and an EHCA ID's to every family. The security card should only be given to those people dropping off and/or picking up your child. We require anyone in the building or on the school grounds to have an EHCA ID or a visitor's badge visible at all times. It is the parents' responsibility to request EHCA ID's

and/or security card for other people that will be picking up or dropping off their child regularly. **Do not let anyone enter the building that is not wearing an ID badge.** Additional EHCA ID's and security cards are available in the school office. Families requesting three or more security cards will be asked to pay for the additional fobs.

Emergency Notification

In the event of an emergency, a natural disaster, severe weather, or on the advice of law enforcement or the fire department, the emergency evacuation and disaster preparedness plan will be activated by the staff of EHCA. During an emergency situation, parents will be notified through phone or text messages utilizing the Parent Alert feature of RenWeb, our school information system. If necessary, reunification procedures will also be communicated through Parent Alert. The school conducts emergency preparedness drills and fire drills. Parents are given the emergency policies and procedures at the beginning of the school year.

SCHOOL SUPPLY LISTS

Supply lists will be posted on ParentsWeb under Resource Document and on the EHCA website under Quick Links during the summer before school begins.

SCHOOL DAY SCHEDULE

Kindergarten 8:15-3:00
First – Fourth Grade 8:15-3:15
Discovery Club 7:15-5:45

SCHOOL ATTIRE

Your child should be dressed in comfortable, washable clothing that enables them to feel free to play. There will be outdoor play every day except in cases of inclement weather. The children will be in the gym for PE. Please be sure your child wears tennis shoes or rubber-soled shoes for safety. Shoes with elevated heels or with no backs are

dangerous when the children are running and playing. Be sure your child wears weather appropriate clothing. Removable items, such as jackets, caps, mittens, etc. should be labeled with the child's name.

Dress Code

- Dress modestly
- Shorts or tights must be worn under dresses
- Shorts should not be too tight or too short. The appropriateness of the shorts will be at the discretion of the supervising teacher or administrator.
- No halter, midriff or off the shoulder tops may be worn.
- Tank tops may be worn if the top strap is at least three fingers wide.
- **Hats or caps may not be worn by either boys or girls in the church/school building.**
- No apparel with inappropriate icons are allowed.
- No flip flops

BEHAVIORAL EXPECTATIONS

Harassment, Intimidation, and Bullying

Biblical illustration of relationships: John 15:12 – “My command is this: Love each other as I have loved you.”

Eastern Hills Christian Academy, with the help of the Holy Spirit, seeks to walk in the truth of God's Word, the Bible. We desire to live like Jesus Christ who was full of grace and truth (John 1:14). We believe that God, in His mercy, spares us from what we deserve, and in His grace, He blesses us with what we do not deserve. We know that all of us are sinners (Romans 3:23) and as a result is in need of God's forgiveness.

Eastern Hills Christian Academy intends to provide its employees, volunteers, and students an environment that is free of offensive kinds of behavior. Conduct,

whether intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is unlawful and contrary to our religious beliefs, and therefore, is not permitted.

Eastern Hills Christian Academy does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities. All students, employees, and volunteers are expected to conduct themselves with respect for the dignity of others on school property, or at any school function or school-sponsored activity.

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

- Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, familial status; and
- Creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the person in reasonable fear of harm to person or property.
 - Has a substantially detrimental effect on the person's physical or mental health.
 - Has the effect of substantially interfering with academic or job performance.
 - Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by this school.

The following activities, without substantial aggravating factors, occurring inside or outside the classroom, do not constitute

harassment or bullying:

- Instruction and participation in lessons and worship service.
- Discussions and debate concerning issues important to Christian faith.
- Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious texts, music, and opinion.
- Witnessing and faith-sharing.

Any person who believes he or she has been subjected to bullying or harassment should report it in a timely manner to the Principal or Early Childhood Director. An employee may report to the administrator or a school board member. A student may report to a teacher, administrator, or school board member as well as discussing the incident with the student's parent or guardian. However, the Principal is responsible for receiving the report and ensuring this policy is implemented. All suspected bullying or harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Subsequent investigations will be handled discreetly to avoid the embarrassment of the person making the report.

- **Bullying** - We believe that all humans are created in the image of God and therefore each individual is highly valuable. As a result, God expects all people to be treated with respect and honor. We are called to love and encourage one another as we strive for unity (Mark 12:29-31; I John 4:19-20; Ephesians 4:1-3). This means that all bullying, whether it is physical, verbal, cyber, or written is sin. All of our behaviors (our thoughts, our words, and our deeds) that are not consistent with the nature and character of God and His Word are sin. When we sin, we need to repent and ask for forgiveness. The Good News is that "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness" (I John 1:9).

- **Cyberbullying** - Bullying is not new, but some features of cyber-bullying are different from other forms of bullying:
 - Electronic media are available 24/7 and can permeate home life. Cyber-bullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal.
 - The audience can be very large and reached rapidly. The difficulty in controlling electronically circulated messages means the scale and scope of cyber-bullying can be greater than for other forms of bullying. Electronically forwarded content is hard to control, and the worry of content resurfacing can make it difficult for targets to move on.
 - People who cyber-bully may attempt to remain anonymous. This can be extremely distressing for those being bullied. The person cyber-bullying may never be in the same physical space as their target.
 - Cyber-bullying can take place both between peers and across generations; teachers have also been targets. Age or size is not important. Bystanders can also become accessories to the bullying; for example, by passing on a humiliating image.
 - Some instances of cyber-bullying are known to be unintentional. It can be the result of not thinking (something sent as a joke may be deeply upsetting or offensive to the recipient) or a lack of awareness of the consequences - for example saying something negative online about another pupil, or friend that they don't expect to be forwarded or viewed outside their immediate group.
 - Many cyber-bullying incidents can themselves act as evidence. This is one of the reasons why it's important to know how to respond!
- **Telephone bullying** - The vast majority of 10-16 year olds now own a mobile phone and an increasing number of children and young people are reporting being bullied via their mobile phone at school. Some of those who have been bullied in this way believe that images have been sent to other people. Others have been bullied or threatened via their mobile phone or computer.
- **Chatrooms and Social Networking Sites** - Aside from the general risks of using chatrooms, social networking sites and instant messaging (IM) services, these are also being used by children and young people to bully and intimidate others. Chatrooms have an element of anonymity that can lead to bullying. Groups are often formed in chatrooms just as they would be in school and can be used as a way of excluding or harassing others. Pupils should be extremely careful when making remarks about teachers or other pupils on social networking sites as these comments are instantly visible by all members of the network or group.
- **Bullying vs. Personal Conflict** - It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought or action. This can occur as a one-time incident or be repeating. Personal conflict often occurs when people fail to value the wishes of others. Personal conflict should be resolved between the individuals involved using biblical principles as demonstrated in Matthew 18.

Discipline

Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. It means that each child, and the group as a whole, operates freely within a structured framework that they understand, accept, and incorporate

into their behavior without constant reminders or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline.

The school is not here to correct any behavioral problems that a child might have. Consequently, we ask that you do not enroll your child with the idea that we will change his/her behavior patterns. We do not take the place of the parental example for those who have experienced difficulty fulfilling their roles.

Eastern Hills Christian Academy Staff and Board reserve the right to discharge any child for the behavior of the child, parent, or guardian that in the staff's and/or Board's opinion endangers the health, safety, and/or welfare of the other children or staff or detrimentally interferes with the learning environment and/or the Christian based atmosphere for which the school was designed. This includes the use of profanity on the school campus, or at a school event.

Standards of Conduct

1. Be courteous.
2. Do not indulge in derogatory language (swearing, slang, or words of extreme negative connotation).
3. Do not tease or use rude gestures toward other students or teachers.
4. Refrain from any sort of harassment of other students at all times.
5. Do not damage or deface school or church property.
6. Do not bring dangerous items to school such as guns, knives, matches, lighters, or anything that can be perceived as a weapon.
7. Do not chew gum without permission.
8. Do not run in hallways, engage in horseplay, or loud yelling in the classroom, hallways, or stairways.
9. Address teacher, staff, and adults

respectfully and in the proper tone of voice (use "Mr.," "Mrs." or "Miss" and the teachers last name; respond to adults with "Yes, sir/ma'am" or "No, sir/ma'am").

10. Do not be tardy for class. Class begins at 8:30. Students can arrive in the classroom by 8:10. They are considered tardy at 8:20.

Failure to comply with standards of conduct and school rules may also result in any of the following:

- Verbal warning
- Loss of privileges
- Time-out from recess
- Conference with principal
- Parental conference
- Parents being called to come and get the child
- School suspension
- School expulsion

The frequency and severity of the child's misbehavior will determine actions.

General School Rules

It is impossible in the listing of rules to cover every detail that might arise in day-to-day situations. Thus, it becomes important that we all subscribe to our 1st school rule entitled Eastern Hills Christian Academy Super Rule.

1. EHCA Super Rule: EHCA students will treat each other, and staff, as they would like to be treated. This means students should keep their hands, feet and hurtful comments to themselves.
2. Students should play, visit and have fun on our playground areas.
3. The blacktop area is to be used for walking when traveling between buildings and to and from the playground. Please, NO running.
4. Help keep our campus clean. Learn to pick up after yourself and each other to

- keep our campus beautiful.
5. Use bathrooms properly and help maintain their cleanliness.
 6. Make new friends – allow everyone in on the fun. **NO** closed games.
 7. Be a good sport, play fairly, and make friends!
 8. If you have a disagreement with another student, try to settle it by talking it over. If this fails ask an adult for help.
 9. No aggressive language or behavior is allowed at any time.
 10. Electronic devices, toys, card collections, and sports equipment are to be left at home unless permission has been given. We cannot be responsible for any loss or damage to personal property.

Playground Rules

1. Students will follow directions the first time they are given by a staff member without argument.
2. Make new friends – allow everyone in on the fun. NO closed games.
3. Use all playground equipment in a safe and responsible way.
 - a) **SLIDES** are to be used by one person at a time. Children are to be seated and go down feet first. Throwing things on the slide, crawling or running up or down the slide, or interfering in any way with the safe passage of the child sliding is not allowed.
 - b) **BARS** are for climbing activities. Both hands are to be on the bars at all times. Jumping off the top, “cherry drops” or interfering with anyone on the equipment is not allowed.
 - c) **SMALL EQUIPMENT** such as balls and Frisbees may be used only in appropriate places.
4. **PERSONAL ITEMS** should be left at home and enjoyed there.
5. **IF YOU HAVE A DISAGREEMENT** with another student, try to settle it by talking

- it over. If this fails, ask an adult for help
6. **PLAY AWAY FROM THE EDGES OF OUR PLAYGROUND**. If a ball should go out of the playground area or into the parking lot, ask the duty teacher for help. Please do not go beyond the fence or off the school property.
 7. **SNACKS** must be eaten at the picnic table. Snacks are not to be opened until you are seated at the table. Trash must be thrown away in the trashcan.
 8. **NO AGGRESSIVE BEHAVIOR DURING SPORTS**. This includes, but is not limited to, tackling, pushing, hitting, kicking, biting, or verbal aggression.
 9. **DO NOT THROW ROCKS**.
 10. If a ball goes over the fence from elementary recess, the students will not be able to play with another kickball or soccer ball or football, etc. until the following Monday. They can still shoot baskets or play four square or tetherball. The same will be true for Discovery Club. The person who kicked or threw the ball over the fence will need to bring another ball to replace the one that went over the fence. It can bring a new ball of any kind, a used ball of any kind, or a donation of \$5.00 to the elementary playground budget.
 11. Other rules may be made by playground assistants, teachers, or administration as the need arrives.

Discipline Procedures

Please discuss this policy with your children so they understand they must obey all EHCA staff members or volunteers at all times.

DISCIPLINE PROCEDURES

- Any staff member may correct a student’s inappropriate behavior at any time on the school grounds or at school-sponsored events.
- Teachers and playground assistants may give appropriate consequences to students that disobey school rules

after making sure the student understands what they did wrong and how they could behave differently in similar situations.

- If the student repeatedly disobeys the school rules, the principal will counsel the student about appropriate choices and behaviors.
- The student will be given consequences appropriate for age and type of misbehavior.
- Parents will be notified and the incident recorded on RenWeb.

Failure to comply with standards of conduct and school rules may result in any of the following. The frequency and severity of the child's misbehavior will determine the actions.

- Verbal warning
- Loss of privileges
- Time-out from recess
- Student conference with the principal
- Parental conference
- A parent being called to pick up child
- School suspension
- School expulsion

Final Disciplinary Note

EHCA staff and Board reserve the right to discharge any child for the behavior of the child, parent, or guardian that in the staff's and/or Board's opinion endangers the health, safety, and welfare of the other students or staff or detrimentally interferes with the learning environment and/or the Christian based atmosphere for which the school was designed.

STANDARDIZED TESTING

The TerraNova achievement test is administered to 1st-4th grade students in April (required to be completed before May). The scores will be available to the parents online a few weeks after testing. Scores for previous years are available in the principal's office.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights and respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day EHCA receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask EHCA to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If EHCA decides not to amend the record as requested by the parent or eligible student, EHCA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that

FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by EHCA as an administrator, supervisor, instructor, or staff (including health or medical staff and law enforcement personnel); a person serving on the Board; a person or company with whom EHCA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the US Department of Education concerning alleged failures by EHCA to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U. S. Department of Education 600
Independence Ave. SW Washington, DC
20202-4605

CURRICULUM

| | |
|--|---|
| Kindergarten – uses a thematic approach to curriculum. | |
| Language Arts | <p>Saxon Phonics</p> <ul style="list-style-type: none"> • Recognition of color and number words • Initial letter sounds and some blends • Vowel sounds as special letters • D’Nealian style of handwriting – upper and lower case letters • Creative writing through experience charts, journals, and simple stories put into book form • Sequencing • Word families • To enjoy stories and poems • To participate in discussions/dramatizations • Listening skills |
| Math | Integrated into thematic units: Early Numeracy |
| Science | <ul style="list-style-type: none"> • Hands-on experimentation • Work with measurements and graphs |
| Art major focus | <p>Through art, our children develop their fine motor skills, eye-hand coordination, and other skills necessary to prepare them for reading and writing. The children create with various medium:</p> <ul style="list-style-type: none"> • Cutting, tearing, pasting • Painting, drawing, crayons • Felt pen, chalk • Yarn designs, collage-making • Papier Mache • Sewing, lacing |
| Music | Taught daily in the classroom through singing, listening, instruments and rhythm |
| Social Skills | <p>To be achieved before going into first grade are:</p> <ul style="list-style-type: none"> • Likes group activities • Works and plays cooperatively • Works independently • Completes tasks • Conscious of social amenities • Follows directions • Takes care of materials • Follows safety rules • Respects property of others • Understands roles of other people |
| Daily Activity | Recess |
| Weekly Classes | <p>Music Chapel Spanish PE</p> |

| | | Grade | | | |
|---------------------|---|---------------------|-----------------|-----------------|-----------------|
| | | 1 st | 2 nd | 3 rd | 4 th |
| Language Arts | Saxon Phonics/Spelling | • | • | | |
| | Scott Foresman Reading Program | • | • | • | • |
| | Scott Foresman English and Spelling | | | • | • |
| | Accelerated Reading | 2 nd Qtr | • | • | • |
| | Points needed to read to the principal | 20 | 35 | 50 | 75 |
| | Creative Writing | • | • | • | • |
| | Composition Writing | | | • | • |
| | Research | | | • | • |
| | Literature Studies | | | | • |
| Math | Saxon Math | • | • | • | • |
| | Early Numeracy | • | | | |
| | Accelerated Math | • | • | • | • |
| | Mastered objectives needed to attend end-of-year pizza/ice cream party | 99 | 90 | 114 | 142 |
| Social Studies | Harcourt | • | • | • | • |
| | Integrated with Language Arts or seasonal | • | • | | |
| | New Mexico History | | | | • |
| Science | Pearson Interactive Science | • | • | • | • |
| | Thematic and integrated with Language Arts or seasonal units. | • | • | | |
| Bible | Positive Action Bible Curriculum, as well as teacher, created bible curriculum that coincides with Positive Action Bible Curriculum | • | • | • | • |
| Enrichment Programs | Music – Thematic music units developed by the teacher | • | • | • | • |
| | PE – OPEN Phys Ed and Active | • | • | • | • |
| | Spanish – Age appropriate units developed by teacher | • | • | • | • |
| | Chapel – Age appropriate units developed by teacher | • | • | • | • |
| | Art – Units based on the “Arts Attack” curriculum | • | • | • | • |

EHCA RESPONSIBLE USE POLICY

Eastern Hills Christian Academy (EHCA) believes in the educational value of electronic devices to support its curriculum, advance our technology program, and aid student learning. EHCA will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with technology. This documents EHCA in compliance with COPPA (Children's Online Privacy Protection Act). Your signature and your child's signature will indicate acknowledgment and understanding of the following standards.

- It is impossible to completely define acceptable and unacceptable use; however, the examples listed in this document are some illustrations.
- Consequences will be given to these and any other violations.
- EHCA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for off-campus technology-related activities if such activity adversely affects the safety or well-being of students, other members of our community, or constitutes behavior embarrassing to the school.
- EHCA is not responsible for financial obligations arising from unauthorized use of the network.
- Similar to other personally owned items, EHCA is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- As a user, your child will be expected to abide by the rules of network etiquette.

RULES OF NETWORK ETIQUETTE

Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or telephone number. Passwords can only be shared with parents and teachers. I will not give my passwords to friends or anyone online. (*Safety violation level 1*)
2. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation level 1*)
3. I will promptly tell my teacher or another school employee about any message I receive that is inappropriate. (*Safety violation level 1*)

Illegal Activities

1. I will not attempt to gain access to EHCA network resources or to any other computer system beyond my authorized access. This includes attempting to log into another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." (*Theft Level 2*)
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (*Vandalism Level 2*)
3. I will not use the EHCA network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation level 2)
4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism Level 2)
5. I will not install software or "downloads" on any EHCA computers or on the EHCA network without direct supervision and permission of EHCA staff. (Vandalism Level 2)

6. I will not alter hardware or software setups on any EHCA computer resources. (Vandalism Level 2)
7. I will not use my device to cheat on assignments or tests. (Cheating Level 2)

Security

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. I will not give out my passwords or other personal information to others except to parents/teachers. (*Safety violation level 1*)
2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or computers. I will not go looking for these security problems because this may be construed as an illegal attempt to gain access. (*Safety violation/theft level 2*)
3. I will take all precautions to avoid the spread of computer viruses. (*Vandalism Level 1*)

Inappropriate Language

1. I understand that restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education level 1*)
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment level 1*)
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education level 2*)
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages, I will stop. (*Respecting others' rights/disruption of education level 2*)
5. I will not knowingly or recklessly post false or insulting information about a person or organization. I will not use my device to hurt or embarrass another person or group. I will alert a teacher or other staff member if I see or hear about another user engaging in this type of behavior. (*Derogatory statements/disruption of education level 2*)

Respect for Privacy

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights level 1*)
2. I will not post private information about another person. (*Disrespecting others' rights level 2*)
3. EHCA maintains the right to search a student's device if they feel school rules have been violated, which may include, but are not limited to, audio recordings, video recordings, and photographs taken that violate the privacy of others, or other issues regarding bullying, etc. (*Disruption of education, disrespecting others' rights, harassment-level 2*)

Respecting Resource Limits

1. I will use the technology at my school only for educational and other teacher approved activities. I will not play games, message/ text other students, access music or videos at school unless it is part of the curriculum or authorized by a teacher. (*Disruption of education level 1*)
2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education level 1*)
3. I understand that EHCA personnel may monitor and access any equipment connected to EHCA network resources and my computer activity. EHCA personnel may delete any files that are not for a classroom assignment on a school device or files/apps on a personal

device that may be harmful to the EHCA network. (*Security level 1*)

4. I understand that I am responsible for my own device. If I use another device, I am responsible for any damage that may incur. (*Vandalism-level 2*)

Plagiarism and Copyright Infringement

1. I will not plagiarize works that I find on the internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft Level 1*)
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner with my teacher's or parent's help. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft Level 2*)

Inappropriate Access to Material

1. I will not use EHCA network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation level 2*)
2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives level 1*)
3. My parents will instruct me if there is additional material that they think would be inappropriate for me to access. EHCA fully expects that I will follow my parents' instructions in this matter. (*Respect for others violation level 1*)
4. I understand that internet access is provided for support of classroom assignments and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education level 1*)

Consequences

Any level 1 offenses can be considered level 2 offenses if occurring more than once. EHCA administrator and teachers will give consequences equally and based on the level of the offense.

Level 1 consequences

- Classroom warning
- Possible loss of device access
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention

Level 2 consequences

- Extended loss of device access
- Parent contact
- Referral to administrator
- In school detention
- Suspension
- Possible referral to law enforcement
- Reimbursement to the school or individual for actual loss, damage, or repair

I have read and understand the EHCA Responsible Use Policy and the Rules of Network Etiquette.
I agree to uphold the EHCA Responsible Use Policy and abide by the Rules of Network Etiquette.

Student Name (print)_____

Student Signature_____ Date_____

Parent Name (print)_____

Parent Signature_____ Date_____

Parent Name (print)_____

Parent Signature_____ Date_____

GOOGLE SUITE PERMISSION

At Eastern Hills Christian Academy, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world.

At EHCA, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments and this may need to be done at home.

I give permission for Eastern Hills Christian Academy to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Student Name (print)_____

Parent Name (print)_____

Parent Signature_____ Date_____

Parent Name (print)_____

Parent Signature_____ Date_____

If you have any questions about this please contact Liana Hill l.hill@easternhillsca.com

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

| | | |
|--|---|--|
| <ul style="list-style-type: none">• Gmail (including Inbox by Gmail)• Calendar• Classroom• Contacts• Drive | <ul style="list-style-type: none">• Docs• Forms• Groups• Keep• Sheets | <ul style="list-style-type: none">• Sites• Slides• Talk/Hangouts• Vault |
|--|---|--|

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety. Below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Eastern Hills Christian Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use K-12 student personal information for school users to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

At Eastern Hills Christian Academy we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will **NOT** share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Eastern Hills Christian Academy.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information - such as trends about the use of its services - publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you change your mind to your consent, you can access or request deletion of your child's G Suite for Education account by contacting Camille Miller. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Liana Hill at l.hill@easternhillscsca.com. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>). The Core G Suite for Education services are

provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

EXPECTED STUDENT OUTCOMES

The EHCA school-wide expected student outcomes for the maturing student are built on a foundation that supports the four pillars of the EHCA mission statement.

Cognitively - Students will:

- be academically prepared in all areas to test into the high school of their choice - whether it is a prep school, Christian high school, or public school
- be successful in advanced placement classes or the highest level classes offered at their school of choice
- be creative and critical thinkers who apply knowledge learned to solve real-world problems
- utilize technology responsibly and effectively
- be able to appropriately access and use various types of information resources
- score above the 75% of national percentile in all areas of the Terra Nova Standardized Test
- score above the 65% of national percentile on Star Math and Star Reader assessments

Physically - Students will:

- develop a healthy lifestyle through exercise and diet
- refrain from the use of harmful substances
- understand their physical growth and embrace who God created them to be
- remain morally pure

Spiritually - Students will:

- have the spiritual foundation to accept Jesus Christ as their Lord and Savior
- grow in the knowledge of Jesus Christ
- understand the value God places on being an active member of a local church
- understand how to present the gospel to others
- develop Christian convictions that enable them to stand firm in their faith
- practice the Great Commission by spreading the gospel of Jesus Christ throughout the world
- share God's love with others through practical service

Socially - Students will:

- treat others as they wish to be treated
- accept opportunities for leadership to serve others readily
- be able to work collaboratively with diverse individuals
- respect individual differences and value each person as God's unique creation