



elevation

community school

elevationcs.org

2026-2027

Parent Student Handbook

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General Information

Elevation Community School
2311 Starratt Rd, Jacksonville, FL 32226
Administrative Phone Number: (904) 834-9410
Front Desk Phone Number: (904) 990-3329

Email: hello@elevationcs.org
Website: elevationcs.org
Hours of Operation: Tuesday, Wednesday, Thursday 8:30-3:30pm

Handbook Policy

The administration at Elevation Community School created policies in an effort to enhance the learning experience for each child. Each student and family is expected to read the entire Handbook. Even in the situation where a student or family claims they were not aware of a policy, they will be held to all policies whether they have read and signed off on them or not.

Mission Statement

To partner with families of local communities to provide a Christ-centered education integrating spiritual, academic, social, and physical training.

Vision

To cultivate a community of people living an impactful life, using their God-given talents to glorify God.

Statement of Faith

The Scriptures: We believe that the Old and New Testament are an inspired revelation from God to man. Because the Bible was written by God, it is completely true and relevant for every Christian's life today. The Bible is the only rule for faith and living for believers. (Isa. 40:8; John 17:17; II Tim. 3:16-17)

Trinity: We believe that God has existed for all eternity. He is one in essence, but eternally existent in the three persons of the Father, Son, and Holy Spirit. Although each member of the trinity serves different functions, they each have the same power and authority. (Gen. 1:26; Matt. 28:19; Mark 1:9-11; Luke 1:35; John 5:21-23; 14:10.)

The Father: We believe that our Father is a good father. He is able, worthy of our praise and trust, and is above all holy. God the Father is loving, compassionate, and faithful; it is in Him that we live, move, and flourish. (Exodus 3:14; Leviticus 11:44-45; Numbers 23:19; Isa. 43:10, 13; Psalm 11:4-6; Malachi 3:6; John 3:16; 4:24; 5:26; 14:1; Acts 17:28; Romans 3:3-4)

The Son of God: We believe that Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus Christ is a complete human, but at the same time, He is completely God. He lived a perfect life and was the ultimate plan to bring people back into having a relationship with God the Father. He defeated death so that we could have life in Him and serves as an advocate in front of the father, for all believers. (Isaiah 7:14; 53; Matthew 1:18-23; 3:17; Luke 22:70; 24:46-47; John 1:1, 14; 10:30; Acts 1:9; 7:55-56; Romans 1:3-4; 1 Corinthians 8:6; 2 Corinthians 5:19-21; Gal 4:4-5; Philippians 2:5-11; Colossians 1:15-17; 1 Timothy 2:5-6; 3:16)

The Holy Spirit: We believe that the Holy Spirit convicts of sin, righteousness, and judgment. He regenerates, baptizes into the body of Christ, sanctifies, instructs, gives gifts and empowers for service, and makes us more like Christ. (Genesis 1:2; Psalms 51:11; Isaiah 61:1-3; Mark 1:10; Lk 1:35; 4:1; 11:13; 12:12; John 15:26; 16:7-14; Acts 1:8; 2:1-4; 13:2; Romans 8:9-11, 14-16, 26-27; 1 Corinthians 3:16; Ephesians 1:13-14; 2 Peter 1:21; Revelation 22:17)

Eternity: Man was created to exist forever and will exist either eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell and to be eternally in union with Him is Heaven. Heaven and Hell are places of eternal existence. (John 3:16, 36; Romans 6:23; 1 John 2:25; 5:11-13; Revelation 20:15)

Man: We believe man was created in the image of God for the divine purpose of glorifying Him. But through Adam's sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, man cannot gain a right relationship with God through his own efforts. Every human personality is uniquely created, possesses dignity, and is worthy of respect and Christian love. (Gen. 3:1-24; John 3:16-18; Rom. 3:23, 4:12-21, 6:23, Psalms 8:3-6; Isaiah 6:5; Jeremiah 17:5; Acts 17:26-31; Ephesians 2, Colossians 1:21-22; 3:9-11)

Salvation: We believe that salvation is a gift of God's grace, and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9; Jas. 1:21-27)

The Church: We believe that the Church is the body of Christ. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. The Church works together in love and unity for the ultimate purpose of glorifying Christ. (Matt.

28: 18–20; I Cor. 12:13; Eph. 2:11–22; Eph. 4:11–16; Col. 1:28; Heb. 10:23–25)

Satan: We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Isa. 14:12–14; Eze. 28:12–17; Acts 26:18; Eph. 6:10–13; Rev. 12:1–17; Rev. 19:17–21)

Family: We believe that God created the family to consist of one man and one woman. We understand that there may be other family structures, such as single parenthood, or foster families; but our sole teaching is based on the family that God designed. (Ephesians 5:22–25, Genesis 2:24, Genesis 1:17, Malachi 2:15, Mark 10:9) Elevation's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's gender is a rejection of the image of God within that person.

Philosophy of Education

At Elevation Community School our philosophy of education is based on the primary convictions contained in our "Statement of Faith." The following statements identify principles that apply to the educational process when viewed through the perspective of faith. The basis of our philosophy is belief in God the Father, Jesus Christ our Savior, the Holy Spirit, and God's Word – the Bible. We believe in the authority and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice.

We believe that all humans are made in the image of God and have inherent dignity. We believe that this dignity along with the words of Christ from Matthew 19:14, to "let the little children come to me and do not hinder them" compels us, as educators, to love, serve and usher our students into a beautiful experience of the Gospel while teaching them the truths of Scripture and core Christian doctrine through stories, memorization and readings. We also believe in allowing students to develop a love for learning, instead of forced learning - so that they can become life-long learners in the future. For example, instead of requiring a child to read a certain number of books per week, we'd rather show a set of interesting books that will gain the child's attention organically. When students are exposed to books that are of interest to them, they will naturally gravitate towards reading and wanting to learn. When reading isn't just about the letters - but more about the story line and the fun of it - children will naturally want to know "what's next" and in turn, will keep reading.

We believe our role as educators is to be in **partnership with parents**. Educators must be the delegates of the parents, assisting them in the education of their children, but never usurping their God-given responsibility. We believe that parents are primarily responsible to educate their children in the Lord. We believe that marriage is a covenantal union between one woman and one man as outlined in Genesis 2:18–24. This marriage is meant to be a

reflection of the covenantal marriage between Christ and His church (Ephesians 5:22-32). We believe that fathers are the God-ordained heads (or representatives) of their households, however it is paramount that both parents assume leadership in the discipleship of their children. Proverbs 6:20-21 "My son, keep your father's commandment, and forsake not your mother's teaching. Bind them on your heart always; tie them around your neck."

We believe that Biblical discipline, the encouragement of an obedient child and the correction of a disobedient child is a critical and necessary part of education. Deuteronomy 8:5, "Know then in your heart that, as a man disciplines his son, the Lord your God disciplines you." Proverbs 29:17, "Discipline your son, and he will give you rest; he will give delight to your heart." Proverbs 22:6, "Train up a child in the way he should go; even when he is old he will not depart from it." We believe that conflict resolution should be accomplished as quickly, simply, and lovingly as possible, and that in keeping with the processes of Matthew 18, concerns and grievances should be addressed directly to the party involved.

Core values and daily expectations can be defined by passages of scripture, which are familiar to both teachers and students. For example, at Elevation Community School, the core values are listed below, each with a corresponding verse of scripture:

Christ-centered – Colossians 1:18. He is also head of the body, the church; and He is the beginning, the firstborn from the dead, so that He Himself will come to have first place in everything. (NASB)

Fear of the Lord – Proverbs 9:10. The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.

Integrity – Psalm 15:1-2. O Lord, who may abide in Your tent? Who may dwell on Your holy hill? He who walks with integrity, and works righteousness, And speaks truth in his heart.

Loving and Caring Attitude – John 13:34-35. A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are My disciples, if you have love for one another.

Respect for Authority – Hebrews 13:17. Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.

Pursuit of Excellence – Colossians 3:23. Whatever you do, do your work heartily, as for the Lord rather than for men.

Each child is unique, and because of our small-group approach, each child can work at their own pace. The teacher will differentiate instruction for each child. Our core subjects have a

more traditional approach. We work on Math worksheets in the mornings and include hands-on activities for the younger grades. During our Language Arts block, students are also working through worksheets and follow a more traditional approach to education.

In the afternoons, children are taught using a Charlotte Mason approach, where they learn, journal, and retell about what they learned. This includes Science and History class. Furthermore, here at Elevation, art is a crucial part of our daily learning. Each week, students will rotate between Music class, 2D Art class, 3D Art Class, and Drama (depending on the semester).

To simply put it - mornings are designed for focused, quiet work. The afternoons are designed for hands-on and fun enrichment learning.

Admissions

Admission Requirements

Enrollment is open to children from Christian families who agree with the school's religious and philosophical principles and who regularly attend a Bible-believing church. Parents and students are expected to demonstrate their commitment to Jesus Christ as Lord and Savior by how they live. Enrolled students will need to be registered as **home education students** with the state, or must be enrolled in the Personalized Education Program.

Process for Enrolling

Step 1 - Application: Complete the student application. A \$50 application fee is due at the time of submission for the application to be complete (non-refundable). Interview and testing will not be scheduled until the application is submitted.

Step 2 - Interview: We will contact you to set up an appointment. Families will be interviewed regarding their eligibility for enrollment as well as their understanding of the mission and vision of Elevation Community School. Each family is required to participate in a family interview. This interview will involve both parents, the student(s) wishing to enter the school, and a member of the school administration. This meeting will help both parties determine if this school is the right fit.

Step 3 - Testing: Prospective students will complete literature, math, and any other academic assessments. Students entering Kindergarten will not be tested. Most often, the testing will be administered during/before/after the family interview.

Step 4 - Acceptance & Enrollment: Parents will receive an email notification or will be notified shortly after the interview regarding their acceptance status. Parents must sign up for the tuition payment plan and submit the Book & Supply Fee in

order to complete the enrollment process. We will assist the parent when it comes to registering the student as a home education student with the state or PEP.

Non-discrimination Policy

Elevation Community School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Learning Differential Policy

Elevation Community School only accepts students that we believe will be successful spiritually, academically and socially with our vision and academic environment. At this time we are not equipped to provide services, including modifications to assignments, curriculum, or tests to students with severe learning or behavioral disabilities. If a child suffers from a disability that significantly hinders his or her ability to succeed in our academic setting, Elevation Community School may, upon presentation of appropriate documentation by a certified diagnosing professional, provide reasonable accommodations on an individual basis as determined by the Administration team.

Presentation of appropriate documentation in no way guarantees the student's admission. Any student, regardless of a documented medical, behavioral or learning need, who is unable to demonstrate continued success at our school may be placed on academic probation and/or dismissed from the school. This documentation must be presented before enrollment or within 30 days of the evaluation once the student is enrolled and must be updated every four years.

Records

Families must keep the office informed as to any change of address, telephone number, email address and place of employment for both parents and guardians. We also require the name, phone numbers and address of the person to be called in case of an emergency.

Each child must have complete Cumulative Records on file prior to the start of school. This file includes but is not limited to:

- Transfer of previous school records (if required by administrator)
- A completed Student Application Form
- A completed Liability Waiver
- Notice of any physical or academic disabilities or diagnosis
- Completed Parent Commitment Form

Tuition

Elevation Community School (ECS) is committed to keeping tuition affordable to ensure that as many families as possible can take advantage of our educational programs while having enough funds to find and retain exceptional teachers that will provide an excellent education to the students. Scholarship recipients: view detailed information below.

Fee Details for full-time (3 full days/week) students

New Student Application (non-refundable).....	\$50
Book Fee.....	\$350
Yearly Tuition for K-8.....	\$7,200

Payment Plan Options (Please note: Since Teacher salaries don't fluctuate - Tuition payment does not fluctuate with holiday seasons, extended vacations, student absenteeism, or emergency school closures.)

Elevation Community School offers several payment options. A family may pay all of their tuition upfront in one lump sum, divided equally over 4 quarters, divided equally over ten months, or use their Step Up for Students PEP or UA funds. Quarterly tuition payments are due on the 1st of the following months: August, November, February, April. You will receive a quarterly invoice in your email. Autopay payments for deposits or tuition are processed on the 1st of the month. Each new school year, a new tuition agreement is initiated for each family during the re-enrollment process. The Book and Supply Fee is due in July, to ensure that all the books and supplies are shipped and received in time.

Scholarship recipients will be given an invoice, and will submit their tuition payment through the EMA platform once per quarter. New scholarship recipients, or families with delayed funding will submit a monthly deposit of \$250 per child in August, September, and October, or until the scholarship funds have been received. Once the quarterly funds have come through, the monthly deposits will be refunded to the family and all autopay payments will be canceled for the rest of the year, assuming that the quarterly payments on EMA will be submitted in a timely manner. Elevation Community School offers case-by-case in-house scholarship amounts and payment plans to families who make such a request.

Online payment plans through checking, credit card or debit card are encouraged, however, check payments to ECS are also acceptable if preferred. If a family is more than 30 days behind on tuition payments their student will not be able to attend ECS until the balance is paid. Because our budget is dependent on tuition payments to cover all operating costs, no tuition credit will be given for missed classes for any reason including withdrawal, sickness, suspension or expulsion. The obligation to pay the fees and tuition for the full year is not conditional and no portion of fees and tuition paid or outstanding will be refunded or canceled.

Academics

Curriculum Overview:

We will be using the Bob Jones University Curriculum for Math, English, Reading, and Spelling for all elementary grades. For middle school, we will use a variety of curriculum options such as Saxon Math for Mathematics, IEW and BJU for English.

For Science, Social Studies, and History, we plan to use the BJU or Masterbooks Curriculum.

Grading Guidelines

- Semester and quarter grades are based on various types of assignments.
- If we grade participation in class discussions, participation records will be kept on a consistent basis.
- Projects, depending on the scope of the assignment, may be used in place of tests.
- Teachers may not use academic grades for discipline purposes.
- Teachers should give students at least one week's notice prior to giving them a major test.

Grading Scale

The following percentages, grades, and grade points are used school-wide:
Percentage Grade Grade Point Average

100 - 90 A 4.0
89.9 - 80 B 3.0
79.9 - 70 C 2.0
69.9 - 0 F 0.0

Homework Policy

Elevation Community School is working to cultivate loving, serving, and thinking students. We want each student to love the schoolwork that they are doing. We also know, however, that schoolwork is an important part of life, but it is not the entire life of our students—we don't want it to be. We want your family to have time to do other important things with your children. Therefore, we limit homework in the following manner:

No homework outside of regularly planned Distance-Learning assignments on Mondays and Fridays (when Elevation Community School does not have classes). If a student is unable to complete an assignment in class on a given day, the student may be asked to complete the assignment at home if not completed in class. This will be assigned at the discretion of the teacher and will be done in a limited capacity.

Home Assignment Completion Policy

In order to ensure academic success for all students, Elevation Community School expects all home assignments to be completed and turned in on time as assigned by the teacher. Unless otherwise noted by a teacher such as specific assignments or projects sent home that are marked as "voluntary", "optional" or "not required", all home assignments are due the subsequent in-class school day.

Fridays and Mondays are considered home "school" days where the child learns new concepts and lessons, together with the parent. Each parent will be given access to an app that will provide teacher lesson plans and answers to the homework that is assigned.

Assigned homework will always have new concepts. This means that it may be the first time your child is seeing the worksheet contents. Please take time to open the app and read through the lesson objectives. **Be sure to teach your child the new concepts using the lesson plans provided in the app**, and complete the front side of the lesson together, while allowing your child to complete the back side independently. For grades 4-8, the lesson plan may be inside your student's textbook. A checkmark or grade and parent initials on the homework pages show that the parent has taught the new concepts with the child and that it was completed and done correctly.

Students will be given one "pass" per school year, in which an assignment not turned in or incomplete will not hinder their grade. If a student fails to turn in an assignment during any subsequent home distance-learning assignment days, the below procedure will be followed.

First Occurance: The first time a student does not turn in the assigned work, a note will be sent home with the assignment for completion and submission the be subsequent day with no grade penalty. This warning will also be added to the student's academic file.

After the First Occurance: If an assignment is not turned in, the student will receive another formal notice sent home with the assignment for completion for half credit. After 3 assignments have not been turned in, the teacher will schedule a parent conference. The teacher may require after-school tutoring time with the child that will be billed to your account at \$45/hour. If assignment completion is still an issue after 5 total missed assignments, a parent conference will be scheduled with the administration and teacher. Any assignments not turned in after the 5th occurrence will result in the family and administration deciding if our school is a good fit for both parties.

Exceptions: In the case of excused absences (with written documentation like a doctor's note), students will be given the number of days absent to complete any makeup work. *Ex. = 1 day absent = 1 school day to complete once back in school.*

Please also note that if an assignment is not completed by one student, it can hinder the learning of all students when in a classroom environment. It is at the discretion of the

teacher to try and catch up with that student throughout the course of the day if an assignment is incomplete. This could result in but is not limited to completing during recreational times or working on the incomplete assignment in place of an assignment that others are working on. This is to help maximize and ensure the learning environment is maximized for all students in the classroom.

Report Cards

We want our students and parents to know how well they are doing at their school work. Because of this, we grade the work that they complete at school (parents grade the work they do at home and return it to school). Report cards do not tell you everything about your child's work at school but we hope that they provide parents with an accurate assessment of how well their child is doing on his or her graded work. Students will receive a hard copy or emailed report card each quarter.

Supply Lists

School supply lists for all grades will be emailed to each family at the beginning of each school year.

Standardized Testing

Elevation Community School plans to support each family to conduct Optional Standardized Testing in the Springtime, closer to the end of the year. The purpose of these tests is simply to have an objective standard to make sure that our students know factual data and so that we can track how our students do over time. You can opt out of the tests, however if your student is registered with the PEP, this test will be required by the scholarship organization. ECS will send out testing information towards the end of the school, so that each family can have the needed support to administer the test at home. Homework will not be given during the assigned home testing week.

Moving to the next grade level

Students are promoted to the next grade at Elevation if they have completed the work in their current grade with a level of mastery that demonstrates that they are ready for the next grade. If a student receives a failing grade during more than one of the quarters, they may be retained in the current grade or required to do summer work in order to continue at Elevation Community School. At times, teachers may recommend that a child be held back because they are not thriving or are immature, even though they might not be failing in their classes. Decisions about retaining students who are not failing because of maturity / non-thriving issues will be made by the parents and the school administration in consultation with the teacher. Similarly, students that are recommended to be held back will be required to do grade-level testing to demonstrate appropriate progress for either retention or moving to the subsequent grade.

Academic Calendar

You can view the Academic Calendar inside the Parent Portal, it will also be emailed to each family.

Communicating with Teachers

We want to keep our parents informed about the spiritual and academic progress of their children. Therefore, we work hard to communicate with you as parents. In Elevation Community School, we communicate in person, via email, on ClassDojo, and through our school and office phone numbers. Email is one of our primary means of communication. Please check your email frequently and let us know if your email address changes.

Every student will have a White Binder, or folder. This binder or folder will be our primary means of communication. This binder will transport any notices from the teacher, all completed work to be sent home, calendars, etc. School notices will be placed in the inside front pocket. All completed work from school will have some type of grade or check mark to show it has been recorded with the teacher. This notebook is to travel back and forth from home to school each day. It is important that this notebook NOT become a storage place for completed work. Please remove any completed work daily.

Parent -Teacher conferences can take place anytime during the school year. Either the parent or the teacher can request the conference to discuss the child's progress. To schedule a conference, parents/teachers will email the teacher or parent. Only one parent needs to attend, unless both are specifically requested. Missed conferences must be rescheduled at the earliest possible time, not to exceed ten days from the originally scheduled conference.

Please, do not call staff members at home or interrupt teachers while they are getting ready for the day, teaching class or otherwise working

School Daily Activities

ECS is unique because it is designed to be both a classroom setting and home school setting. On school campus schedule is as follows:

Doors will be open 10 minutes before the start of school and students should not be dropped off earlier without special permission. ECS is not responsible for students who are dropped off before the approved times. Once school ends, children must be picked up within 10 minutes after dismissal, no later than 3:10 P.M.

Campus Days: Tuesday, Wednesday, and Thursday students attend on campus classes conducted by a qualified teacher. Each school day will begin with prayer. Prayer is the foundation for ECS and is an important part of every school day. Prayer throughout the day is encouraged whenever needed.

Distance Learning Days: Monday and Friday students are at home where you, the parent, teach and supervise lesson plans prepared by the teacher. Please keep a consistent and organized daily homeschool schedule. This will ensure a smoother teaching process for you. *You will find more information regarding homework under our homework policy below.*

Before and After School Care: At this time Elevation Community School does not provide childcare before or after school.

Recess

Every class will spend at least 20 minutes outside each day, if the weather permits. See your class schedule for playground times (will be included in the take-home folder. *Parents must provide a water bottle* for students to take to recess, PE or while on the playground).

Technology Policy

Phones and other personal electronic devices (smart watches, cameras, music players, etc) must be kept at home. Phones or other personal electronic devices that are brought to school will be confiscated and the parent will be notified. Exception: on special non-schooling days (last day of school, parties, etc).

Dress Code

Elevation Community School's prescribed dress and personal appearance is meant to promote modesty, respect, cleanliness, be appropriate, and reflect a standard of excellence. Wearing uniform is required and will promote easier morning routine where the child knows what to wear each day without putting much thought into it. Uniforms may be purchased at any store. Below are the color and style requirements:

Boys and/or Girls:

Uniform colors are: White, Khaki, Navy, and Black. These colors can be worn interchangeably, regardless of top or bottom.

- Tops must be a polo shirt with a collar, or a dress shirt. All shirts must have sleeves (short or long). Tank tops are not allowed. No crop tops or off-shoulder tops. Dresses may be any uniform color and must be an actual uniform dress.
- Sweaters or blazers may be any uniform color. A v-neck, button-up, zip-up, or a crew neck is required (no hoodies)
- Bottoms may be any uniform color (pants or shorts for boys, skirt, shorts, or pants for girls). No Denim.
 - For girls: *Leggings are not allowed unless worn under a skirt or dress.* Please ensure that dresses and skirts are knee-length, and that they are worn with biker shorts or tights/leggings underneath. Tights must be uniform colors only.
- Shoes **MUST** be closed-toe shoes (sneakers) with socks. This will protect the child's feet on the playground. We highly recommend genuine leather shoes.
- You can find a complete uniform guide [HERE](#)

Gentlemen should appear well groomed.. Piercings are not to be worn at school.

Ladies should be neatly dressed. Nose, lip, and eyebrow piercings are not to be worn at school. We highly recommend that hair be pinned back with a hair tie or clip and that bangs do not block the child's view.

No unnatural or bleached hair colors. Jewelry: One necklace and bracelet may be worn. Girls may wear up to two earrings in each ear. Earrings may not be larger than 1" long or in diameter. No pierced ears on boys.

Make-up: No make-up, other than clear lip gloss, is allowed. Nail Polish: Clear or light colored nail polish only. No bright or dark colors. French manicures are permitted. No fake nails are allowed.

When attending a school sponsored water activity all bathing suits for girls must be a one-piece with shorts on top. This will be strictly enforced.

If a student comes to school in inappropriate clothing, an alert will be sent home. First time dress code violators will be given mercy. A notice will be sent home to make you aware. After the third notice for the same violation, the student may not return to school until the problem is resolved (hair cut, fingernails cleaned, socks/shoes appropriate, etc). **For free-dress days**, please ensure that shorts/skirts/dresses pass the fingertip test. No crop tops.

Class Parties and Party Invitations

During the school year, there are a number of times when Elevation Community School classes will have parties and celebrations. Our goal is to keep these events within certain bounds so as to not distract a class from their academic goals and objectives. Feel free to send in a treat for your child's birthday, but we do recommend that you check with your child's teacher to see if any students in the class have food allergies (i.e. peanuts, dairy, etc.). We ask that you accommodate any such food allergies by sending in a treat that everyone in the class can enjoy.

Invitations to a student party may be distributed in class ONLY if the student is inviting the entire class. If they are not inviting all students in the class, we ask parents to communicate the invitations outside of school.

Holiday Traditions

Because we are a community of many different churches and beliefs, our school will focus on celebrating the holidays with the remembrance of Jesus Christ and what he has done for us.

Health Records and Policies

Medications

Parents/guardians have the primary responsibility for the health of their children. If possible, routine medication should be taken at home. In the event that a medication needs to be administered during the school day, the parent/guardian must provide the following:

- For students requiring daily prescription medications:
 - o Written instructions/prescription from a healthcare provider
 - o Written permission form from the parent/guardian
- For students requiring temporary over-the-counter medications:
 - o Written permission from the parent/guardian
 - o Written standing orders from our school physician

All medications must be in their original, labeled container and delivered directly to the school nurse or delegate upon arrival to the building

Exceptions:

- Inhalers- Students may self-carry emergency inhalers with written permission from the healthcare provider and parent/guardian. Students using inhalers during the school day must report to the nurse's office for an evaluation immediately following use.
- Epinephrine Auto-Injectors- Students may self-carry life-saving medications with written permission from the healthcare provider and parent/guardian.

Please notify the school administration of any medication changes throughout the year

Illness: If your child becomes ill or injured at school, you will be contacted and will be expected to make arrangements for transportation home or to a medical facility. In the event that you cannot be reached, the school may call an ambulance at your expense. Also, in the event of an emergency, the school may call an ambulance before notifying parents/ guardians if the administration feels this action is appropriate.

Sick Policy

Do not send your child to school if they are ill. The school will not provide diagnostic services, nor will we allow your child to spend the day in the classroom if they are ill. Please help us keep our school healthy by not sending any symptomatic child to school.

If your child stays home due to any illness, please make the school office aware of the reason for absence.

Your child should not attend school if they have any of the following:

- COVID-like symptoms
- A fever greater than 99.5 in the last 24 hours
- Vomiting/Diarrhea
- Pink eye (conjunctivitis)
- Flu-like symptoms
- Body rash accompanied by itching
- Head Lice
- Productive cough

- Nasal discharge

If students become ill or injured during the day at school, they must report to the teacher or school administration.. Students are not permitted to call home from cell phones for parents to pick them up. If your student exhibits any of the symptoms listed above, parents will be contacted by the school and may be given pain medication with parental consent.

Attendance/Absences

Both attendance and participation are vital parts of our school; therefore, students are required to attend class sessions and participate actively in discussions. Students are expected to cover any information from any missed classes and are responsible for obtaining any notes or assignments.

If a child misses days at school, due to traveling and other reasons, it is crucial to complete the assignments that he/she would have otherwise completed at school. Please work with the teacher to ensure that none of the assignments were missed and that your child stays on track. Please note that tuition will stay the same regardless of days missed.

Tardiness

Students are to arrive at school no later than 9:00 AM. Excused lateness is acceptable, however, regular tardiness (excused or unexcused) will be addressed with parents and students as needed. Please note that missing just 10 minutes of instructional time may put your child in an uncomfortable situation because they will not know what to do when they arrive. Any missed lesson time and uncompleted worksheets will need to be re-taught by the parent that same night to ensure that the student is ready for the next school day.

Student Drop Off and Pick up Times and Procedures

Arrival Procedures

Students may begin entering the school at 8:50 am. For the safety of your child, we ask that you do not drop off your child any earlier than 8:50 am because there will be no supervision for your child until then. The door will be locked, however, there is a camera and our staff will be able to see when you are at the door, you can also knock. Upon arrival, please walk your child into the school building and put your initials or check-mark on the sign-in sheet. Please note that worship, prayer, and our daily devotional begins strictly at 9:00am. If arriving after 9:00am, please call the school office in order for a staff member to unlock the door for you. You may need to wait until the teaching, or prayer is over to come inside, in order to not distract students during the morning's teaching and prayer.

Dismissal Procedures

Dismissal begins at 3:00 pm. Please walk into the school and put your initials on the sign-out sheet. This is a great time to touch base with staff and see how your student is doing. If you need to check your child out early, you must check them out through contacting the school office. If your child is not picked up on time (within 10 minutes of the end of school) a fee of \$5 per family for each 15-minute increment will be payable immediately to the School Office. If it is one minute past pick up time, please be responsible to pay the fee without having to be asked.

If someone other than parents or guardians is picking up your child, a note must be sent in with the child that day listing the name of the person picking up, or you must notify the office before the school day is over. Any person picking up children, other than the parents, must be prepared to show a photo ID.

Lunch and Snack

Students should bring a snack and a lunch with them every day.

Snack: We ask that you send **ONLY healthy snacks for your children**. High sugar snacks tend to cause some children to become less engaged. Snack time is a time to rejuvenate and add to the child's thinking power. The best type of snack is fruit, cheese, crackers or a healthy alternative. Please do not send bad quality chips, cookies, snack cakes, or candy as a snack. For younger students, you may want to label which item in the lunch box is their snack.

Lunch: We recommend that you do not pack high sugar lunches as sugar does cause some students to become less engaged. Please include a drink, napkins and utensils if needed. Soft drinks are not permitted during the school day for students and please – never pack candy in a lunch box for any student. Microwaves are not available in school. If you desire to pack a hot lunch, please use a thermos or hot pack and an ice pack to keep items cool.

We have a "no sharing" policy at school. We want each child to have an opportunity to finish his/her own lunch, without the pressure to "share" with other students and potentially go hungry. We also have students with allergies and don't want them to be at risk when sharing. Gum and excessive amounts of candy are NOT allowed in school.

General Health and Safety Rules

- Children should never be left unattended.
- Running is not permitted in the building.
- Do not prop doors open for any reason. When exiting the building, be sure the door closes completely behind you.
- All adults entering the building during school hours must check in at the front desk and wear a visitor badge.
- All spills must be cleaned up immediately to prevent slips and falls.
- When supervising a class, do not use your cell phone, read or engage in any

activity which would divert your attention from the students.

- Please, everyone be responsible to help us keep our school facility neat and clean. This includes putting away chairs, tables; take trash to dumpster, keep desks in order, chalkboards clean, room vacuumed, etc.

Locked Doors

Exterior doors are always locked to maintain security and safety for our students. In case of emergency, students may exit for safety purposes. No one may enter the building without first calling the office, or being identified through our front door camera. For security reasons, we encourage teachers and volunteers to question any person who is not wearing an ECS name tag or is unknown to them.

Discipline Philosophy

At the heart of discipline is the desire for the deep discipleship of our students. After all, this is where we get the word "discipline" from. At ECS, we desire to correct students in the way that (1) leads them to confess their own sinfulness, (2) compels them to apologize and repent of their offense – to both the offended party and to God, and (3) points them back to the heart of the Gospel: that if they are in Christ their sins are forgiven and wiped away as far as the east is from the west (Psalm 103:12).

Moments of discipline should not be shame-producing, and we encourage that each student leave these moments with profound joy. We acknowledge that discipleship is and should be the primary endeavor of the parents and should take priority in the home. A continuity of discipleship between teachers and parents is of paramount importance and will attempt to be made in any ongoing behavioral disturbance. The message of the Gospel compels us, through the Holy Spirit, to repair through measures outlined in Matthew 18:5-21. Our goal in this philosophy is to lead students to a desire of bringing glory to God through their behaviors, specifically by exhibiting the "Fruits of the Spirit" (Gal 5:22-23).

Resolutions

We aim to follow Matthew 18 in our approach to dealing with problems at Elevation Community School. Ideally, parents should try to be as direct in their communication as possible. This may mean contacting other parents, teachers, or in some cases administration. As a rule of thumb, it is wise to make sure that the communication has been as direct as possible and immediate as possible so that we can avoid gossip, calumny, and other sins that can negatively impact the community. Parents should also consider communicating with the classroom teacher as soon as possible (and encourage children to do so as well) so that the classroom teacher can deal with problems as they occur, in a timely fashion.

Delicate matters require prudence and there will be times when direct communication is difficult. It is ideal, in these situations, to call or email the school administration or arrange

for a face-to face meeting. Being proactive in handling difficult situations enables the school to determine what a prudent, Biblical response would entail.

Discipline Overview

1. The kind and amount of discipline will be determined by the teachers, and if necessary, the administration. The discipline will be administered in the light of the individual student's problem and attitude. Equity, love, and respect for the individual and for the larger student body are the motivation for all disciplines at ECS.

2. Biblical principles regarding sin and discipline guide all actions, which may include private and public apologies, damage restitution, and the restoration of broken fellowship. Repentance and reconciliation are the ultimate goal for our disciplinary standards.

3. In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.

4. Love and forgiveness will be an integral part of the discipline of a student.

5. Teachers have the autonomy to establish and implement their own classroom management strategies as they deem necessary in alignment with the philosophy of discipline outlined above.

6. If a student commits an act of such seriousness that the administrator of the school considers swift and decisive action necessary, they may circumvent the procedures outlined below and suspend a student immediately.

7. Office Visits: There are four basic behaviors that will automatically necessitate discipline from the principal or head of school (versus the teacher). Those behaviors are:

- Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating, and stealing.
- Rebellion, i.e. outright disobedience in response to instructions.
- Fighting, i.e. striking in anger with the intention to harm the other student(s).

8. During the office visit, the administrator will determine the nature of the discipline. The administrator may require restitution, parental attendance during the school day with their child, or any other measures consistent with biblical guidelines which may be appropriate.

9. If for any of the above, or other reasons, a student receives discipline from the administration, the following accounting will be observed within the school year:

- The first two times a student is sent to the office for discipline the student's parents will be contacted and given the details of the visit. The administrator will make a note of each occasion when the parents are contacted after an office visit, and entered that record in the students' file. The parents' assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the student's parents, teacher, and administrator
- Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
- If a fifth office visit all within the same academic year is required, the student will be expelled from the school pending review from the school board.

10. If a student commits an act with such serious consequences that the administration deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

For minor behavioral disturbances

We recognize that for the vast majority of behavioral disturbances, children primarily need redirection. The vast majority of discipline problems are to be dealt with at the classroom level. As such, teachers will demonstrate the philosophy of discipline outlined above and articulate the fruits of the spirit in communicating classroom expectations to the student.

The teacher will help facilitate a discussion that leads the child through the above procedure of confession, repentance, and the remainder of the good news for Christians.

If the disturbance is between two children, the teacher will facilitate communication between the two students and refer to Matthew 18:5-21 for the steps to take in leading the offender to repair with the offended.

For a first offense of disrespect, or vulgar language, the teacher will communicate the seriousness of the offense, and lead the child through the above procedure.

For ongoing behavioral problems

In circumstances in which the above procedures have been implemented and a student

continues to demonstrate inappropriate and unrepentant behavioral issues, the administrator may also recommend the student be refused re-enrollment for the following school year to the school board. The school board will then review the disciplinary process that has taken place and use their discretion on whether refused re-enrollment is appropriate. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

Should an expelled or non-re-enrolled student desire to be readmitted to ECS at a later date, the ECS School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-applying.

Behavior Principles:

1st time Obedience: Follow directions the first time they are given. Respond to authority immediately, completely, without challenge or complaint.

Interrupt Rule: Quietly place your hand on the person's arm until you get their attention

Self Control: Keep hands, feet and objects to yourself. This discipline influences kindness, gentleness and many other biblical behaviors.

5 Minute Warning: When this warning is given, begin to prepare for the next event. Clean up or finish up and be ready when the signal is given.

Give Me 5: Student should immediately stop what they are doing, and give full attention with their eyes, ears, hands, feet and mouth.

Safety: The students should never leave class without permission.

Respect for Others: Be kind, prepared, and on time

Daily conduct at school, in the elementary grades, will be determined by a chart system. Each student will start the day on the baseline. Good behavior will move the student pin up and unsatisfactory behavior will move the student pin down. If the student reaches one line below the baseline a note will be sent home. If he/she reaches the second line below baseline, the teacher will call the parents. If a student reaches the third line below baseline, the student will be sent to the office and possibly sent home.

Teachers will be watching for: First Time Obedience, following classroom rules, having Respect for Authority, others and property, Being Prepared, Following Directions, Working Diligently, and Being Courteous.

Parent Responsibilities

At Elevation Community School, we believe in partnership and require commitment from our parents. As outlined in our Parental Commitment Form, we expect parents to not only be active at home, but in the classroom. At ECS, you will find a school culture where family life is not radically divided between home and school. You will see numerous parents helping out inside and outside of the classroom. By biblical design (Deut. 6:7), parents are as much a part of the school as the students are. Listed below are the ways we expect families to be actively involved.

General Parent Involvement and Visiting Responsibilities:

- Contact your child's teacher early in the school year and maintain communication throughout the school year.
- Get involved in the classroom (regularly or occasionally) through partnering with the teacher in identifying the best opportunities to sit in or assist in the classroom learning experience.
- Attend all parent-teacher conferences
- Ask the teacher what your child is learning and how you can support this at home.
- Talk with your child daily about homework, classroom activities and events.
- Learn about school policies and expectations so you can help your child understand them.
- Make efforts to stay informed of school and classroom events.
- Model behaviors and attitudes you expect from your child.
- Establish a daily family routine.
- Model the value of learning, self-discipline and hard work.
- Express high, but realistic expectations for achievement.
- Encourage your child's development/progress in school.
- Encourage reading, writing and discussions among family members.
- Be positive when talking with your child about school-related activities.
- Commit to following the biblical principles of peacemaking and reconciliation as set forth in Matthew 18:15-17 in all interactions, with the understanding that all other school faculty, administrators and staff commit to do the same.
- Be an advocate for ECS, it's staff and families at school and in the community.

When assisting in the classroom or at a school event, there are a number of ways to get involved to visit and volunteer. Please contact your student's teacher about the specifics around how to get involved in various classroom activities. For school-wide events, please

communicate with administration and/or event coordinator about how to volunteer. Below are some general expectations, responsibilities and examples of parental involvement at the classroom level.

Parents are welcome to visit their child's classroom but must schedule the visit **ahead of time with the teacher and Administrative staff**. Any classroom visits or conferences should be prearranged so that teachers are prepared and not interrupted or distracted from their work with the students. Please do not visit teachers, especially in the mornings, unless prior arrangements have been made

School Volunteer Guidelines

- Assist teachers in helping students with assignments and projects.
- Following the directions and suggestions from a staff member.
- Be active in communication with the teacher or administrator for every stage of the project, event, or objective.
- Recruit other parent volunteers to assist with activities a teacher can't do on their own, such as a field trip.
- Being flexible, especially in the classroom, keeps tasks running smoothly.
- Showing a genuine interest in each individual who you serve.
- Leave classroom discipline to the teacher. It is acceptable to stop unsafe or unkind behavior. School personnel must be informed immediately if any discipline issues arise.
- Be dependable and on time.
- If volunteering in your child's classroom, treat them as you would any other child in the class. Make outside arrangements for childcare for younger siblings instead of bringing them to school during volunteer time.
- Volunteers may hear or see things that are private information concerning a student's academic progress. It is expected that our volunteers keep this information confidential.
- Know and follow classroom/school rules.
- Besides attending meetings, assist in organizing classroom parties, such as those for birthdays or holidays, coordinate snacks and activities as needed.
- All other duties as requested by the administrator or faculty member and welcomed by the parent.

Examples of classroom or event tasks:

- Gather and prepare supplies for classroom projects
- Provide assistance for performances, celebrations, and ceremonies
- Serve as a guest reader, song-leader, or offer your specific God-given gifts/talents.
- Share your experiences of trips or vocations as they relate to a specific area of study.
- Volunteer as a lunch and/or recess monitor.
- Help organize community events and volunteer at special school events.

- Welcoming of new parents
- Contact new families to the school by phone call, personal invite to events, etc.
- Celebrating Teacher's Birthdays
- Collect funds to purchase gifts for the teacher for teacher appreciation days, holidays or other special situations.
- Coordinate other social activities for parents, such as potluck meals, so parents can get to know one another and the school personnel.

Background and Driving Record Checks:

- Volunteers who help out at school and are left alone with non-related children are required to have a valid background check on file (including parents).

Community Fellowship Evenings

Parents are also required to attend Community Fellowships/Performance nights. We suggest that both parents attend Community Fellowships, but at least one parent is required. If both parents are unable to attend, a 24-hour notice prior to, or after this meeting is required. One excused absence is allowed per school year.

Supporting Elevation Community School

Giving a Gift to Elevation Community School

Elevation Community School relies upon contributions from our generous donors to further the mission of our school. For those interested in giving to our school, there are several donation opportunities.

The Annual Fund ensures that Elevation Community School students have exceptional opportunities in all areas of learning. Each gift is applied to the current academic year, either towards budgeted program improvements or promised financial aid packages. Each gift, from the largest to the smallest, helps us equip the next generation of students to lead and transform the culture through a Christian education.

In addition, many corporations offer matching gift programs, allowing contributors to double their contributions. Please contact your employer for information regarding this possibility.

Donations can be made by check or online [HERE](https://elevationcs.org/product/donate)
<https://elevationcs.org/product/donate>