



Loving to learn and follow God!

EDUCATIONAL HARBOR CHRISTIAN SCHOOL
Family Handbook 2022
Updated 7/31/22

VISION:

Serving students, family, and faculty, inspiring them to reach their fullest potential through a lifelong love of learning and of Christ.

MISSION:

To provide quality Christian education that is individualized, research-based, and community-supported

Non-Discrimination Policy: Educational Harbor does not discriminate on the basis of race, color, religion, political affiliation, national origin, in any of its policies, practices, or procedures. This includes, but is not limited to, admission, financial aid, and educational services.

Educational Harbor Christian School adheres to the Word of God as the final authority in all matters and subscribes to the Nashville Statement for moral guidance.

PROGRAM DESCRIPTION:

Overview: Educational Harbor is a full-time private Christian school in which students attend 180 days. Educational Harbor offers full time academic classes for grades K-12. Students must attend in the building. Educational Harbor utilizes Christian resources and curriculum in all grades.

FAMILY HANDBOOK AGREEMENT SUMMARY:

Students must follow all policies of Educational Harbor; including but not limited to attendance, academics, and behavior policies outlined below to remain at Educational Harbor. Parents must also adhere to all school policies, including, but not limited to, all financial obligations, attendance, and volunteering requirements.

Educational Harbor, in turn, will ensure the mission and vision of the institution are at the forefront of all our decisions made for students, teachers, and families. Educational Harbor also will follow guidelines for the above-mentioned policies in accordance with Florida Statutes, Scholarship guidelines, and FCCPSA accreditation.

Attendance & Tardy Policies

Hebrews 10:23-25 ²³“Let us hold unswervingly to the hope we profess, for he who promised is faithful. ²⁴And let us consider how we may spur one another on toward love and good deeds, ²⁵not giving up meeting together, as some are in the habit of doing, but encouraging one another-and all the more as you see the Day approaching.”

- **All parents MUST call and leave a message at 941-842-3427 in order to report absences and tardiness.** Please wait until the end of the automated menu (do not push 1, 2, or 3). Your message will show up on our attendance notification system.
- According to Florida state law, students must attend school for 180 days. There are 180 days on the student calendar. Our attendance policy allows students to miss up to **10 unexcused absences for the entire school year** which is defined as those not excused with a doctor's note. All students who miss more than 10 days unexcused will be assigned summer school, which is paid for by the parent.
- After seven absences, for any reason, the parent will receive a communication from the school.
- Students with an excessive number of excused absences will also be required to attend summer school if their coursework was not completed during the school year.
- The MySchoolWorx app will track students' attendance and tardies, and can be checked by a parent, student, or staff member at any time.

School Days

- Compulsory attendance: According to Florida statutes, scholarship students are required to be in school for 180 days. All students are required to attend Monday through Friday as on the student calendar.
 - Grades K-2 student hours:
 - Monday through Thursday: 9:AM-2:PM
 - Specials and tutoring will be held from 2PM-2:45PM
 - Students who do not have specials or tutoring must be picked up no later than 2:05PM
 - Fridays 9AM-12:30PM
 - Structured Critical Thinking and Study Skills
 - Homework help
 - Club time
 - Grades 3-12 student hours:
 - Monday through Thursday 9AM-2:45PM
 - Specials and tutoring will be held from 2:45PM-3:30PM
 - Students who do not have specials or tutoring must be picked up no later than 2:50PM
 - Fridays 9AM-12:30PM
 - Structured Critical Thinking and Study Skills (formerly Independent study)

Homework help

Club time

High School

- Students will not earn credit if they miss more than 14 unexcused days of a semester-long class, or 28 unexcused days of a year-long class. The parent is still under financial obligation pursuant to their original tuition payment agreement. Days will not be counted if the student has a doctor's note for that day.
 - Due to Educational Harbor's own academic standards, the following rules are in place:
 - Educational Harbor does not offer a home-based program for scholarship students who are registered with Educational Harbor. These students or families who cannot or will not follow the attendance policy will not qualify for re-enrollment with Educational Harbor.
 - Students who are registered homeschoolers may take up to 2 classes a la carte per semester, provided that there is space in those classes and there are no full time prospective students on the high school waiting list.
 - There are only 18 summer school days available, therefore students who miss more than 18 days unexcused, in addition to the 10 allowable unexcused absences throughout the school year, will no longer be eligible to re-enroll in the following school year and will be dropped from their FTC/FES-EO scholarship. FTC / FES-EO students may pay for the remainder of the school year out of pocket to continue the program and receive credit for completion of coursework. FES-UA students registered with Educational Harbor will be required to switch to "homeschool" if the attendance policy is not met to continue at Educational Harbor with their scholarship. FES-UA students registered as "homeschool," and out of pocket students may have an opportunity to complete their credit by returning required coursework and making up any missing assessments or lessons.
 - Teachers will not reteach an excessive amount of missed lessons due to excessive absences or tardiness
 - Parents are required to pay out of pocket for summer school in advance. Only the FES-UA scholarships, if there are funds available, may cover the cost of summer school. Please check with the finance department. This will be billed in advance on a weekly basis.
 - FES-EO scholarship students who do not attend the required number of summer school days or do not finish coursework will not be eligible to re-enroll in the following school year. Those families must adhere to scholarship guidelines.
 - Students whose families pay out-of-pocket, or are on the FES-UA registered as a "homeschool" student, do not need to make up days unless the parent is unsatisfied with student progress. Students would need a passing grade of 70% or higher to receive credit.

- Students who are 15 and have their learner’s permit / driver’s license are required BY LAW to not have additional truancy as outlined above. Educational Harbor is a mandatory reporter for truancy. Truancy will be reported if the student reaches 20 unexcused absences.
- Attendance will also be recorded for each individual high school class.
- Students will not be allowed to re-enroll if they miss an excessive number of days AND refuse to attend summer school to make them up.
- Any students who exceed 10 unexcused absences, but are caught up on all work at the end of the school year, may attend an Educational Harbor camp (on campus) or approved church camp (YEX or PVFB camps) to make up the days / hours missing for the school year. If approved, the parent is responsible for any costs related to the camp. The parents will need to get a form signed by a representative of the camp for the student’s days to be counted.
- Students in grades 7+ are automatically enrolled in morning Bible study, which is needed for graduation. Students who miss an excessive number of morning Bible study classes risk needing to retake the course for graduation.
- Students who take virtual classes are required to remain on the Educational Harbor campus for the duration of the school day (9am-2:45PM Monday – Thursday AND 9AM-12:30PM Fridays)
- Any high school student who fails more than 2 classes in any school year will not be eligible for reenrollment.
- Educational Harbor does not offer refunds. Therefore, students who do not attend regularly, drop out willingly, or are withdrawn from a class due to attendance, behavior issues, or academic issues will not be offered a refund. The parent is obligated to the terms on the Tuition Payment Agreement for the remainder of the semester.

Tardy Policies: Tardies are defined as days when the student arrives after the beginning of the school day (9:00AM). Medical emergencies / doctors' notes are excused tardies.

- **K-6 students**

- 5 unexcused tardies is equal to one unexcused absence

- **Grades 7-12**

- 3 unexcused tardies is equal to one unexcused absence. The amount of minutes per tardy is determined by the teacher and related to “beginning of class” activities. To learn professional work habits, students should attempt to arrive five minutes BEFORE the first start time of class, regardless of class activities. Restroom usage within the first

15 minutes of class may be marked “tardy” at teacher discretion, particularly if students are returning from a long break without a known medical issue or reason. High schoolers are expected to set the alarm on their phones to go off no later than 5 minutes before class starts.

- Bible Study
 - Students who are 2-5 minutes late for morning Bible study are tardy.
 - Students who miss more than 5 minutes of Bible will be counted absent for that class (class is only 15 minutes).
- A student who misses their teacher’s lesson for that day will be counted as “absent” for the class as the teacher will likely need to re-teach a lesson for the student to be successful.

Pick up and Drop off

- **Drop off is at 8:45AM with school starting at 9AM.** Students will not be able to enter the building until 8:45AM, unless tutoring with a staff member which starts at 8:30AM. If you happen to arrive before 8:45AM, please sit with your student in the parking lot or stand under the portico with your student until 8:45AM. Educational Harbor is not responsible for supervision of students until 8:45 AM.
- Students must be picked up by 2PM for Elementary K-2, or 2:45PM for grades 3 – 12. Families have 3 "grace" days that may include traffic or other obstacles getting to dismissal on time. Any student that is not picked up by the end of the school day, will be assessed a daily late pick up fee. The fee will be \$10.00 for the 1st 5 minutes, and \$1.00 every minute thereafter. The only exception is if your student is enrolled in a tutoring session or an enrichment class. The minutes are counted after the school is closed (past 2:05 / 2:50 / 3:35). This will be billed to the parent through MySchoolWorx.
- If a student is tutoring or in an enrichment that extends past 3:30PM, the pick-up time is within 5 minutes of their program ending. Please arrive before your students session ends so that the staff can leave promptly at 3:30 as well.
- If a student must be regularly picked up late due to work or family schedules, then this must be arranged in advance at their discretion. Fees apply.
- Parents picking up their student(s) in the middle of the school day, for any reason, must call the school at 941-842-3427, option 1 and leave a message if Miss Tina doesn’t answer.
 - Also, the parent must send a message through the MySchoolWorx system to the teacher or Ms. Stacey.
 - Additionally, parents **MUST** come into the building to sign your child out when picking up in the middle of the day. It is not acceptable to phone your child in the middle of class and ask them to walk out. No student will be allowed to leave prior to the end of the school day without a parents written or verbal approval explaining the reason your child needs to leave early. You can also reach your teacher through MySchoolWorx to properly request an early pick up.
 - Students who repeatedly text their parents for pick up without going through the proper channels (telling their teacher / having their teacher call their parent) will have their cell phone locked up in Ms. Stacey’s cabinet upon arrival each morning and returned each afternoon. We **MUST** know

where your child is and whether we can assist them with their issue before resorting to parent pick up.

- We are respectfully asking you to speak to your students about their phones. The cell phones are handled case by case. If we find your student is not able to maintain self-control with their phone, they may be asked to leave their phone in the car, or with their parent guardian while in the building.

Chronic Medical Diagnosis

- Students who have a medical diagnosis that will result in excessive absences must turn in their doctor's diagnosis for excused absences BEFORE the first day of school.
- Students MUST take the initiative to complete ALL class work AND homework that is assigned while ill in order for the absences to be excused.
- This is not applicable to FES-EO students. Students with chronic medical conditions must be on the FES-UA or plan to pay out of pocket.
- Students who require direct instruction may be unable to finish as teachers are not expected to reteach an excessive number of lessons.

Academic Policies

Grading

- Elementary
 - We utilize the following grading system for Elementary grades K-2:
 - E is exceeds expectations
 - M is meets expectations
 - A is approaching expectations
 - N is needs improvement
 - For grades 3-5, we utilize the letters A-C. Students who are not meeting 70% of the curriculum at 70% or above grade-wise will earn an I for incomplete or P for in progress.
 - A+ / 97% or higher
 - A / 93%-96%
 - A- / 90%-92%
 - B+ / 87%-89%
 - B / 83%-86%
 - B- / 80%-82%
 - C+ / 77%-79%
 - C / 73%-76%
 - C- / 70%-72%
- Middle
 - We utilize letters A-C as outlined in the grade 3-5 section above. Students who are not meeting 70% of the curriculum at 70% or above will earn an I for incomplete or a P for in progress.
 - Middle school core classes: English, Language Arts, Math, Science, History

- 40% or more of the grade needs to come from quizzes or tests
 - No more than 10% of the grade may be from participation
 - The remaining percentage can be determined by the teacher
 - Students will receive a grading rubric on the first day of classes outlining how their grades will be calculated and weighed. All rubrics are available to parents and students upon request.
- High
 - We utilize letters A-C as outlined in the grade 3-5 section above. Students who are not meeting 70% of the curriculum at 70% or above will earn an I for incomplete or a P for in progress.
 - High school core classes: English, Language Arts Math, Science, History
 - 50% or more of the grade needs to come from quizzes or tests
 - No more than 10% of the grade may be from participation
 - The remaining percentage can be determined by the teacher
 - Students will receive a grading rubric on the first day of classes outlining how their grades will be calculated and weighed. All rubrics are available to parents and students upon request.
- Students are responsible for tracking their own work, making sure they write down the assigned work and completing it by the set due date.
- Middle and High School Grading Scale is as follows:

Grade	Percent	Unweighted GPA	Weighted GPA (honors, Dual Enrollment)
○ A+	/ 97% or higher	/ 4.0	/ 4.5
○ A	/ 93%-96%	/ 4.0	/ 4.5
○ A-	/ 90%-92%	/ 3.7	/ 4.2
○ B+	/ 87%-89%	/ 3.3	/ 3.8
○ B	/ 83%-86%	/ 3.0	/ 3.5
○ B-	/ 80%-82%	/ 2.7	/ 3.2
○ C+	/ 77%-79%	/ 2.3	/ 2.8
○ C	/ 73%-76%	/ 2.0	/ 2.5
○ C-	/ 70%-72%	/ 1.7	/ 2.2
- Bright Futures Scholarship GPA is calculated differently. Please refer to the Bright Futures website for more information (This is a college scholarship for needy families. All high schoolers should check the Bright Futures website for eligibility and requirements).

Subjects Taught

- “Seat hours” for grades K-7 include: Monday through Thursday from 9AM-2PM (grades K-2) and 9AM-2:45PM (grades 3+) and 9AM-12:30PM on Fridays
 - Bible Study
 - Language Arts
 - Math
 - History / Social Studies
 - Science

- “Seat hours” for grades 8-12 include: Monday through Thursday 9AM-2:45PM & Fridays 9AM-12:30PM
 - Bible Study
 - Language Arts
 - Math
 - History / Social Studies
 - Science
 - Electives required for graduation that take place during the school day
- We do not grade our “specials” classes offered to elementary and middle school students, and they are not part of our “seat hours” as counted by scholarships

Late Work

- Late work is determined by the teacher. The school does uphold the following blanket policies:
 - High School student work cannot be extended longer than 2 weeks after the end of the class
 - High school seniors will be prevented from walking at graduation if they have not passed the required courses by the date of graduation

Grade Promotion

- Students will be promoted to the subsequent grade in accordance with our promotion / retention policies, which are listed on the parent website: www.educationalharbor.com/parents3427

Grade Skipping

Students in grades 2-7 who work above grade level may attempt to skip a grade. This may only be done under the following circumstances:

- The student has shown mastery in their “age grade” with a minimum of 90% / A, as well as the grade that they would be skipping with a minimum of 80% / B as shown in classwork, on curriculum tests, on a placement test, and/or on the IOWA basic skills test.
- The concepts or subjects skipped will be reviewed or taught in their new grade (to be determined by their teacher and administration).
- They have demonstrated a work ethic in accordance with their new potential grade including, but not limited to, proper classroom behaviors, work completion, and high quality of work output.
- They have scored significantly higher than their “age grade” on the IOWA basic skills test.
- They have a teacher recommendation
- The student’s parent approves of their child skipping a grade

When a teacher has recommended that a student skip a grade, they will notify the parent, submit the necessary documentation to administration, and administration will notify the parents of its decision.

Retention

Students are rarely retained. Please refer to our “promotion and retention guidelines” for more information.

Middle Schoolers Taking High School Courses

MOST Educational Harbor middle schoolers will be offered at least 1 high school course during middle school. This is often chosen based on their interests, teacher availability, reading or math levels, and/or neurodivergence.

- Middle schoolers taking high school courses are under the guidance and requirements of “high school policies” pertaining to specific classes (i.e. 50% of their grade will come from quizzes / tests, etc.)
- This allowance has many benefits including, but not limited to:
 - Capitalizing on middle school enthusiasm
 - Giving them a “jump start” on high school credits needed to graduate
 - Challenging middle schoolers who read or do math above grade level
 - Opening up students to taking college courses during junior / senior year
 - Facilitating early graduation so students can attend other institutions such as MTC or SCF
 - Giving them more opportunities to retake a class if they are struggling
 - Allowing students who may struggle with academic courses to take electives in middle school, allowing for more time for core academics in high school.
- Parents will always be consulted in their summer academic conference when placing their middle schooler into a high school curriculum. Furthermore, if you permit your student to take and earn at least 1 high school credit or more the tuition will be based on the high school tuition rate, and not the middle school rate. This is due to the amount of paperwork involved, and materials needed for a successful class. The exception to this will be Bible Study.
- Middle schoolers will not be placed with older high schoolers – typically we have the upper middle school teacher teach high school curriculum. They are still considered “Middle Schoolers.”

Graduation

To graduate from Educational Harbor, please first download the diploma requirements for your student at www.educationalharbor.com/cohort-4 and meet the following requirements:

- Follow the attendance policy listed above
- Earn, at minimum, 12 credits taught by Educational Harbor teachers
- Properly transfer previous transcripts to Educational Harbor for consideration
- Complete a minimum of 40 hours of community service hours

Florida End of Course Exams – PLEASE READ

- The Civics EOC exam is required for public school students as of the 21-22 school year. This means your student’s university or college may ask for their Civics EOC score to graduate. Passing score is 60%.

- Parents must call the student's ZONED public high school to obtain the necessary information to arrange for and take the Civics EOC test. Public school students take it in 8th grade, but we do recommend students take it after high school government / economics class.
- There are 4 classes that may be "tested out of" through a public school EOC test. These are: Algebra 1, Geometry, Biology, and US History. If a student has shown mastery in any of these areas and wants to attempt to test out instead of taking the course, parents may call their zoned public school and arrange for their student to take the EOC test. These "test out" credits do not count toward the 12 credits needed to graduate with an Educational Harbor diploma, but do count toward the 24 credits required to graduate anywhere.
- Parents must obtain all information about EOC testing from their zoned public high school
- Parents are responsible for transportation to and from the testing site.

Specialized Learning plans / Students with Disabilities

Private schools are not authorized to write IEPs or 504s, nor are we obligated to fulfill all the requirements of your student's IEP or 504 plan. Instead, private schools have their own version, called a "Specialized Learning Plan" or "SLP." The student's specialized learning plan is an accountability and goal-setting document that is created by the parents, student, and teacher. It is based on the accommodations Educational Harbor is able to provide. It is a living document that may be changed as the needs of the student changes throughout their educational journey. Parents whose students require an SLP must contact their teacher to arrange for a meeting to determine the goals and necessary accommodations.

Field Trips

- We will be taking field trips to places in and around Manatee County and surrounding areas
- Field trips will usually be Fridays
- Parents are responsible for transporting their children to and from field trips or finding a ride for their student. Teachers will attempt to assist when available.
- You will be given no less than 2 weeks advanced notice before field trips
- Field Trips are NOT mandatory: If your student does not want to attend the field trip and does not meet the Friday exceptions above, they must come in to school and attend a regular school Friday with a remaining teacher. Remaining students may be asked to do homework, projects, activities, or community service based on the Friday schedule.

Friday Rollerskating

Students who sign up for the "Coach Mike" club have an opportunity to attend rollerskating once per month at Astroskate. Students will attend the Friday school day from 9AM-11AM at Educational Harbor, at which time they will carpool down to Astroskate, which lasts until 1:30PM. The dates for skate for the 22-23 school year

are September 2, October 21, November 4, December 16, February 3, March 3, April 14, and May 19. Parents must arrange for rides for their students to and from Astroskate.

FLVS classes / outside High School classes

- Students can earn credit for FLVS classes under the following criteria:
 - The class must be approved by Educational Harbor administration (principal or vice principal)
 - The student can work independently and turns in work on time
 - The FLVS class is done on Educational Harbor time if the student is on the income-based scholarship (FES-EO)
 - Only up to 2 credits per year if on scholarship
- Students may take the following classes on FLVS with approval:
 - Math
 - Foreign Language
 - Music / Art / Theater
 - Computer Science
 - Other electives as approved by administration
- Students may not take these classes (if not already taken before Ed Harbor enrollment)
 - Government / Economics
 - English / Language Arts
 - Sciences
 - Social Studies

Dual Enrollment – Take college classes in high school!

- Educational Harbor offers dual enrollment with State College of Florida (SCF) and University of South Florida (USF)
- Parents are responsible for ensuring their students are properly signed up for dual enrollment
- Please see Ms. Stephanie for more information and our contract regarding dual enrollment. Ask no later than January before you want to dual enroll for the following school year.
- Minimum qualifications for dual enrollment:
 - Must have at least 2 years' worth of high school credits (at least 12 credits)
 - Must have a GPA of at least 3.0
 - Must be turning in all work on time and passing all classes with As and Bs

- Must pass the PERT test before February of the semester BEFORE they want to enroll for Fall of the next year or BEFORE September if they intend to enroll for Spring semester of the current year.
- See your chosen institution’s website for more information, including necessary requirements and deadlines.

Work Study – having a job while attending Educational Harbor

- Students must be 16 or older to work during school hours
- The job must be related to the student’s future career plans
- Please see Ms. Stephanie for a Work Study contract, to be signed by the student, parent, and employer

Student Behavior Policies

Student responsibilities

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” Colossians 3:23

- Write and follow through with goals with integrity.
- Adhere to the rules and policies of Educational Harbor.
- While in public, represent Educational Harbor through words and actions.
- Organize and keep track of your work.
- Do your best work at all times. If you are unable to do your best work, take a break and come back to it.
- Assess your own work and keep track of your levels.
- Create healthy relationships with peers and teachers.
- Learn to self-advocate.

Three School Rules

“Fathers, do not provoke your children to anger; instead, bring them up in the discipline and instruction of the Lord.” Ephesians 6:4

Students are expected to follow the rules of the school. Educational Harbor has three main rules:

1. **Do your best work** (in class and at home) 2 Timothy 2:15 “Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.”
2. **Respect others and all property** Romans 12:10 “Love one another with brotherly affection. Outdo one another in showing honor.”

3. **Communicate with other students, teachers, and parents.** Matthew 18:15 “If your brother sins against you, go tell him his fault, between you and him alone. If he listens to you, you have won your brother. But if he won’t listen, take one or two others with you, so that by the testimony of two or three witnesses every fact may be established.¹⁷ If he doesn’t pay attention to them, tell the church.”

Students are given many opportunities to correct behavior. If a student is struggling to correct their behavior, a behavior plan may be created and implemented to help remind the student to stay on task.

All teachers and staff use “Conscious Discipline” to guide their interactions with students. You can find more information at www.consciousdiscipline.com. Check out our “What is Conscious Discipline” handout at the end of this document.

Bullying

- Educational Harbor has a strict “no-bullying” policy. Bullying is defined as:
 - Repeated malicious words or behavior from one person (the “aggressor”) directed toward another (the “victim”), despite the “victim” student speaking their personal boundary out loud (Such as “stop,” “don’t do that,” “That’s not funny,” etc...). This may be physical or with words. It may include, but is not limited to, annoying, touching, degrading, putting down, or name calling.
 - Repeated attempts to convince other students to tease, annoy, degrade, or ignore a particular student (the “victim”)
- Bullying is NOT
 - Teasing between friends
 - Isolated incidents of mean behavior (generally attributed to the aggressor having a bad day, being upset about losing a game, or a miscommunication)
 - When one student annoys or pushes the boundaries of many students (no clear victim)
 - When one student ignores another student, but does not put the student down nor convince other students to ignore the first student.
- Students are directly taught
 - To treat each other with kindness and engage in NO put downs, even with friends.
 - To watch the face of the person they are teasing to make sure it is still light-hearted and that person is not upset
 - To speak personal boundaries openly and without fear so that their peers know when to stop
 - To speak personal boundaries with strength toward aggressors
 - To seek help if speaking personal boundaries did not stop the behavior of the aggressor.
 - To notice when someone is upset and take appropriate action (sitting quietly near the student, hugs if appropriate, telling the teacher if necessary)

- Matthew 18:15 outline for conflict resolution
- Final note on Student-to-student conflict:
 - If your child does not speak their boundary out loud nor bring up a behavior issue at school with their teacher, it will likely result in no action or consequence on the part of administration.
 - Teachers cannot read minds – we cannot tell if your student enjoys certain teasing, games, or activities, especially if we think the children are friends or working on a new relationship.
 - Repeated unwanted student-to-student conflict will be monitored, but we still can take little action if the targeted student does not speak their boundary or tell their teacher. Once the boundary is spoken, the teacher knows the receiving student does not like the action or game and can help the student defend their boundary and give consequences if the other student continues to push the same boundary or similar boundaries.
 - You **MUST** tell your student this: if they verbally consent to an action or a kid-led game when they are uncomfortable or do not want to participate, administration will take **NO** action.
 - Mentors will check in periodically with each student to coach and guide them to stand up for themselves, leave uncomfortable situations, speak their personal boundaries, etc.

Student Usage of Materials and Technology

- Students may use school materials and school technology only for school purposes. Examples include typing essays and projects, accessing online classes, and possibly playing school-appropriate games. Students may **NOT** use school technology or materials to engage in inappropriate behavior including, but not limited to: watching inappropriate, violent, or sexual videos, and playing inappropriate, violent, or sexual games.
- Some students have their own devices. Educational Harbor cannot control what students do with their own devices. **HOWEVER**, if a student is caught showing another student inappropriate, violent, or sexual content, the device will immediately be confiscated by the teacher or principal and returned to the parent. The student will no longer be allowed to have their device at school, for any reason, for the rest year. All teachers have phones and the school has a phone, so your student does not need one.
- Middle school students who have personal devices **MUST keep them in the student's backpack, on silent, AT ALL TIMES, even on breaks and at recess**. If the parent has an emergency, they can call the teacher or Ms. Stacey Mayo, the principal. Middle school students will not be handling their phones during the school day. If the cell phone is seen, it will be confiscated by the teacher or principal by the end of the day.
- Depending on teacher policies, High School students' cell phones may be required to be placed in a "phone hotel" in the classroom during class time. No personal tablets or laptops will be out while the teacher is teaching either, unless specifically needed for the lesson. Students **may not** answer calls or play on their phone during classes. Do not call or text your student while they are in class. They will not answer until class is dismissed. If there is an emergency, contact the teacher or Ms. Stacey Mayo, the

principal. A student who needs to write essays or research in class will be assigned a tablet for this purpose. Students are not permitted to write essays on their cell phones in class.

- We do allow high school students to have devices for music during independent work time ONLY. And the device will remain in the phone hotel, NOT in the student's hand. While the teacher is teaching, no cell phone usage is allowed. We would prefer iPods or other MP3 players that do not connect to the internet for this purpose.
- Student social media accounts are subject to review by Educational Harbor administration. Students always represent Ed Harbor, even if they are not on school grounds. Students may be reprimanded for posts that are against school policies and values, including but not limited to, drugs, alcohol, romantic relations, or swearing.

Commented [TD1]: I would either remove this or enforce it, but anywhere you state what you prefer, it loses value and therefore means nothing.

Ephesians 5:4 “Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving.”

Student Language

“Jesus called the people to Him and said to them, ‘Hear and understand: it is not what goes into the mouth that defiles a person, but what comes out of the mouth; this defiles a person.’” Matthew 15:10

“To speak evil of no one, to be peaceable, gentle, showing all humility to all men.” Titus 3:2

“Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one.” Colossians 4:6

- You are attending a private Christian school; your language should reflect that. No swearing is allowed. It is the intent that matters, not the word. It takes practice, and we do offer some grace for this, but if the language is continuously inappropriate, consequences will follow.
- It is more important to Educational Harbor that you not take the Lord's name in vain. You MUST work on not saying “Oh my God,” and “Jesus Christ” as it relates to swearing.
- Topics that are not appropriate for Educational Harbor students: drugs, alcohol, violence, dating/romance. These topics may be discussed seriously in the presence of an adult to get truthful and helpful information. It is not to be joked about, taken lightly, or pursued with any Educational Harbor students, in public or in private, nor on social media (see above).
- While we are a Christian school, we recognize that exposing our students to diverse literature that is historical and/or thought provoking in context is going to involve bad language in some cases (high school level only). We intentionally choose novels that are going to inform about something important in our history or explore topics and themes that are going to provoke discussion and debate in the classroom, as well as entertain our imaginations. We believe that our students would be missing out on some of those opportunities if we discounted a text based on language alone.

Behaviors concerning substances

- Vaping and smoking are illegal on school grounds or at school functions, or during school hours at all times. Students who vape or smoke will be suspended, which will count toward attendance policies above.
- All “edibles” are illegal at all times. Students will be expelled, and edibles confiscated and destroyed.
- All alcohol is illegal on campus at all times. Students will be suspended, and alcohol will be destroyed, and the parent notified immediately. Suspensions will count against absences.
- Students who come to school who are suspected to be high, drunk or hungover will be sent home. Parents will be called to pick them up if they drove to school. Suspension or expulsion will be imposed at the discretion of administration.
- Students who advertise or show themselves or others drinking or doing drugs on social media will have their parents contacted and the post removed. Suspension or expulsion will be imposed at the discretion of administration.

Behaviors concerning dating and relationships

- Students may not knowingly date while in attendance. Public displays of affection such as kissing, hanging out alone, cuddling, or overly hugging will be stopped and students separated. Parents will be notified if a student is displaying excessive PDA. Students may hand hold briefly, side hug, and sit next to each other in a friendship-like manner.
- Teasing students about dating is prohibited. Educational Harbor staff will never encourage students to date. We request parents extend the same courtesy.
- Educational Harbor requires a half credit course in high school called “Personal, Social and Family Relationships”. Students will learn how to set boundaries, recognize healthy and unhealthy relationships, and identify “red flags” and people to avoid.

Where to be before / after school

- Staff kids are required to be in their parent’s room before 8:45 AM and after their last class of the day.
- No students will be admitted, except in tutoring or before care, before 8:45AM.
- Elementary students must report to the upstairs “green room” when they arrive after 8:45AM. They will be walked down to the exit at the east portico at the end of their classes.
- Middle and high school students must report to the downstairs “morning meeting room” when they arrive after 8:45AM. They will be walked down to the exit at the east portico at the end of their classes.
- ALL students must leave at the end of the school day if their parent has arrived. Students may not “hang out” after their pickup time. If they drive, they need to leave promptly at the end of their school day.

Cleaning

- Students will be asked to clean up after themselves.
- All students in all classrooms will be asked to vacuum, wipe tables, take out garbage, and more.
- Students who refuse to clean up after themselves will have their parent contacted to arrange for the student to stay after school to help clean up any areas of need.

Complaints

- Students who have complaints about a teacher may bring them up to administration during a break. Administrators will not overrule teacher policies, assignments, or procedures, but will do their best to mediate and resolve conflicts.
- Students must refrain from complaining about teachers and assignments in the middle of class. All complaints must be addressed during appropriate breaks.
- Students who have complaints about other students must first bring it up to their teacher or mentor. They may ask the teacher or mentor to bring it up to administration if the teacher isn't sure what to do or the problem is not resolved.
- Students may go to their advocate during any break as needed.
- Peer mediation may be used to resolve conflict between students.
- Students caught "bearing false witness" will have consequences as determined by administration including, but not limited to, formal apologies or suspension.

Clothing

- Your student is attending a private Christian school. Please dress modestly, in a learning-appropriate outfit. Please do not wear inappropriate text on t-shirts, ripped clothing, low-cut shirts, half shirts, short-shorts and other similar clothing. **No midriff showing.** Tank tops are allowed as long as they are not low-cut in front or on the sides. Hats are allowed. The field, although treated for ants, sometimes has critters. For this reason, we do recommend closed-toed shoes daily.
- If a student is dressed inappropriately, their parent will be called by administration and required to pick up their student to change into an appropriate outfit before they may return to school.
- Spirit days may involve costumes. On occasion, we have a Book Character Day. Characters must be from literature, manga, or comics. Unacceptable costumes are horror movie characters, bloody monsters, or anti-heroes (like Deadpool, for example). If you have a question about a costume, feel free to ask your student's teacher. Literary costumes are highly encouraged.
- No wheels on shoes will be allowed in the building. This includes rollerblades, hee-lies, scooters, etc.

Previous Students / Alumni / Kids who are not current students

- Kids who are not current Educational Harbor students may not "hang out" on campus.

Updated 07.31.22

- Alumni may volunteer or apply for Educational Harbor positions after graduation, with a livescan fingerprint background check and proper paperwork.
- Former students may visit for short periods of time near the end of the school day or during lunch periods.
- Former students must leave during class time.

Records Policies

Annual Paperwork (to be turned in by the 1st day of school every year):

- Enrollment Form
- Tuition payment agreement
- Tutoring agreement, if applicable
- Family Handbook
- Student Transportation Form
- 7/11 Form
- Hold Harmless Agreement
- Scholarship Award Letters
- Service Learning Plan (SLP) – Completed/updated by the school annually for students with disabilities

Other Not-Yearly Paperwork

- Immunization Record – DH 680
 - Required when a student first enrolls
 - Prior to beginning 7th grade, an updated record must be submitted in which “Code 8” is marked
 - Religious exemptions are accepted
- Physical
 - Prior to beginning 6th grade, a scoliosis exam OR updated physical must be submitted
- Birth Certificates
- Submit all paperwork to Mrs. Stephanie

Updated 07.31.22

Suggested Parent Paperwork

- Parents should, but are not required to, keep a portfolio of work for their student for up to 3 years. If your student takes classes with Educational Harbor, Educational Harbor will create a portfolio for your student during the year.
- Parents should record attendance of their student on their own calendar
- Teachers will also keep and share with parents a progress report/ report card (depending on grade level) which outlines the grade level at which the student is working at for each subject. This will occur four times per year. Minimally, October, January, April, and June (once per quarter). Parents should keep a digital copy of all communications with the school.

Financial Policies

Tuition Agreements

- Every family will have a yearly meeting with the accountant, outlining the charges on their student's account based on the choices made by the family.
- The agreement will be written up and presented by the accountant.
- The parent must sign the agreement in order for the student to attend on the first day of school.

Payment

- Please see the published 2022-23 tuition fee schedule for a menu of services on our website for costs for classes and registration. www.educationalharbor.com
- Registration fee is due at the time of registration to hold the child's spot in the school. All families will pay this fee, whether new or returning.
- Tuition can either be paid at the beginning of each month, quarterly, or in full before classes start at the beginning of each school year.
- Materials are the responsibility of the parent unless otherwise noted on the class description.
- All fees must be paid with no remaining balance to receive the final report card/transcript for the year.
- We do accept scholarships, please make sure you have an intimate knowledge of how your particular scholarship works. It is not the schools responsibility to ensure your scholarship provides payment. Parents are the ultimate responsible party when it comes to ensuring that the tuition is paid. If you are going to be using a scholarship, we will NOT assume payment until the payment has been received. A letter explaining that a student is eligible is not a guarantee of funds.
- FES-EO income-based scholarships cannot cover yearbooks, after school fees (such as late pick up), before school (such as early drop off), shirts or other such things. This is outlined in the Step Up handbook.

- All money will be handed to and communicated with Educational Harbor accountant, Tina Donnelly. Tina@educationalharbor.com

2022-2023 Tuition and Fees

- Tuition is on our fee schedule, which can be found on our web site at www.educationalharbor.com/forms
- High School students who pay out of pocket, or who are on the FES-UA scholarship only, may qualify for “a la carte” classes if the school has space for the student to do so for a prorated fee, approved on a case-by-case basis.
- If your student is on a scholarship, FLVS classes are not free – there is a per class fee of \$300. If the scholarship has funds to cover the additional costs, then this can be paid for out of the scholarship. If not, the parent will owe the difference.

Notice to Withdraw

- Educational Harbor requires a full semester commitment to withdraw from second semester. The cutoff date is November 5th. If this notice is not provided, Educational Harbor will not release the family from their second semester payment agreement.
- Withdraw forms filed after the withdraw window in any quarter will incur a financial penalty on the following quarter’s scholarship check.
- Students who do not adhere to Educational Harbor’s attendance policies or drop out will not be reimbursed for the remainder of the semester.
- Educational Harbor does not issue refunds to parents.

90-Day Trial Period

- New students are on trial period for the first 90 days (including weekend days). This gives the school time to make sure that we can properly assist your student in advancing their education.
- If the trial period is set to expire and your student is found to be a good candidate for Educational Harbor, you will receive a verbal confirmation from the principal.
- If the trial period is set to expire and your student is not found to be a good candidate for Educational Harbor, you will receive a notice before the due date to transfer the scholarship to another school, along with a list of private schools and a suggestion as to where they may be better suited.
- In 2022, the 90-day period ends on November 12th. The student would be officially transferred to the new school by January 3rd of 2023.
- High school students will need to complete the semester requirements in order to receive half credits for first semester classes.

Supplied Materials

Some materials will be obtained by Educational Harbor and others by the parent. Students are able to keep, if requested, literary works and textbooks purchased with their scholarship for that school year. Consumable workbooks that contain student work are kept by Educational Harbor, stored, as a record of student work.

Materials to be obtained by Educational Harbor through Books and Materials Fee (including but not limited to)

Curriculum resources, such as textbooks and workbooks

Lists of extra activities that can be done outside of class as part of the curriculum

Literature study books that take place in class

Materials to be supplied by Parents (including, but not limited to)

Gift-cards to the teacher to cover every-day materials such as pencils, pens, notebooks, etc...

At-home curriculum and workbooks (unless covered by scholarship)

Extra-curricular activities and fees (unless covered by scholarship)

Library books and reference books

Healthy snack or lunch. Produce and water are preferred

Hand sanitizing spray/gels/wipes

Paper products such as paper towels, toilet paper, or copy paper

Volunteering Policies

FAMILY REQUIREMENT

- Families are required to volunteer a minimum of 20 hours for the entire school year, averaging 2 hours per month.
- Hours can be completed by the parent, siblings, grandparent, aunt or uncle, etc...
- Families may choose to do a regularly schedule activity, such as (must be fingerprinted in our system):
 - Teaching a special / enrichment class on a weekly basis (30-45 min per week)

Updated 07.31.22

- Assisting with Friday Clubs once a month
- Helping with dismissal on a weekly basis
- Helping with arrival on a weekly basis
- Setting up an Amazon monthly auto renewal for a case of toilet paper, copy paper, or a case of paper towels
- Yard & building care (once per week, pick up garbage around school and in building)
- Families may choose to do occasional days as they come up, such as:
 - Cleaning / workdays at the school or Palm View First Baptist Church
 - Field Trip transportation and chaperoning of transported students (must be fingerprinted)
 - Helping with Palm View celebrations, such as Back to School Bash, First Responders' Celebration, Egg Hunt, etc...
 - Helping with Educational Harbor Celebrations, such as graduation, school dances, or other school activities
 - Organize and execute a fund raiser
 - Participate on the School Improvement Committee: 4-6 meetings per year plus email activities (see description below)
 - Participate on the Sunshine Committee: 4-6 meetings per year plus email activities (see description below)

School Improvement Committee Description:

Parents who would like to be a part of the School Improvement Committee may email Ms. Stacey Mayo at stacey@educationalharbor.com. The School Improvement Committee meets approximately 4 times per year, in person or over Zoom. We look at school data, analyze the biggest challenges facing the school, brainstorm how to improve on these issues, etc. The School Improvement Committee is comprised of teachers, parents, community members, church members, and students.

Sunshine Committee Description:

Parents who would like to spread some sunshine to our staff and students would be in charge of the following: utilizing the birthday list to shower staff with surprises on their birthday, organizing holiday events (Christmas parties, Valentine's Parties, etc...), giving each student a small prize / card on their birthday and reminding admin to sing to the student during the school day.

Obtain a background check. This is a requirement for all parents who intend to volunteer at the school. It needs to be a LIVESCAN fingerprint, utilizing VECHS identity number V41040049. We recommend "Granny Nannies" in Sarasota off Fruitville. 3381 Magic Oak Lane. 941-870-7234. It costs about \$60. Be careful not to get an ink fingerprint.

”Best Practices” Policies

- Educational Harbor teachers and administrators work hard to help families set reasonable goals for their students.
- Students who are behind will likely need additional services, such as tutoring .
- Parents are expected to make every effort to obtain or ensure the resources necessary for their student to succeed. This may include tutoring, additional materials, or even specials / enrichments.
- Parents who refuse tutoring for their student who is struggling academically, may find that their student does not progress at Educational Harbor’s minimum goal of 1 years’ worth of growth in an academic year. In this case, Educational Harbor may require tutoring for the student the following year to stay in the program.
- Parents are expected to support teachers at home through homework help, classwork and teacher check ins, attending parent / teacher conferences, etc.
- Parents are encouraged to use their student’s scholarship to the benefit of their student. Students should not be prevented from engaging in special / enrichment activities or field trips if they have scholarship money left in their account
- Parents can also help their student fund raise to help their student earn money for a special, enrichment, or field trip
 - Pre-approved fund raisers include:
 - Candy sales (you can pick up candy at GFS and resell at a higher price)
 - Asking extended family for donations (administration has a form letter for you to submit)
 - Parents can organize one-day or multi-day fund raisers (also counts as volunteer time) on the behalf of students who need additional services or access to classes, such as:
 - Car washes
 - Rummage sales
 - Candy / Coffee sales
 - 5Ks

Parent Behavior Policies

Parents must also adhere to our three school rules.

1. **Do your best** 2 Timothy 2:15 “Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.”

2. **Respect others and all property** Romans 12:10 “Love one another with brotherly affection. Outdo one another in showing honor.”
3. **Communicate with other students, teachers, and parents.** Matthew 18:15 “If your brother sins against you, go tell him his fault, between you and him alone. If he listens to you, you have won your brother. But if he won’t listen, take one or two others with you, so that by the testimony of two or three witnesses every fact may be established.¹⁷ If he doesn’t pay attention to them, tell the church.”

Parent responsibilities

- Set daily goals with the student to keep student on track
- Enforce the school’s policies and rules
- Help student be accountable for binder, work, and checklist (if applicable), and encourage them to always give their very best effort
- Students should be visiting the library with parents on a bi-weekly basis at the least. We recommend checking out one science related book, one history / science book, one choice book (at least), and one classical literature book to read with a parent or older sibling
- Ensure the student attends regularly and on time. Drop students off at school on time (around 8:45AM)
- With teacher help, keep the Specialized Learning Plan up-to-date (if applicable)
- Volunteer a minimum of 2 hours per month in the school. This can include helping to clean up, helping with fund raisers, run errands, or volunteering in class. Parents have the option of “buying off” their volunteer hours for \$240.
- Frequently review MySchoolWorx app for updates about their student and notifications about school activities.

Parent - Teachers

Some of our teachers have students who attend Educational Harbor. This can occasionally result in line-crossing in personal and professional relationships between teachers, and teachers & parents, namely when a teacher’s student is friends with a parent’s student. The following guidelines are in place:

- Educational Harbor does not mind teachers meeting parents for play dates between their students
- It is up to the teacher’s discretion how close they become to a parent
- The teacher must still uphold ethics policies, including refraining from discussing other students.
- In the event of a disagreement between the teacher’s student and the parent’s student that cannot be resolved between the students alone, the teacher is to refer both students to administration for resolution.
- In the event of a disagreement between an administrator’s student and another student that cannot be resolved between the students alone, the disagreement will be referred to another administrator or teacher for resolution.

Parent Conduct

Because our model of schooling is more relaxed and integrated than other models, there are certain parent behaviors that help the model run more smoothly.

- Parents are expected to act in a Christian-like manner as outlined in Colossians 3:12-13 and Matthew 18:15 - “Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive.”
- Parents who are unable to follow the following expectations will:
 - Receive a formal letter of warning that will include a face-to-face meeting with administration and possibly the teacher or a mediator, if applicable.
 - If poor parent conduct continues, Educational Harbor will assist the parent in finding another school for their child to attend.
- **When to communicate:**
 - The best times to communicate **with the principal, Ms. Stacey** are during the principal's office hours. For the 22-23 school year, this is from 1:30-2:45 Monday through Thursday. You are welcome to leave message for the principal at any time, but these are the times when you will most likely receive a return message.
 - The best times to communicate **with the assistant principal, Ms. Stephanie** are during her office hours. For the 22-23 school year, this is from 9:15-10:30 Monday through Thursday. You are welcome to leave message for the assistant principal at any time, but these are the times when you will most likely receive a return message.
 - The best times to communicate **with the accountant, Ms. Tina** are during normal business hours, between 9AM and 3:30PM Monday through Thursday.
 - The best times to communicate **with your student's teacher** will be during the times they set. Each teacher is different, so please talk with your teacher about the best times to communicate.
- **Methods of communication:**
 - Parents must check for communications from the school on a daily basis through the MySchoolWorx app
 - Parents must use MySchoolWorx for ALL matters relating to Educational Harbor Christian School. This app allows parents to send messages to any teacher or administrator at any time. You may not receive a response if the communication is during an evening or weekend.
 - In the case of an emergency in which an immediate response is needed, parents must CALL one of the members of administration using the following Educational Harbor Christian School phone: 941-842-3427.
 - Parents are not permitted to text or otherwise message any staff member of Educational Harbor Christian School regarding school business.
 - Do not expect the teacher or administrator to have informal meetings without notice unless they are available and amenable to doing so.

- Messages from teachers or administration should not be ignored. This will lead to a failure in communication between the school and the family and may result in a non-renewal of the student's enrollment in Educational Harbor.
 - In the event that Educational Harbor Christian School calls on urgent school business, parents must respond to that phone call within 24 hours.
 - In the event that the parent will be unavailable for any length of time exceeding 24 hours, the parent must contact Educational Harbor via MySchoolWorx or phone to establish an alternative line of communication.
- **Parent Complaints / Issues – Steps**
 - Before filing a complaint or bringing an issue to light, make sure you are calm and considering the positive intent in the situation.
 - Might there be a miscommunication somewhere?
 - Might there be a misinterpretation somewhere?
 - If you have a complaint or issue with a teacher, you must first contact the teacher and ask for clarification on the event or issue in an attempt to find a resolution.
 - Administration will not field calls or step between parents and teachers unless the first two steps have been completed.
 - Administration will listen to parent concerns or complaints and will obtain feedback from the parent and teacher on how to rectify the situation, if possible.
 - Administration will deliberate on how to proceed based on the situation
 - Parents who are rude or inappropriate with Educational Harbor staff will be asked to leave, and will incur the consequences outlined under the parent conduct policies
- **Student Complaints**
 - Encourage your student to see the positive intent of the teacher or situation
 - Encourage your student to speak to their teacher, mentor, or administrator
 - Do not complain about the school in front of your student. This will lead to your student behaving inappropriately or defiantly in school.
 - Do not imply that your student does not have to complete an assignment, attend a class or event, or follow the ordinary and reasonable directions of a staff member or volunteer. If you have a question about an assignment, address it directly with the teacher.
- **Irreconcilable differences**
 - If the parent has conducted themselves in a manner that creates tension between any staff and the parent that is not resolved through explanation, conference, or mediation, administration reserves the right to not renew those students for the following school year.
 - Parents who create unsafe or toxic situations may have their student withdrawn from the school at the next quarter.
- **School Suggestions**
 - Do you have a suggestion on how to improve the school? We would love to hear it! Please fill out our suggestion form at www.educationalharbor.com/suggestions
- **Surveys**

- Twice a year, parents and students both fill out surveys to help our school become better
- Although surveys are not mandatory (as they are typically anonymous), we do encourage participation so that we can improve our program. Survey results are available upon request.

Protect your Child Online and on their Cell Phone

Apps to help your child with screen usage

Did you know: Most students have seen porn by the age of 10? Giving students unfiltered access to the internet and apps increase this likelihood immensely.

Did you know: ALL social media is scientifically known to increase depression and anxiety in children and teens.

MMGuardian - \$7.99/mo – Shows you what the student is doing on the phone, you can lock down certain aspects of the phone, or the whole phone, shows usage, what they are on, alerts on porn and suicide. You can send a siren if the student won't answer you. Includes location/gps. Can shut off the phone after a certain amount of time, or immediately if necessary. Up to 5 devices

Screen Time - \$6.99/mo (upgraded) - daily limits of screen time to all devices – set daily schedules, can block individual apps, set bed times, allow certain types of calls, web filtering, daily email of every web site, every game, how much time, all messaging. Student's phone can be shut down if they are on a wifi network. Parent can give the student free time. Student cannot delete the app without a password. Student cannot download any apps without approval.

Bark - \$9.99/mo – sends screen shots of scary or questionable materials to email. Notification if Bark is disconnected. Links to multiple devices including computers.

Family Link – free, for the most part. I've used this app to prevent my daughters from downloading any apps onto their devices without putting in my own password. Then I know exactly what they are downloading. This is through Google.

Switch Parent Controls – even your Nintendo switch can be controlled by the parent including how much time your child can play, what content they can access, and what games they can play. You can even do a remote shut off.

Please Follow Officer Gomez on Facebook for Tips, training videos, and statistics on kids and internet usage.

Noe: Pastor Ryan, Pastor Jonathan, and Ms. Stacey can help you download and utilize these apps successfully

Other

COVID / ILLNESSES / COMMUNICABLE DISEASE

Note: the Florida Department of Education is no longer allowing students and families to elect to stay home.

Here are the precautions the school is taking with COVID / communicable diseases:

- We have clear plastic desk dividers should a student become ill at school. We have clean sanitized face masks and shields should a teacher develop symptoms at school.
- We have a supply of gloves if needed.
- You must add your student's name to the SEASONAL ALLERGIES list if your student has seasonal allergies. This will be copied and given to teachers, so they know not to call you about allergy symptoms.
- Students in grades 6+ who switch classes will be taught to sanitize their own space (using spray supplied by the parent), wipes, or other child-safe product. We do have gloves, spray, and back up microfiber cloths in the event we run out of paper towels and wipes.

If your student has a fever, vomiting, or diarrhea the student may not return until they have been symptom free (without the use of medication) for at least 24 hours (no matter the cause).

You know your child. If your child appears ill (clingy, coughing more than normal, sore throat, achy, warm, stomachache, abnormal headache), please keep them home. Due to the current climate, we are going to be extra diligent to send home students who appear ill.

THE SCHOOL IS NOT RESPONSIBLE FOR THE TRANSMISSION OF COVID OR ANY OTHER DISEASE.

Updated 07.31.22

Note: We are not going to close even if the school district moves back to distance learning. We will maintain in-person learning UNLESS 40% or more of the student population in any one area is out sick (elementary / middle / high). In that case, the school may be temporarily closed for sanitation and to give distance between students (no more than a few days). This does typically happen at least once per school year.

Educational Harbor Institutional Policies

Educational Harbor staff must also adhere to the three school rules:

1. **Do your best work** (in class and at home) 2 Timothy 2:15 “Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.”
2. **Respect others and all property** Romans 12:10 “Love one another with brotherly affection. Outdo one another in showing honor.”
3. **Communicate with other students, teachers, and parents.** Matthew 18:15 “If your brother sins against you, go tell him his fault, between you and him alone. If he listens to you, you have won your brother. But if he won’t listen, take one or two others with you, so that by the testimony of two or three witnesses every fact may be established. ¹⁷ If he doesn’t pay attention to them, tell the church.”

Educational Harbor staff must adhere to the following policies:

- Ethics policies - A summarized version can be found online at www.educationalharbor.com/ethics
- Grading / lessons policies
 - Report student achievement to parents once per quarter
 - Meet with parents a minimum of twice per year
 - Update and communicate with parents often
 - Create engaging lessons based on rigorous research-based Christian curriculum
 - Participate in professional development
- Financial Policies
 - Keep careful track of finances
 - Adhere to Florida statutes
 - Submit to a yearly audit by a Certified Public Accountant
- Other “best practice” requirements set forth by accreditation and the FCCPSA
- More information is available upon request

Note: Educational Harbor administration and school board reserves the right to change, update, or clarify policies in the handbook, as needed, during the year, noting whether or not the change is retroactive or going forward.

Give Back to Educational Harbor – While you Shop!

Our Office Depot school number is 70237018. Any time you purchase there, we get 5% back!

We have a SMILE Amazon account.

When shopping at Amazon, instead of going through the app, go to

smile.amazon.com

click “Get started”

Login to your Amazon account

Follow the directions to search for Educational Harbor with zip code 34221

This will automatically drop a percentage of your purchases into Educational Harbor’s account