

WELCOME

Thank you for choosing Enterprise Preparatory Academy for your child's education. The faculty and staff look forward to working with you in the academic, physical, spiritual, and social development of your child(ren).

This handbook is designed as a guide for students, parents and faculty in order to provide for an orderly operation at Enterprise Preparatory Academy. Please familiarize yourself with the contents. While it is in no means completely comprehensive, as no document can be, it does provide a framework for the day-to-day operations of the school.

The first institution established by God was the home. God directed the parents to "train up a child in the way he should go." This responsibility was given directly to the parents. The parents were given the direction to educate their children to serve God to their fullest ability. They were to train their children physically, emotionally, and spiritually. This direction that was true in the beginning for mankind is still relevant today.

Enterprise Preparatory Academy was established for the purpose of supporting, partnering and aiding parents in this awesome responsibility. Our desire is, hand-in-hand with parents, to provide quality Christian education for each child entrusted to us, to develop the whole child as he "grows in favor with God and man."

Let us all strive together for the betterment of our Lord's work, our children, and our school.

GENERAL

- **STATEMENT OF FAITH**

We believe in the verbal inspiration of the Bible, which is our sole authority for faith and practice.

We believe in the Triune God: God, the Father; God, the Son; and God, the Holy Spirit.

We believe in the virgin birth of Jesus Christ, the only begotten Son of God.

We believe in His sinless life and His vicarious atonement for the sins of mankind by the shedding of His blood on the cross.

We believe in His bodily resurrection from the dead and His visible, pre-tribulation, pre-millennial return to the earth for His saints.

We believe in the salvation of man by faith alone in Jesus Christ.

We believe in the saved going to a literal Heaven for eternity and in the unsaved going to a literal Hell for eternity.

We believe in the creation of man as a direct act of God; whereby,

according to the Genesis account of creation, the world was made in seven days of twenty-four hours each.

We believe that man, having fallen from his blessed state with God, is morally and spiritually depraved, a sinner by birth, and a sinner by choice.

- **VISION STATEMENT**

Enterprise Preparatory Academy's desire is to establish and maintain a positive academic and Christian environment enabling students to learn and to become productive, responsible leaders in their communities.

- **MISSION STATEMENT**

Our mission is to provide balanced, biblical direction to the child as a support to the home and to train each student to be self-disciplined and biblically directed in his walk with God and his fellow man. It is also our mission to help students excel academically so that he/she can function in society as a well-educated and well-rounded individual.

- **CORE VALUES**

1. A well-educated student is equipped to recognize God's direction and purpose and to use his gifts to engage the culture and change the world.

Psalm 32:8 I will instruct thee and teach thee... and will guide thee with mine eye.

Proverbs 16:3 Commit thy works unto the Lord, and thy thoughts shall be established.

2. Students, faculty, and staff at Enterprise Preparatory Academy will be actively involved in fulfillment of the Great Commission. (Matthew 28:19-20 Go ye therefore and teach all nations...)

3. The believer should demonstrate excellence to the world as a testimony to the grace of God.

4. As individuals created in the image of God we are responsible to know God and impart our spiritual heritage to the next generation.

Deut. 6:4-7...The Lord hath chosen thee to be a special people unto himself, above all people that are upon the face of the earth...

2 Timothy 4:2 Preach the word; be instant in season, out of season, reprove, rebuke, exhort...

Titus 2:2-4 That the aged...teach the young...

5. Functioning as a unified body of Christ develops a servant's heart toward home, church, school and community.

6. Enterprise Preparatory Academy is committed to developing a Christ-

centered partnership between home, school, and church; to assist in their God-given responsibility of spiritual and character formation in the education of children. (Ecclesiastes 4:12...and a threefold cord is not quickly broken)

7. Affirmative discipline is training in righteousness resulting in the spirit-directed governance of the student. (Proverbs 22:6 Train up a child in the way he should go...)

8. Enterprise Preparatory Academy is committed to hiring qualified personnel who are called by God to the ministry of education in a Christian school and who are spiritually and philosophically compatible with the school.

9. The pursuit of full devotion to Christ and His cause should be modeled by faculty, staff, and students. (II Corinthians 6:1,4 We then, as workers together with Him...approving ourselves as the ministers of God...)

10. Spiritually anointed teaching is the catalyst for transformation in individual lives.

11. Empowerment of all personnel is the basis for leadership development and biblical decision making. (Acts 1:8 But ye shall receive power when the Holy Spirit comes on you...)

- **EPA HONOR CODE**

Enterprise Preparatory Academy adopts the position that honor is a personal matter between you and the Lord, and that each individual must accept responsibility for his or her own conduct. We try to inculcate into each individual a desire for honesty in all relationships. This prohibits lying, cheating and stealing. It ensures an individual's moral and spiritual growth as long as he or she respects and upholds these ideals. Enterprise Prep. feels that honor is a growing thing and that older students should not only feel responsibility for their own conduct, but should establish an atmosphere of honesty and godliness for younger students.

While no student can be another's conscience, he or she can influence and go on record as creating honesty and godliness in all relationships. In accordance with the beliefs above, EPA. sets forth the following code of honor:

1. Giving or receiving help on examinations is a breach of the Honor Code.
2. Copying homework from another student's paper is a breach of the Honor Code.

3. Giving another student your work to copy is a breach of the Honor Code.
4. Misrepresentation of the fact is a breach of the Honor Code.
5. Taking another's property is a breach of the Honor Code.
6. Missing a class to improve a test grade is a breach of the Honor Code.
7. Inappropriate material on personal websites or cell phones is a breach of the Honor Code.

- **NONDISCRIMINATION POLICY**

Enterprise Preparatory Academy admits students of any race, color, and national or ethnical origin, granting rights, privileges, and access to all programs and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, and national or ethnic origin in administration of its admissions policies, scholarships, athletics, and other school administered programs.

- **ADMISSIONS TO THE PROGRAM**

When enrolling at Enterprise Preparatory Academy, students and their parents agree to abide by the doctrinal position and the educational philosophy practiced by Enterprise Preparatory Academy.

Application Process: Prospective students and parents must accomplish the following:

1. Classroom visit is recommended (especially if transferring during the school year)
2. Submit properly completed application and the following forms:
 - A. Copy of transcript from previous school
 - B. Copies of birth and vaccination certificates
 - C. Copy of last report card and standardized test scores, and if transferring during the school year, a grade withdrawal form from current school if available.
3. Be interviewed by the principal.
4. After the interview with the parents and a review of the academic achievements of the child, the administration will determine if an entrance test is needed for placement of the child. At some time during the first nine weeks, the instructional staff will evaluate the child's grade placement and academic achievement. If changes are necessary, contact will be made with the parents.
5. Payment of registration fees
6. Read the Parent-Student Handbook.

Students transferring from non-traditional schools (home schools, pace programs, etc.), are required to provide statements of grade level(s) and/or courses/subjects passed.

Student Probation: It is to be understood that all new students are admitted to EPA on a probationary basis. This probationary period will last one period of nine weeks.

- **ACADEMIC STANDARDS**

Grading Procedures/Report Cards: The school calendar will note the end of each grading period. Report Cards are available on RenWeb following each grading period.

All entries on a student's report card are made after careful evaluation of classroom learning, attitudes, and efforts. Please discuss each report with your child carefully. It should be remembered that grades are measuring devices of learning, not goals for learning.

Letter grades are determined using the following criteria:

A	90-100	Superior Work
B	80-89	Above Average Work
C	70-79	Average Work
D	60-69	Below Average Work
F	59 or below	Failure

If a student fails to make up daily work or tests by the end of the grading period, he/she will not receive a grade. **Incomplete work must be made up within two weeks of the end of the grading period, or the grade will be averaged as a zero.**

Honor Roll: Enterprise Preparatory Academy recognizes the academic achievement of its students at the end of each grading period through an Honor Roll.

The Principal's Honor Roll ("A" Honor Roll): To earn this recognition, a student must have "A's" in **all core subjects**.

The Honor Roll ("A & B" Honor Roll): To earn this recognition, a student must have "B's" or higher **in all core subjects**.

Homework: Homework is an integral part of the school program; therefore, teachers are at liberty to assign homework. Parents are expected to ensure that homework is completed and returned as designated by the teacher. Minimal homework will be given on Wednesdays to encourage students to go to church. If a student is absent due to illness he should look on the school's website for work that was missed.

- **ATTENDANCE – See individual departments**

Daily Schedule: School hours are from 8:00 a.m. to 3:00 p.m. Students are expected to be on time to school as well as on time to every

scheduled class throughout the school day. Any student arriving after 8:00 a.m. must come to the office for a tardy slip. In middle and high school after 5 tardies, unexcused, a 1 hour detention will be served after school. An additional detention will be required after every third tardy thereafter. Elementary students will be lined up in the car line by 2:50 p.m. Middle School and High School will be dismissed at 3:00p.m. All students must be picked up by 3:15 p.m. After 3:15 p.m., students will be brought to their respective aftercare programs.

Morning Arrival: Normal arrival time should be between 7:30 - 7:45 a.m. All Elementary students arriving between 7:30 - 7:45 a.m. should go directly to the cafeteria.

Middle and High school students should report to the gymnasium.

Checkout/Early Dismissal Guidelines: Parents wishing to check their child out of school in the event of an emergency or otherwise, must come directly to the school office and sign out their child. Personnel from the school office will bring your child to the office. **Parents are asked to use good judgment in checking their child out of school, as a reduction in class time can impose academic hardships on your child. In high school missed class time can result in being charged for make up hours.**

The following conditions are considered valid for checking out:

1. Any situation defined as an excused absence in this Parent/Student Handbook.
2. Illness, resulting in elevated temperature as determined by the office personnel, or obvious illness as determined by the best judgment of the school personnel. In cases of illness, a parent will be contacted by phone and given permission for his/her child to be dismissed. The student must be picked up at the office.

Excused Absences: Enterprise Preparatory Academy will accept notes or calls from parents/guardians or doctors as excuses. The teacher will expect all makeup work and missed tests to be completed and turned in after an equal number of days attendance after absence.

1. Doctor/Dental Appointments: Students who are checked out or absent from school for a medical appointment must bring a written notice from the doctor/dentist showing the date and time of the visit.
2. Absences due to illness or family emergencies.
3. Personal Absences: These are absences for reasons other than illnesses or family emergencies. **Personal absences may not be taken one week prior to semester exams, or**

to extend Christmas or Spring Break. Personal absences by this definition are excused under the following conditions:

- A. A written request explaining the reason for absence from school must be submitted by the parent to the school office **no later than one day prior** to the scheduled absence (includes going out of town).
- B. The principal must approve the absence as an excusable absence.
- C. Arrangements for make-up work must be made with each teacher **before** the scheduled absence.

Unexcused Absences: Personal absences are unexcused unless the above procedures are followed.

1. The following are examples of unexcused absences:
 - A. Any of the listed excused absences which are not requested and approved in advance of the absence.
 - B. Hairdressing appointments, shopping excursions, automobile repairs, truancy, etc.
 - C. Any absences where notes or calls were not provided within 3 days.

Makeup Work: When a student has incurred an excused absence (other than a personal absence), the work he has missed will be due after an amount of school days equal to the number of days absent expire. For example, if the student is absent one day, his work will be due on the second day he returns from his illness. If he is out for one week's time, his make-up work is due after five school days have elapsed, making him responsible to have everything finished on the sixth school day. This policy applies to all homework assignments as well as tests and quizzes given during the student's absence.

Late Arrival: Students who arrive late to school must obtain a pass from the office in order to be admitted to their classroom. It is recommended that students arrive 10 to 15 minutes early to school in order to have enough time to store their personal things, use the restroom and prepare for class. Parent partnership is a vital component in the success of our educational effort. Excessive tardies may result in a meeting with the administration.

Early Pick-Up: Parents who wish to pick up their student before the regular dismissal time should notify the teacher or the main office in

advance either in writing or with a phone call. The student's early dismissal time will be noted on the daily attendance record. Parents must report to the main office and request that the child be paged to report to the office for early dismissal. Students who leave early must be signed out for the day by a parent or an adult whom the parent has designated to us in advance

Student Illness: In order to maintain a healthy environment for all of our students, those who become ill will need to remain out of school until there has been a **twenty-four hour period of being fever-free**. Should your child become ill during the school day, you will be notified by our school staff and requested to pick your child up as soon as possible. See Medical Policies section for details.

- **DROP OFF/PICK UP**

There is a staggered dismissal time. Elementary will be dismissed at 2:50 p.m. and Middle and High School will be dismissed at 3:00 p.m. Classes for Middle and High School will not end until 3:00 p.m. Specific pick up locations for middle and high school will be outlined on the car-line map. Middle and High School students are generally not ready for pick-up until 3:00 p.m.

- **AFTERCARE ENROLLMENT**

The administration requires that all students in grades K3 – 12th who remain on campus after 3:15 p.m. be supervised under this program, unless they are athletes in the current sports programs. Students must be signed out of Aftercare by an adult who is designated by the parents. The supervision of students is transferred from one adult to another.

In the event that your child would need to serve a homework or behavioral detention or attend an after-school help class and does not have transportation afterwards, he/she would also be expected to report to the Aftercare program for supervision until the arrival of a parent or guardian. Aftercare prices are available in the office.

Aftercare discipline is tracked per quarter. After three recorded incidents, a student's aftercare privileges will be revoked for the remainder of that quarter. Parents will be contacted after each recorded incident so appropriate intervention can be made. A parent meeting will be required in order to reinstate aftercare privileges once they are revoked. Aftercare behavior guidelines will be presented to students and parents for their signature of cooperation at the beginning of the school year.

- **APPEARANCE AND DRESS – See individual departments**

Because Enterprise Preparatory Academy is a distinctively Christian school, it is imperative that Biblical principles be applied to the guidelines established regarding dress for our students. The first priority regarding dress for the

Christian should involve **modesty**. The second priority should entail **moderation**. And finally, the Christian should seek to be **godly not only in appearance**, but also in attitude and action. All extremes in fashion, jewelry, make-up, or hair are to be avoided. Enterprise Preparatory Academy has developed a Dress Code that we believe meets the principles established by Scripture and also provides for comfort and style in the world in which we live.

Enterprise Preparatory Academy expects that each student be appropriately dressed and groomed for school each day. The dress code is in effect from 7:30 a.m. until 3:30 p.m. each school day. Dress and appearance must not cause a distraction, present a health or safety problem to teachers or other students, or reflect negatively upon the cause of Christ. Clothing that may be worn elsewhere may not be considered appropriate dress for school. Students are responsible and accountable for the selection and wearing of appropriate dress and grooming. ***The administration will be the final authority to determine acceptable dress and disciplinary action for a dress infraction.*** Failure to comply with the dress code will lead to appropriate disciplinary action. See Elementary, Middle School and High School sections for specific dress code guidelines.

- **DAMAGED PROPERTY**

When a student is responsible for damaged or defaced property, the student must pay the entire cost of replacing or repairing the damaged property. Student pranks which cause any property damage will subject the student to serious disciplinary action (suspension or possible expulsion).

- **HARASSMENT POLICY**

1. Definition: Inappropriate physical contact or verbal exchanges that engender fear, hostility, or disturb the peace in the social environment or for a particular individual.
2. Complaints regarding a situation when you observe harassment of another or yourself taking place should be reported to the school staff immediately. Your homeroom teacher and your principal are examples of people to go to about the problem.
3. Specific times, places, and names add credibility to your complaint. A description of what was said or done should be written down as a reference in dealing with the offender.
4. Thresholds of consequences for offenders include the following:

- A conference with an administrator and a phone call to parents upon the first report of an incident.
- A second offense will result in an afterschool detention.
- A third report will place the offender on probation for the remainder of the year and at the discretion of the administration, may involve a second suspension or expulsion.

Threats, retaliation, or revenge against the person reporting an incident of harassment will result in suspension of all school privileges for the offender for the duration of the school year. He will be on social probation, making him ineligible to participate in any extracurricular activities unless accompanied by his/her parents.

Activities included in the restriction are as follows:

1. sports participation
2. admission to games
3. participation in Fine Arts
4. school programs
5. class trips

Violation of restrictions will result in expulsion.

If you are first a victim and respond in kind to the one harassing you, both are guilty of harassment and will be dealt with accordingly.

- **STUDENT SERVICES AND EXTRA-CURRICULAR ACTIVITIES**

Field Trips: At Enterprise Preparatory Academy we feel field trips are an essential part of the learning experience. Enterprise Preparatory Academy discipline procedures apply to all extra-curricular activities of the school, including field trips. **When a student does not attend the planned activity it will be counted as an unexcused absence.**

1. During school hours: Most field trips will occur during the school day. Off-campus trips will use school provided transportation or transportation approved by the Administration.
2. Outside school hours: On special occasions, a field trip may be approved outside of normal school hours. Overnight trips rarely will be approved, and then only under strict supervision, with parental consent forms signed and on file for each student. Parents are always invited.

Elementary field trips are planned periodically throughout the school year. All students attending a field trip must use school provided transportation to and from the field trip destination. **Parents who are asked to serve as chaperones may not be accompanied by siblings of the student who is attending the class trip.**

Special Programs and Assemblies: From time to time, special speakers, films, or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs. Student groups or organizations may request approval for school-time programs or presentations to the student body.

Chapel: At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs will be presented to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, and to provide the students opportunity to praise God for His great gift of salvation. Chapel services are a vital part of Enterprise Preparatory Academy. Weekly chapel topics will be planned by the Administration. Parents are invited and encouraged to attend chapel. Kindergarten students attend chapel one time per month.

Library: Enterprise Preparatory Academy is constantly upgrading its school library. Students will be provided ample opportunity to use the library for research. The library is maintained at great cost; books are expensive, and the inventory control system requires much time and effort. Parents are urged to help the school by seeing that books borrowed from the school library are cared for properly and returned on time, and all penalties and fines paid. Students with penalties and fines due on library books will not receive their grades until the library account has been cleared.

- **DRUG POLICY**

It is Enterprise Preparatory Academy's desire, as much as humanly possible and with God's enabling, to maintain a safe and drug free environment for each of our students. The safety of our students is of utmost concern. The school feels it is our responsibility to do everything possible to combat the influence of this growing epidemic to our society and the lives of America's young people. When there is a suspicion of drug use by a student the administration will conduct locker and personal property searches in an attempt to ascertain the facts. The administration reserves the right to perform random drug testing to help ensure a drug free environment.

- **BOASTING OF EVIL**

Psalm 19:14 states, "Let the words of my mouth and the meditation of my heart, be acceptable in thy sight, O LORD, my strength, and my redeemer." We at Enterprise Preparatory Academy take very seriously

the words spoken by our students. We will not tolerate students boasting to other students or faculty of any activity or attitude that is inconsistent with Biblical teaching whether true or not. Investigation will be made by the school in order to ascertain the truth. If found true the student will be dismissed from EPA and if found false the student will be placed on Disciplinary Probation with the understanding that if any further "boasting" takes place the student will be dismissed from EPA.

FINANCES AND RECORDS

- **TUITION AND FEES**

Registration Fee: An registration fee is paid when a student's application is submitted to place the child on the school roll. The registration fee is nonrefundable, except when the school cannot accept the student.

Book Fee: This fee is due before school starts and is nonrefundable. **A student will not receive his or her books until this fee is paid in full.**

Miscellaneous Fees: Below is a non-inclusive list involving miscellaneous fees.

1. Graduation fees apply for K-5, and the Senior class.
2. Any student playing a sport will pay an athletic fee.
3. Students not having a required physical education uniform must purchase one.
4. Additional fees may be incurred for field trips or other items.

Tuition: The only source of operating income for Enterprise Preparatory Academy is tuition and fees; therefore, tuition and fees must be paid on time. Tuition will be paid by one of the following options:

1. If Full Tuition is paid by June 1st there will be a 5% discount. Total family account must be paid out for the discount to apply.
2. Two payments –One half of total due by June 1st and the other one half due December 1st. The cost for reg. fee and book fees must be paid by June 1st.
3. 12 Monthly payments –First payment due June 1st and last one due May 1st. The cost of reg. fees and books must be paid by June 1st.
4. 10 Monthly payments –First payment due August 1st and last on due May 1st. If you choose this plan, total payment of reg. fees and book fees are due on June 1st.

Regardless of withdrawal or expulsion it is our policy not to prorate tuition or charges please see Withdrawal from School section under Finances and Records.

Unpaid Tuition/Fees: The following policies will be strictly adhered to regarding unpaid bills:

1. Middle and high school students will not be allowed to take mid terms and final exams until all tuition/fees are up to date.
2. Students will not be allowed to march in graduation ceremonies until all tuition/fees are paid in full.
3. Grades or transcripts will not be released until all tuition/fees are paid in full.
4. No tuition will be deducted for any absence due to illness, death in the family, or any other reason.

Referral Discount: A discount off tuition in the amount of 10% of your family's tuition is given to those parents that refer new families to Enterprise Preparatory Academy. The following policies are applied regarding this discount.

1. The discount will be given at the **end** of the school year as a credit to your account.
2. The discount will not apply if any student of the family referred withdraws or is expelled at any time during the school year.
3. The discount will not apply if the family referring or the family that is referred receives financial aid in any way.

Returned Check Policy: A fee of \$30.00 will be charged for each returned check. If your bank for any reason returns a check, cash, money order or certified check must replace that check.

- **WITHDRAWAL FROM SCHOOL**

Withdrawal from Enterprise Preparatory Academy must be made through the school office. A withdrawal form must be completed and turned in to the school office. If a student attends school one day of any month, the entire month's tuition is due. No records will be released until the above-mentioned form is completed and all tuition, supplies, and textbooks belonging to the school are returned.

Refund Policy: It is school policy that pre-paid tuition and fees are not refundable.

- **TRANSFER OF SUMMER SCHOOL CREDIT**

Students must secure written permission from the Administration before enrolling in summer courses at another school. Enterprise Preparatory

Academy will recognize two full credits for summer work in any given school year. Students will not receive summer school credit for any course that has not first been attempted during the academic year.

- **TO ADD OR DROP SUBJECTS**

Any high school student wishing to add or drop a core subject must request the proper form from the office of the Guidance Counselor. This form should be submitted to the Administration for review; if approved, it would be signed and returned to student. The student should sign the form then have the parents sign it. The form must be returned to the school office for our files. No student will be allowed to drop a course after the first 2 weeks of a semester.

- **STUDENT RECORDS**

The school maintains a permanent record and file on all Enterprise Preparatory Academy students.

1. Transcripts – One transcript of a student's grades will be provided free upon request to the student's parent or legal guardian or to the student if he/she has attained the age of eighteen.
2. A nominal fee will be charged for additional transcripts.
3. Enterprise Preparatory Academy will release a student's grades, standardized test scores, and medical information upon the written request of another school system when such request contains the signature of the school official and one parent or legal guardian.
4. If your account is not paid in full, records (report cards, transcripts, etc.) will be held and no records will be released until that account is settled.

- **MEDIATION AND BINDING ARBITRATION AGREEMENT**

As a Christian school we believe that the Bible commands that we are to make every effort to live at peace and resolve disputes with our parents, students and staff in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, and Matthew 5:23-24, and Matthew 18:15-20. Therefore, we believe that it is important that any disputes or claims arising while the student is enrolled or pursuant to his enrollment in Enterprise Preparatory Academy, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, should be settled by biblically based mediation.

If resolution of the dispute and reconciliation does not result from mediation,

the matter should then be submitted to an independent and objective arbitrator for binding arbitration. The staff, faculty, teachers, students and parents agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these "Rules," each party to the agreement shall agree to selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute of Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

ADMINISTRATIVE/GENERAL POLICIES

• SCHOOL OFFICE HOURS

During the school year, office hours are 7:30 a.m. until 3:30 p.m., Monday through Friday. During the summer, office hours are 9:00 a.m. until 3:00 p.m.

• EMERGENCY SCHOOL CLOSING AND SEVERE WEATHER

Enterprise Preparatory Academy follows the closing procedures of Enterprise Public Schools. Parents should first check the website, in case of bad weather conditions or emergencies.

Enterprise Preparatory Academy regularly holds fire drills involving the students. In the event of severe weather conditions during school hours, students are taken to designated safety areas. Because every staff member is actively engaged in seeing to the safety of the children, we ask that you not call the office during such conditions.

• RESPECT FOR TEACHERS

Students are expected to be courteous, obedient, and to show proper respect for each member of the faculty at all times. Any teacher has the authority to correct any student at any time, anywhere on campus.

• HONORS AWARDS PROGRAM

At the conclusion of the academic year, a special program is held for the purpose of honoring students who have excelled in numerous academic

endeavors.

• USE OF PHONE

Students are permitted to use the "cell phones or office phones" with the permission of a teacher. Cell phone use during class will result in the phone being taken by the teacher and the parent must pick up the phone at the office. Calls to other students and/or text messaging during school hours are not permitted.

• VISITORS

All visitors must check in through the school office to sign in and to receive a visitor's pass.

Parents: Enterprise Preparatory Academy is your school and is open to you. We want to be of service to you, and we welcome your visit. Your child's teacher will welcome a visit from you. We ask only that parents come to the office first to make appointments. Please do not smoke on school property.

Friends: Students may bring friends with the teacher's and Administrator's prior approval. Visitors must meet all behavioral and dress code regulations of Enterprise Preparatory Academy. They must check in with the school office as soon as they arrive, so their location will be known should they need to be contacted.

Students from other schools: Enterprise Preparatory Academy is a CLOSED CAMPUS. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 3:30 p.m., without the express permission from the Administration.

• LOST AND FOUND

Books, clothes, athletic equipment, and other items found unsecured during non-school hours will be placed in the lost and found closet. The lost and found closet will be kept for each semester, then a notice will be put on the website and any items left will be sent to a charity organization. When something is lost, you may come to the office

• ORGANIZATIONS

Faculty and Staff: The foremost requirements for membership on the faculty or staff of our school are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. All members of our teaching staff are qualified with a degree from a recognized college or university.

Parental and Alumni Involvement: The school has an active Parent/Teacher Organization. Alumni receive special mailings from the school from time to time.

MEDICAL POLICIES

Although no comprehensive list is possible the following conditions may be considered appropriate reasons to send or keep a student home from school:

Abdominal pain accompanied by a fever

Adverse medication reaction

Asthma attacks not easily controlled with rescue inhaler or nebulizer treatments

Chest pain

Chicken Pox (varicella) – student will be excluded from school until all lesions have dried and crusted. The school nurse must evaluate student before readmissions to school will be allowed.

Coughing including productive cough accompanied by a fever, severe coughing with difficulty breathing and untreated wheezing

Earache accompanied by a fever

Head injury with symptoms

Impetigo – Students should remain home for 24 hours after treatment has begun.

Diarrhea – If accompanied by a fever >100 degrees F, keep the student home until the fever has been down for 24 hours. If there is no fever, use your best judgment.

Nuisance condition not currently being treated – e.g., ringworm, scabies, etc. – Student may return to school once treatment has begun, but the lesion must be covered.

Persistent runny nose with yellow/green discharge accompanied by a fever

Red draining eyes

Seizure activity

Severe pain

Strep throat – Students must stay home for 24 hours after antibiotic treatment has started, and the child has been a febrile for 24 hours.

Suspected fracture

Temperature above 100 degrees F – Students should not return to school until fever has subsided below 100 without antipyretics (Tylenol or Advil). Student must be fever free for 24 hours

Undiagnosed Rash

Vomiting – Student will be excluded for an episode of acute vomiting not associated with coughing. Child should remain at home until they have retained a bland diet and has resumed normal activities for 24 hours.

Head Lice – Students will be excluded for evidence of live louse found on child's head, evidence of eggs (nits) on the scalp, if a child has not been treated with an over the counter pediculocide. EPA adopts a NO NIT POLICY as indicated by the National Pediculosis Association and Coffee County Public Schools. Student may return to school after an over the counter pediculocide treatment and all nits have been removed. Child must be brought to school by the parent/guardian and examined by the school nurse/designee. If any lice/nits are found the student will need to be excluded once again. The student may return to class if they are found to be free of lice/nits. It is wise to keep long hair pinned up and off the neck during times where lice have been found in other classmates. Sharing of brushes, combs, and hair accessories is discouraged. EPA School Nurse and Designee will check students in classrooms where lice has been diagnosed at their discretion as per guidelines suggested by Coffee County Public Schools. Parents of students checked will be notified of their status.

• **VACCINE REQUIREMENTS**

ALL STUDENTS MUST OBTAIN AN ALABAMA BLUE CARD FOR OFFICE RECORDS.

All vaccine dates require month/day/year of vaccine (ex. 09-01-11)

Vaccine records must be provided within 20 days of admission to school. If records are not provided at that time, the student will be excluded from school until records can be produced.

*Students 13 years or older will require 2 varicella vaccines. In lieu of varicella vaccine, students may provide physician proof of disease (month and year), or proof of immunity via blood test.

• **ENTERPRISE PREPARATORY ACADEMY MEDICATION POLICY**

EPA encourages parents to administer all medications at home. However, we realize that it may be necessary for a student to take medication during the school day. Please read and follow these instructions for all prescription and non-prescription (over-the-counter) medications. No medication, including acetaminophen or ibuprofen, is to be administered by teachers or other staff workers. The school nurse/designee may administer medication with written approval of parent and physician.

• **PRESCRIPTION MEDICATIONS:**

1. An **Enterprise Preparatory Academy Medication Administration Authorization Form** must be completed by a **parent and the physician** or prescribing professional for **each** medication. Please make sure that all blanks are filled in and the form is returned to the office.

2. Schedule an appointment in the school office to meet with our supervising RN to verify medication and forms.

3. Bring the medication in an original and dated prescription bottle to your appointment. (You can ask the Pharmacist to give you an extra-labeled bottle for your prescription medication, just tell them that the school will also be administering this medication).

4. Students may self-carry/self-administer their own prescribed emergency inhalers only if the Prescriber has authorized it by signing the Self-carry/self-administration of medication authorization/approval portion of the form. No other medication is to be self-administered. Students must inform a faculty member before using the medication.

5. Insulin may be self-administered in the Medical office in the presence of the supervising RN and/or the Medication Aide in accordance with the Diabetic Management Plan laid out for the individual student and with Parental/Physician (Prescriber) Permission. Insulin Dependent Students must have a Alabama State Management of Diabetes at School/Order Form completed by the Parent and Prescribing Health Care Provider. **XXXXXXXX**

- **OVER -THE -COUNTER MEDICATIONS:**

1. Students in Grades K-12 must have on file **an Enterprise Preparatory Academy Medication Administration Authorization Form** that must be completed by a parent and the prescribing Health Care Provider **for each medication**. Please make sure that all blanks are filled in and return the form to the office. **No medication can be given without these completed forms on file in the medical office.**

2. Schedule an appointment in the school office to meet with our supervising nurse to verify medication and forms.

3. All Over-the-counter medication **MUST** be provided by the Parent – State law does not allow schools to provide such medications to its students. Medications must be in the original container correctly labeled with the child’s name. (Single dose packets are recommended)

4. No students are authorized to self-carry or self-administer any Over-the-Counter medications. This is in accordance with Alabama State Law.

- **EMERGENCY MEDICAL PROCEDURES**

In case of injury on school grounds, the following procedures will be

followed:

1. Attempt to notify parents **immediately**.
2. In case of serious injury, 911 will be called. More detailed procedures can be found on the emergency medical card that was filled out upon registration.

If a student needs special medical attention for any known condition, parents must advise the school office in writing at the beginning of the year.

First Aid Procedures:

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. The school office will then notify parents. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on application forms for each student in the case that parents cannot be reached.
3. A representative of the school faculty should stay with the child until the parent assumes responsibility.
4. A designated school official will give only by or on the order of a physician internal medication.

- **POLICY REGARDING COMMUNICABLE DISEASES**

Enterprise Preparatory Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Enterprise Preparatory Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Enterprise Preparatory Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

ELEMENTARY DIVISION

• GENERAL ELEMENTARY INFORMATION

Classroom Visits: Once the school day is in progress, the classroom routine must not be interrupted. Parents wishing to speak to a teacher must make an appointment through the school office. Items being dropped off to students must be left in the office to be delivered by the office personnel. Parents who wish to go beyond the lobby area of the main building must obtain a visitor's pass from the main office for that purpose. Please do not remain in the classroom in the mornings to talk with the teacher. Class supervision is difficult when a teacher is talking with a parent.

Lunch: All students and teachers will eat their lunch in the lunchroom, except on special occasions when lunch may be eaten elsewhere on the grounds. While in the lunchroom, students must:

1. Talk in a normal tone during "talking period."
2. Eat food at the tables.
3. Clean up food dropped and spilled.
4. Empty debris into waste containers.

Absences: Enterprise Preparatory Academy will accept notes or a phone call from parents, guardians or doctors as excuses for a maximum of twenty absences each school year. If a call or note is not received within three days of a student's return to school, the absence will be determined unexcused. Elementary and Middle School students who miss more than twenty days of school (excused or unexcused) in an academic year are subject to failing for that year.

Elementary students who are chronically tardy will assume a probationary status for the current and following semester. Parent conferences will be scheduled in order to remedy the situation. If the student's accumulation of days absent and days tardy in one school year is equal or greater than 20% of the total number of days on the school calendar, retention is possible.

Kindergarten Dress Code: K-3 through K-5 girls and boys may wear clothing that is age appropriate, modest and moderate as determined by the administration. Wheeled shoes are not permitted for safety reasons

Elementary Girls' Student Dress Code: Girls may wear pants, shorts, skirts, jumpers or dresses. Dresses, skirts, shorts and jumpers may be no shorter than 2 (two) inches above the knee with or without leggings. Pants must fit properly, be free of holes and without writing on the seat. During warm weather months of April and May, August, September, and

October girls may wear capri pants or shorts of modest length. Wheeled shoes are not permitted for safety reasons.

Elementary Boys' Student Dress Code: Boys must wear pants that fit properly at the waist and are free of holes and are hemmed at the bottom. Overalls, sweat pants and wind pants are not permitted. Boys' haircuts should always be neat with hair cut above the eyebrows, the collar and no lower than the bottom of the ears. Extreme hairstyles of any kind are not permitted. Wheeled shoes are not permitted for safety reasons.

Student Biting: All student bites are to be reported to the office immediately. The parents of both children will be notified. The bite will be cleaned and the child will be returned to class. A continual problem with biting may result in expulsion. A parent will be called and asked to pick up the child that bit another. Continual biting problems may result in suspension and expulsion.

Enrichment Courses: Elementary students will have enrichment courses in music, art, library, PE, Spanish and computer.

Elementary Homework Policy: Homework is an integral portion of our school program. Teachers are at liberty to assign a reasonable amount of homework per grade level. The students in grade one may have up to twenty minutes of homework that may require parental supervision. Grades two and three may have up to one-half hour of homework per night. In grades four and five the amount of homework should not exceed forty-five minutes to one hour per night. All written homework must include a proper heading and must be done in cursive writing unless otherwise noted. Math homework should include the book example written by the student and must show all the calculations done in order to determine the answer. When a student fails to meet the teacher's expectations regarding homework, the following guidelines will be followed:

1. Chronic lack of responsibility will create the necessity of a parent conference.
2. Projects and reports that are turned in late will receive grade reductions according to the following scales:
 1. In the primary grades (1-3), five points will be taken from the earned grade for each day the project or report is late. On the second day late, parents will be notified of the late assignment and terms for grading the late assignment will be explained. On the fifth day late, the student will need to take a zero for the assignment.
 2. In the upper-elementary grades (4-6), students will lose five points on the first day late and the point off will accumulate by 5's from that point until the third day late. At that point, the student will have lost 15 points off the project or report grade. After the third day late, the student will earn a zero for the assignment grade.

Help Class: Students who earn less than a 70% on a test will be eligible to attend help class either before or after school. Teachers will notify parents if help class attendance is recommended. Parents may request help class services by contacting a teacher or with notations on tests that need to be signed and returned to school.

Elementary School Retention: Any student who fails math and reading or language, as determined by his/her final average will not be promoted unless he/she attends summer school. Three failing grades will also necessitate the retention of a student. Students with an overall average below 70% in their core courses will be evaluated by the administration for retention.

Age Requirements: Age requirements for admittance are as follows: K-3 students must be three years old by October 1st of the current year, K-4 students must be four years old by October 1st of the current year. K-5 students must be five years old by October 1st of the current year.

- **EARLY EDUCATION DIVISION**

(Kindergarten for three, four and five year olds.) The Early Education Division of Enterprise Preparatory Academy is designed to be a home away from home for our youngest students. The Early Education Department offers an opportunity for students to learn about God, His world, themselves and others in a safe and caring environment. Students are guided to behavioral maturity through coaching, illustration and demonstration of godly behavior. The Early Education staff experiences success through parent partnerships in the training of students in good habits and social skills.

Attendance: Students in the Kindergarten division may be picked up after 12:00 p.m. if parents so desire. Students who attend a full day will nap in the afternoon and participate in afternoon activities that will enhance the lessons taught in the morning hours. Excessive absences will impact the effectiveness of the kindergarten program. Ideally, students should arrive to school on time and remain at least until 12:00 p.m. each school day. There is no discount for the half-day for K-5 kindergarten option.

Behavior Standards: Students in the Kindergarten department will be introduced to classroom rules and will be coached to respond to the teacher as their guide and protector throughout the day. Students who do not respond to the teacher's direction after a warning and four additional behavior issues will be counseled in the principal's office and parents will be contacted.

- **PRIMARY DIVISION (Grades 1-3)**

Enterprise Preparatory Academy grades 1-3 form the primary department of the elementary school. Attendance in these grades provides students with the foundation for success in Bible, reading, math, penmanship, spelling, science and history.

Attendance: Students have a full-day academic schedule beginning in first grade. Excessive absences will impact the effectiveness of the primary division program on your child's education. Chronic tardiness also takes a toll on your child's ability to acclimate to the school day. His/her late arrival is a disruption to the class and puts him/her at risk of missing concepts that are taught during the first class hour. Please make every effort to arrive to school by at least 7:45 a.m.

Morning Care: Students in the primary and upper elementary departments who arrive early to school will report to the cafeteria for supervision until 7:45 a.m. A staff member will be on duty at 7:00 a.m. each day. Morning Care officially opens at 7:00 a.m.

- **UPPER-ELEMENTARY DIVISION (Grades 4-6)**

The following behaviors will earn the student a conduct mark:

1. Talking without permission
2. Arriving unprepared for class
3. Disturbing others verbally or physically
4. Misuse/abuse of property (Student will be responsible for repair or replacement of the item damaged.)
5. Disrespect toward authority expressed either verbally, through body language or facial expression
6. Lack of courtesy for others
7. Inappropriate language or gestures
8. Intimidation or harassment of another student (See harassment policy for the hierarchy of consequences.)
9. Hall behavior that involves running, horseplay, littering, and/or noise.
10. Continued dress code violations that have been addressed with a documented verbal warning, a dress code note, and a phone call to parents.
11. Violation of the student honor code will require a visit to the principal's office and a phone call to parents.

The administrative personnel will use their best judgment to assure that discipline administered is appropriate to the offense committed. It should be noted that the list of offenses is representative in nature and is not intended to be an exhaustive list.

MIDDLE & HIGH SCHOOL DIVISION

• GENERAL MIDDLE AND HIGH SCHOOL INFORMATION

Service Project Program: Since the scripture commands us to serve one another, EPA wishes to teach our students the importance of a lifetime commitment to service. To help accomplish this, EPA is requiring each middle and high school student to complete community service hours in order to be eligible for the AISA Diploma of Academic/Service endorsement.

These hours and any over and above these required hours will be permanently noted on the student's transcripts. Please obtain a community service form either online, from the guidance counselor, or at the front office to record hours completed outside of school which can then be added to the student's transcript.

It is important that parents and students realize the benefits of service hours. Many colleges and scholarship foundations look highly upon this and may even require it. Many colleges your students will attend also require that students do community service as a graduation requirement.

Please recognize that not all services qualify for the Community Service Program. For example, working for relatives, working for pay, or performing regular duties/activities does not qualify. The following are examples for qualified services: teaching Sunday School, working in a junior church or children's program, singing in a church choir, organizing or working in a neighborhood clean-up effort, charity work, tutoring/coaching as a volunteer, volunteering in a nursing home/hospital, etc

Do not hesitate to contact the guidance office with any questions regarding service hours, or possible volunteer opportunities.

* Community Service hours should be completed each school year by May 1st. Students are certainly encouraged to complete as many hours as possible during the summer months for the coming school year.

Lockers: The guidance office makes Locker assignments. A student may not open another student's locker or change lockers without permission. Every locker should have a lock on it. The combination should be kept on file with the office.

Cars and Parking: Each student who drives a vehicle to school must fill out a form in the office with vehicle information and abide by the following

rules:

1. Drive with caution and courtesy to other drivers/students.
2. Park in the assigned areas.
3. They must not leave school grounds without prior permission from the school office.
4. Students must leave their cars upon arrival at school. Sitting in parked cars is not permitted.
5. Students may not go to their cars during the school day without prior permission.
6. Students may drive no faster than **5 miles per hour** on campus.
7. Students may not spin tires on pavement and/or grass.
8. Leaving school grounds without prior permission from the school office and the principal is a serious offense and will be dealt with by the administration.

Failure to comply with the "Cars and Parking" rules will result in the following:

- 1st Offense - phone call to parents
- 2nd Offense - driving revoked for one week
- 3rd Offense – driving revoked for the year

Senior Class Trips: The class is permitted to raise funds for an off-campus trip at the end of the school year. Details will be communicated to parents and students early in the school year.

Lunch: All students and teachers will eat their lunch in the lunchroom, except on special occasions when lunch may be eaten elsewhere on the grounds.

While in the lunchroom, students must:

1. Talk in a normal tone during "talking period."
2. Eat food at the tables.
3. Clean up food dropped and spilled.
4. Empty debris into waste containers.

Middle and High school students are permitted to use the microwave. Food or drinks will not be allowed outside the lunchroom.

Marriage Policy: Any student planning to be married during the school year must meet with the principal and state his/her intentions. No married students will be admitted to school or allowed to continue in school.

Student Councils: The Student Councils will be made up of the elected class presidents in grades 7-12 and officers as elected by the middle and high school student bodies.

The duties of the Student Council are as follows:

1. Help in planning Homecoming, See You at the Pole.
2. Serve as ushers and helpers at school events.
3. Serve in leadership during chapel.
4. Serve as student representatives to the Administration.
5. Promote school spirit and Christian attitudes in the student body.

Student Outside Jobs: High School students will not be allowed to leave the school during class hours in order to work at outside jobs. Any deviation from this will be decided by the Administration.

• **ACADEMICS**

EPA is a college preparatory school and it is our intention to prepare our students to enter college. Although we recognize that college is not the goal of all our students, we still expect them to abide by college preparatory requirements.

EPA BLOCK SCHEDULE

EPA Students 7th – 12th grade will be on the Block schedule. On this schedule students take two core subjects and two electives per semester. (Core subjects are Math, Science, History and English). Students have four classes per day that last approximately 80 minutes each.

Advantages of the block schedule:

Students may earn 8 credits per year as opposed to 6 on the six or seven period schedule. The focus on fewer subjects per semester allows more in depth course of study. Longer class time allows longer periods of uninterrupted instruction and eased homework burden due to the class schedule of two core subjects per semester.

Homework: Homework is given to students to develop mental discipline, to provide practice in new skills, and to reinforce previously learned material. Completion of homework assignments is the responsibility of the student but may require parental involvement. If your child seems to be spending an excessive amount of time doing homework, a parent/teacher conference may be in order. Each individual teacher may require his/her own particular format in homework. Spelling, grammar, and proper penmanship must meet required standards. Teachers will expect each student to return assignments completed and on time.

The policy for homework for the school year is as follows: Any homework that is not turned in on the day it is due will be given a “zero” without any opportunity to make up. Partially completed assignments will be graded accordingly. If there is an absence involved, the absentee policy will be followed. The athletic policy will be followed in regard to late returns from an away ball game. Teachers will inform parents after the student receives a second “zero” in a nine-week period.

National and National Junior Honor Societies: The National Honor Society and the National Junior Honor Society are organizations that exist to honor students that have achieved a certain level of academics and character. Enterprise Preparatory Academy has its own chapter but generally follows guidelines set forth by the national organization. Induction into the societies usually occurs in the spring.

In high school a student must first have a 90 overall average to be eligible for the National Honor Society and in middle school an overall average of 85 is required for National Junior Honor Society. This average is figured from cumulative semester grades. After academic eligibility is determined, teachers are asked to give a character evaluation of the students. Once all information is gathered, the final decision is made by the principal concerning those that will be inducted. The sponsor of each society is not eligible to give an evaluation of any student being considered or to make any decision concerning the induction of a student. Please see the NHS or NJHS sponsor for more information.

Middle and High School Retention: Any student in Middle School who fails math **and** English, as determined by his/her final average will not be promoted unless he/she attends summer school. Three failing grades will also necessitate the retention of a student. Students with an overall average below 70% in their core courses will be evaluated by the administration for retention. High School students receive credit for each subject in semester passed.

Science/History Fair: The successful completion of a science/history fair project is a requirement for passing those courses.

Help Class Eligibility: If a student receives below a 70% on any two consecutive tests, quizzes or a combination of both, he is eligible for help class in that subject. The student is responsible to see the teacher about scheduling help class appointments.

Help Class Appointments: The subject teacher will schedule either ½ hour before school begins (7:15 a.m.-7:45 a.m.) Or ½ hour after school dismisses (3:00-3:30) for help class intervention. **It is the responsibility of the parent and the student to arrive for this service. The parent or student must**

indicate his intention to attend help class in advance so that proper preparation can be made by the teacher.

Help Class Follow Up: After the student has attended six consecutive help class sessions in a subject, if no improvement is seen in his academic performance, the administration will recommend that private tutoring be arranged by the parents in order to provide more intensive help for the student in that subject.

Mid-Term/Final Exams: Final examinations will be given in most courses at the junior and senior high level at the end of each semester using a separate exam schedule. Semester exams will count 20% of the final semester average. Students with a "A" average may be exempt from finals.

Final exams will remain the property of the school and will not be returned to the student. The exams will be kept on file in each department for a minimum of one year. Exams are available for review upon request by students and their parents.

Exam Procedures:

Exam schedule will be posted one week prior to exams.

1. Students need only attend when they have an exam.
2. Students need the following at exam time:
 - ~ **Textbook ready to turn in**
 - ~ **Old tests that teachers handed back for them to review**
 - ~ **No outstanding debts to any school dept. (all debts must be taken care of before 1st day of exams, otherwise students will not be allowed to take exams):**
3. If there are weather-related days, we will pick up the next day where we left off. If there is a 2 hr. delay called by Coffee County, we will begin at 10 a.m. and end at 3 p.m. instead of half a day.

Missed Test Policy: If a student misses a test due to late arrival to school, that student will be expected to stay after school **that day** to make up the test missed in that class. A member of a sport team will not practice or participate in a home game **that day** until the test is made up. If an away game is involved, the student will not be allowed to travel until the test is made up.

Quality Points System: The quality point system for determining Grade Point Average (GPA) is as follows:

- 4 points – A
- 3 points – B
- 2 points – C

1 point – D

The advance course of Advanced Math/Calculus/Physics carries a 5-point system:

- 5 points – A
- 4 points – B
- 3 points – C
- 2 points – D

Enterprise Preparatory Academy's valedictorian and salutatorian must have attended a minimum of four semesters at Enterprise Preparatory Academy. Nontraditional grades (home-school: pace programs, etc.) will not be accepted when figuring the GPA for valedictorian and salutatorian.

Graduation Requirements: Credits are earned toward high school graduation in grades 9-12. One full credit reflects a completion of 150 hours of instruction in each subject. The minimum number of credits earned will determine each student's grade status.

- Freshman status: 0 credits
- Sophomore status: 6 credits
- Junior status: 12 credits
- Senior status: 18 credits

All seniors are required to take the College Board ACT/SAT test.

Juniors are also encouraged to take the ACT/SAT test.

The major subjects are English, Mathematics, Science, and History. Students in grades 9-12 will follow the recommendations of the administration in order to meet the necessary graduation requirements upon completion of his/her senior year. The following curriculum is required, and the following credits are required for graduation:

Standards for State of Alabama and AISA recognized diploma

<u>Diploma</u>	<u>Standard Diploma</u>	<u>Advanced</u>
English	4	4
Mathematics	4(Alg. I & Geom.)	4(Alg.II w/ Trig)
Science	4(Biol. & Phys.Sc.)	4(add. Phys or Life Sc)
History	4	4
PE	1	1
Health Education	0.5	0.5
Fine Arts	0.5	0.5
Computer	0.5	0.5
Electives	5.5	3.5
Foreign Language	-	2
Total Credits	24	24

**** An AISA Advanced Honors Diploma requires a half credit for Community Service and a half credit for Research & Writing.**

.DRESS CODE

Female Students: Girls are permitted to wear pants, shorts, skirts, dresses. Capris, floods and knee-length walking shorts (athletic or swimwear shorts are prohibited) may be worn in August, September, and October and April and May. Pants must be neither too tight, form fitting, revealing, or baggy. **Dresses, skirts, shorts and jumpers may be no shorter than 2 (two) inches above the knee with or without leggings.** Slits in skirts should meet the same standard. **Slits in the front of skirts are not permitted.** Appropriate undergarments must be worn at all times. Girls are required to wear shirts that are appropriate in size and fit. Tank tops are not permitted. Girls may wear a variety of other shirts, sweaters, and T-shirt styles. Pictures or messages on these shirts should be positive and upbeat. In general, pictures advertising alcoholic beverages, tobacco, drugs, wrestling, music groups with negative tones or images, etc., should not be worn. Overalls, sweatpants, sweatshirts, are not permitted for classroom attire. All extremes in fashion, jewelry, make-up, or hair are to be avoided. Body piercings (not including earrings), and tattoos are not permitted. Only Enterprise Preparatory Academy Phys. Ed. uniforms are to be worn for Physical Education classes and athletic practices. EPA sport jerseys may be worn on game days. All others are not permitted, other than where specific uniforms may be required.

Male Students: Boys must wear long pants and maintain a neat appearance at all times. Knee-length walking shorts (athletic or swimwear shorts are prohibited) are permitted in August, September, October, April, and May. Pants must fit properly being neither too loose, too big, form fitting, or too baggy. **Sagging pants of any kind are not permitted.** Pants should be hemmed at the bottom and free of holes and heavily worn areas. Overalls, wind suits, sweatpants, and casual pants with drawstrings are not permitted for classroom attire. Boys may wear tennis shoes. Boys are required to wear shirts that are appropriate in size and fit. Tank tops are not permitted. Boys may wear a variety of other shirts, sweaters, and T-shirt styles. Pictures or messages on these shirts should be positive and upbeat. In general, pictures advertising alcoholic beverages, tobacco, drugs, wrestling, music groups with negative tones or images, etc., should not be worn. The haircut must always be neat. Hair is to be cut above the eyebrows and the collar, and above the bottom of the ears. Sideburns should not come below the bottom of the ear lobe.

No lines or parts should be cut into the hair. No extreme or fad hairstyles are acceptable. Beards, goatees, and mustaches of any shape or length are prohibited. A clean-shaven appearance is always the rule. Body piercings (including earrings), and tattoos are not permitted. Only Enterprise Preparatory Academy Phys. Ed. uniforms are to be worn for Physical Education classes and athletic practices. EPA sport jerseys may be worn on game days. All others are not permitted, other than where specific uniforms may be required.

Parents need to keep in mind that if there is a modesty issue with a student, he/she will be removed from the classroom until 1) the parent comes with appropriate attire 2) the end of the day. This would be considered an unexcused absence.

• ABSENCES

Absences from school have a detrimental affect on the quality of your child's education. If your child is going to be absent, please **call the school office and give the reason for the absence.** A message left on the voicemail is sufficient. If a call or note is not received within **three days** of a student's return to school, the absence will be determined to be unexcused. All absences are harmful to your child's achievement. Parents should strive to teach faithfulness be encouraging perfect attendance.

MIDDLE SCHOOL ABSENCES: Enterprise Preparatory Academy will accept valid excuses from parents, guardians, or doctors for a maximum of twenty absences each school year for a middle school student. Middle school students who miss more than twenty days of school (excused or unexcused) in an academic year are subject to failing for that year.

HIGH SCHOOL ABSENCES: High school students may only miss a maximum of **10 class periods per course per semester** and still receive credit for the course. Enterprise Preparatory Academy has a "credit re-instatement" program to aid students that have been absent from class for more than the maximum number allowed. Students with more than 10 absences (excused or unexcused) in a class may have their credit for that course re-instated through the following procedure:

- The student will attend a special class on a designated day.
- The maximum number of classes permitted on a Saturday is four.
- The teacher of the academic subject in which the credit has been lost will assign work for that class.
- A fee of \$25.00 per hour will be assessed.
- If a student needs to reinstate more than 4 hours, he will need to attend on another day at which time the above rates will be in force.
- The fee must be paid **PRIOR** to the class.

Unexcused absences: Personal absences are unexcused unless the procedures on page 4 are followed.

1. The following are examples of unexcused absences:
 - A. Any of the listed excused absences that are not requested and approved in advance of the absence.
 - B. Hairdressing appointments, shopping excursions, lunches, automobile repairs, truancy, etc.

- **BEHAVIOR STANDARDS**

Enterprise Preparatory Academy does not expect students to be perfect and free from any spiritual or character flaws. However, we do expect our students to strive toward “Christ likeness” in their lives. For this reason, certain moral conduct will not be tolerated from students attending EPA. The Word of God state, “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity” (I Timothy 4:12). We expect our students to live a lifestyle consistent with biblical standards of conduct. Moral misconduct, including but not limited to homosexual and heterosexual, as defined by Scripture violates these behavioral standards. Scripture clearly defines the unique roles of male and female in Romans 1:21-24. This distinction will be consistently adhered to at EPA.

Purpose of Discipline: Each student should consider it a privilege and not a right to attend a Christian school. For this reason, discipline is required to ensure that the high Christian principles of EPA are maintained. Students may be assured disciplinary action will be taken for infractions of school policies or rules. These measures may include after school detention hall, conduct marks, suspension, expulsion, or any other means deemed necessary by the administrative staff.

This conduct program identifies behaviors, which are inconsistent with the standards set forth by Enterprise Preparatory Academy and its educational and spiritual program. The program recognizes differences in students. Those who are prepared to follow the principles established at EPA will have little contact with this program. Those who have trouble following the principles set forth will be reminded of the price of misconduct as often as necessary.

The following is a list of conduct offenses. Each category would follow this procedure except where noted: Verbal warning, office referral (parents contacted), afterschool detention, Saturday school, suspension and expulsion.

Category I

1. Eating or drinking outside lunchroom.
2. Unexcused tardiness to homeroom or class during school.
3. Not bringing proper materials to class.
4. Poor housekeeping; for example, throwing trash on the floor, failure to clean up the remains of lunches, leaving books, backpacks, and personal belongings unattended, etc.
5. Failure to return parental required signed forms on time.
6. Violation of the dress code.

Category II

1. Students sleeping in class, putting head down, or doing work for another class.
2. Excessive talking in class.
3. Unauthorized possession of items considered to be detrimental to the instructional process, e.g., CD players, MP3's, lighters, cameras, IPOD's, laser pointers, etc. Such items will be confiscated and returned to parents. (a third violation of unauthorized possession will result in a 1 hour after school detention as well as conduct marks.)
4. Writing and passing personal notes during class.
5. Being in a classroom without a teacher or staff member present.

Category III – First Violation- Referred to Office

1. Off limits: Misuse of pass to go to a different location, not having a pass, being in an area off limits to students.
2. Behavior disruptive or detrimental to the instructional process.
3. Direct disobedience, insubordination, argumentative, or disrespectful behavior to a member of the faculty or staff.
4. Making negative racial, ethnic, religious or other inappropriate comments.
5. Inappropriate physical contact; for example, horseplay, pushing, shoving, etc.
6. Abusing lockers, desks, or other school property (and pay for replacement or repair).
7. Inappropriate public display of affection.
8. Inappropriate language.
9. Making a deliberate mess.
10. Throwing food.
11. Not respecting another's property.

Category IV –First Violation- Saturday School or Suspension

1. Skipping part of or all of a class.

2. Lying, forging notes and signatures, deception or misrepresentation regarding any school matter.
3. Fighting and/or any behavior that inflicts personal or bodily harm to a fellow student.
4. Defacing property (and pay for replacement or repair).
5. Plagiarism (failure to identify or credit sources, even for paraphrased material).
6. Cheating on tests, homework or other assignments. Communications between students during a test will be construed as cheating. In addition to the conduct marks assigned for cheating, those students will also receive a zero on the work in progress.
7. Conflicts that lead to physical confrontations.
8. Leaving school or class without permission
9. Intimidation or harassment, verbal, physical, sexual, etc. of another student. Students have a responsibility to report such instances of intimidation or harassment to their teacher, counselor or administrator.
10. Inappropriate material on personal websites/cell phones/IPOD's.

Category V – Subject to Immediate Expulsion

1. Possession or use of prohibited items or substances while on campus or at school-sponsored events.
2. Prohibited items include, but are not limited to fireworks, any type of explosive, or any item that may be construed as a weapon. Prohibited substances include, but are not limited to, tobacco products, alcohol, all illicit drugs, and pornographic materials (visual, written or auditory).
3. Being under the influence of prohibited substances on campus or at school-sponsored events.
4. On or Off-campus behavior which is illicit, immoral, illegal and/or which reflects adversely to Enterprise Preparatory Academy or the Biblical principles for which it stands.
5. Pulling fire alarms or tampering with security systems.
6. Theft of others' property.
7. Inappropriate material on personal websites/cell phones/IPOD's.

Saturday School/Detention:

- Detention hall is held on Saturday from 7:00 a.m. to 12:00 p.m.
 - When a student is issued a detention, the parents will be phoned or e-mailed to notify the date and explain the reason.
 - Detention hall is mandatory and cannot be rescheduled without permission from the guidance counselor.
 - A detention may be rescheduled only once in a nine week period.
- Cost of Saturday Detention is \$25.00.**
- Three missed detentions in an academic year will result in a 1day

suspension for each one above three.

- **Middle school students** receiving 6 detentions in a nine-week period will be given a one day suspension for each detention over 6.
- **High school students** receiving 4 detentions in a nine-week period will be given a one day suspension for each detention over 4.

After School Detention:

If a student earns an ASD he/she will serve an in-house suspension. Middle School and High School suspension will require 1 hour after school from one to five days. Students will pay \$5.00 per day for ASD.

• **ATHLETICS**

Purpose of Athletics: Athletics at Enterprise Preparatory Academy is a positive, worthwhile educational extension of the total school program. Athletics contributes more to "school spirit" than any other single factor. Major goals of the athletic program include building Christian character, discipline, sportsmanship, cooperation, self-denial, and being a testimony to those around us while exemplifying our Lord and Savior, Jesus Christ.

An interscholastic program is offered in the areas of track, volleyball, cheerleading, and basketball.

Varsity cheerleaders will be chosen in the spring and will cheer for the basketball. They are the official hosts of Enterprise Preparatory Academy. They actively promote school spirit while at the same time exemplifying our Lord and Savior, Jesus Christ.

Any athlete/cheerleader who is absent more than a half day from school the day of an event will not be able to practice or participate in the event unless the absence is approved by the principal or authorized personnel. Any athlete/cheerleader that withdraws from a sport after the first game is played, will not be allowed to participate in the next season's scheduled sport/cheerleading. All participating athletes/cheerleaders must have a physical examination before participating.

Parental Consent Statement: Parents or legal guardians of all students participating in interscholastic athletics at Enterprise Preparatory Academy will be required to sign a consent form. This form is provided by the Athletic Department and is designed to emphasize the responsibilities of the student athlete and his parent(s) or legal guardian. It must be signed and be on file before the student begins practice.

Enterprise Preparatory Academy Student Handbook
must be signed and dated.

Academic Requirements for Athletes: Eligibility will be determined on a semester basis. The student must have an overall “C” average from the last semester (with no “F’s”) when all subjects are averaged using the previous semester grades. **Those students wishing to participate in fall sports/cheerleading must meet this criterion from the last semester of the previous school year. The administration reserves the right to determine eligibility based on quarter grades if it is more advantageous to the student.**

Behavioral Standards of Student Athletes, Coaches, and Spectators: Enterprise Preparatory Academy conducts an intensive interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, students, and parents to represent the school in a manner that is respectful of others, on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests.

The Administration is directed to implement these policies and those established by the league in which the school is a member at all levels of competition.

Parent or Guardian Signature and Date:

Student Signature and Date:

Please return this page to the Homeroom Teacher after both parent and student have read and signed the handbook.

