
Eastside Christian Academy

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MISSION AND VISION

The goal of the program is to "Provide Academic Excellence while Producing Christ-Like Character." As the students grow and mature, emphasis will be placed on: Character and Spiritual Formation (Fruits of the Spirit), Intellectual Formation, Social Formation, and Physical Formation. We strive to assist the students to enter the world as young adults who can communicate well, who can critically think, and who have a strong foundation in both academics and their walk with the Lord.

The God-given ministry of our Christian school is to train our young people for the future through Christian teaching, experiential unit studies, and traditional core academics. We strive to provide our students with an affordable, well-rounded education utilizing a variety of educational approaches in an atmosphere of warmth, safety, respect, and encouragement.

As a Christian School, we are confident that you can train children in the direction they should go, and when they are older, they will not depart from what they are taught. Our commitment to you is fourfold:

1) To provide a high-quality education in a Christian Environment with an emphasis on spiritual and moral values, as well as academic excellence.

2) To provide an environment where students can develop a love for learning and grow in respect towards self and others.

3) To help children identify, develop, and utilize their God-given gifts and talents.

4) To work closely with the home to equip our children with the necessary academic, spiritual, physical, and social skills to be influential Christians in today's world.

PHILOSOPHY OF EDUCATION AND COURSE OF STUDY

Our program is designed to provide a variety of educational approaches throughout the week. We strive to build a strong academic foundation allowing each child to better reach his/her God given potential. A student's week is filled with a set of traditional core classes, as well as several specialized classes which include an array of hands-on projects and cooperative group activities. Each area is carefully selected to provide the student with "the best of the best" through a well-rounded week of study. This type of an academic program is unique to our school. The mixture of traditional and experiential approaches allows every child a chance to experience success.

We believe that the best way for a student to learn science, history, computers, art, and other electives is through experiencing the topics and applying them to everyday life. Therefore, an experiential approach is taken throughout these classes giving the student an opportunity to be an active participant in the learning process. Teachers guide the student through an educational journey filled with memorable experiences that help to solidify the understanding of concepts. The scope and sequence for each unit of study is customized utilizing a variety of educational resources from publishers who are dedicated to excellence in education. Among them are: Answers in Genesis, Apologia, Abeka, Bob Jones, Purposeful Design, and other various unit study resources.

A more traditional approach to learning is taken with our language arts and math "core" areas utilizing the Abeka Book curriculum. This gives a child a "road map" for success and helps to build a strong framework of important concepts. We have found that the Abeka Book materials are grounded in practical aspects that keep learning lively, interesting, and challenging, giving students a firm foundation in which to build upon year after year. Small classes also help us to better meet the needs of the students.

Furthermore, Eastside Christian Academy accepts its role as an institution of academic learning and instruction that ministers under the covering of Eastside Praise Church of God. This association exists to enhance the following:

1) Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son, and in the Bible, the only inerrant, authoritative, and sufficient rule of faith and practice (Heb. 1:1-3; II Tim. 3:16-17).

2) Christian education is the result of knowledge being tested against, and integrated with, a biblically based view of God and the world (2 Cor. 10:4b-5; John 1:3).

3) The primary responsibility for the education of children rests with the parents (Dt. 6:7-8; Genesis 17:7; Prov. 22:6). However, the Christian school and the church provide complementary roles in educating students for living for Christ and service to others (Dt. 11:18; Ps. 78:4).

4) The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition, and personal example. The Christian teacher is a living curriculum that models and encourages students in academic, social, and spiritual growth (Col. 1:28; Prov. 1:7).

5) Special revelation and understanding of a personal relationship with Jesus Christ provide students with the ability to view life from a Biblical perspective (I Cor. 2:14).

6) All students are created by God with unique talents, as well as developmental growth patterns. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Ps. 139:13-15; Rom. 12:4-8).

7) Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbor (Phil. 1:9-11).

8) The goal of Christian education is to develop students who will serve God and affect their community and the world by thinking and acting biblically in all aspects of life (Rom. 12:2).

9) Student speech and action must bring honor to Jesus Christ. This will enhance the student's ability to give reason for the hope which they have in Christ Jesus (II Tim, 2:15; I Pet. 3:15).

CORE VALUES

1) Centrality of the Christian Faith – Eastside Christian Academy believes that the Bible is the final authority for the Christian relating to matters of faith and practice. We believe in the virgin birth, sinless life, atonement, and imminent return of our Lord Jesus Christ. (II Timothy 3:16-17).

2) Respect for All – Eastside Christian Academy believes that everyone is uniquely created by God and endowed with specific gifts and abilities. These gifts and abilities encourage mutual respect, promote Christian love, and provide motivation to resolve conflict in a peaceable and Biblical manner (Matt. 18:15-35).

3) Commitment to Family Values – Eastside Christian Academy exists to serve Christian families in the process of education. As such, the school is supportive of family issues and concerns. We exist to strengthen the family through a balanced educational program that considers the academic and relational needs of the family (Psalm 127).

4) Consistent Focus on Scholastic Excellence – Eastside Christian Academy is a college preparatory program. We strive to produce students who lead by example and impact the world for Jesus Christ (II Timothy 2:15).

5) Careful Stewardship – Eastside Christian Academy is committed to responsible management of the time, talent, and treasure entrusted to us (Matthew 25:14-29).

Organizational Structure

Eastside Christian Academy is a ministry of Eastside Community Church of God.

The Principal, Financial Administrator, Lead Pastor of ECC, and/or other assigned staff of ECC collectively oversee the daily operations of the school and supervise all areas of education. The teaching staff, non-instructional staff (office, etc.), and those in special areas (fine arts, etc.) are supervised by the principal. The Lead Pastor reports all activity to the church board.

The classroom teacher is the school's primary contact with the student. Teachers are selected not only for their instructional skills and academic preparedness, but also for their love for children and understanding of the philosophy and mission of Eastside Christian Academy.

Administrative Prerogative

The intent of this handbook is to give general guidelines to be adhered to by students and parents. Sometimes there will occur new situations or changing circumstances not covered specifically by this handbook. The Administration reserves the right to interpret or change any policy or procedure without advance notice in responding to these new or changing situations. New policies will be placed in writing and given to the parents to become effective on the date of the change.

Complaint or problem procedure

During the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

1) All questions, problems, or complaints should first be brought directly to the teacher before anyone else is involved.

2) If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.

3) If the problem still is not solved at the previous level, it should then be presented to the current Executive Board.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan and tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you, by my Father in heaven. For where two or three come together in my name, there I am with them." Matthew 18:15-20

Parents must agree to follow these steps to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

Parent Participation

Parent Involvement

Please see the "Parent Volunteer Form" for more details regarding additional areas where parents are invited to participate. These areas are often specific to each school year depending on the need.

Parties

Birthday parties will not be held at school. However, students who wish to celebrate their birthday with their classmates may bring a treat (cupcakes or cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every student in the class receives one. Parent volunteers may assist the teacher in preparing for class parties.

Field Trips

Field trips and excursions shall be conducted under the supervision of the teachers and administration to museums, places of historical interest, fields and woods for nature study, etc. The places to be visited and the method of transportation shall be approved by the principal. All such trips require written consent of the parents of each student attending.

Buses or vans may be contracted for field trips. All students are to remain seated while the bus or van is in motion. All parents are welcome to attend unless space is limited. Parents may be asked to assist the teacher while on the field trip. Parents may ride the bus or van with the students as space allows.

School Pictures

Individual and class pictures are taken. Dates for all pictures will be announced and order forms will be sent home. Ordering pictures is optional. Pictures may be used in the annual student yearbook.

Photograph/Video Release

Permission to use a student's photo for publication and marketing purposes (which includes but not limited to print and social media) is implied unless the school is notified in writing that permission is denied. Photos may also be used in the end of the year DVD Yearbook.

Holidays and Breaks

Observed Holidays

Eastside Christian Academy observes Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, Presidents Day, Easter, Good Friday, Spring Break and Memorial Day. Neither students nor faculty are required to be present during these holidays. This is subject to change at the administrative discretion.

Halloween

Eastside Christian Academy does not celebrate Halloween and asks that nothing with witches, ghosts, skeletons, haunted houses, jack-o-lanterns, etc. be brought to school.

Teacher In-Service Days

Students are not required to attend class during any assigned Teacher In-Service days. Teachers are required to be present.

Severe Weather – School Closings, Delays, and Early Dismissals

In the event of severe weather, the official announcement for school closings may be seen on the local TV Stations. When possible, this information will also be listed on the Eastside Christian Academy e-mail loop as well as our school Facebook page.

OFFICE

Lost and Found

Lost articles, including books, clothing, etc., will be placed in the Principal's office. Items of value will be kept in the office until claimed. Items that are not labeled with a student's name will be donated to charity at the end of each semester.

Telephone Calls

Telephone messages will be relayed to the student at lunch or at the end of the school day. Only emergency calls will be referred to the student immediately. Students will be allowed to use the office phone with special permission. Cell phone calls by students are not permitted unless they are in the Principal's office and permission has been granted. Parents and teachers should always be careful not to disrupt classroom instruction times when at all possible. Parents should also refrain from texting their children during school hours. All messages should come through the office. The principal can declare an emergency regarding phone messages and use.

Parent / General Visitors

All visitors must check in and sign in with the office. All visitors must sign out of the office when leaving the property. ECA visitors, whether parents, guardians, or others, **must have prior approval** before entering the school building and going to a classroom. This includes a parent who is helping a classroom teacher or coming to have lunch with their student. **Please contact the school to schedule a lunch visit.** Having lunch with your student will be restricted to 12:00 pm – 12:30 pm. Visitors must leave through the upstairs office when lunch time is over. Visitors must comply with school guidelines of dress, appearance, and behavior to be permitted on campus.

Communication

1) The ECA E-mail Loop is utilized to inform parents of ongoing communication and reminders from teachers and administration. All families' e-mail addresses are linked to the loop to help with communication. Weekly reminders are sent to parents via the e-mail loop to assist with communication.

2) All faculty and staff members at ECA are linked to the following e-mail addresses:
   Principal – Lsmith@eastsidechristian.academy
   Financial/Family Accounts – ldickerson@eastsidecommunity.church

We encourage parents to use this form of communication as it is the fastest and easiest form of communication. All school personnel should respond to e-mail correspondence within one business day. Please note that part-time teachers may not respond until a scheduled workday. Teachers are not expected to respond to parent e-mails during their personal time.

FUND-RAISING

Eastside Christian Academy recognizes that there are many great and wonderful businesses and causes for which there should be honest and sincere Christian support. As Christians, we prayerfully support many ministries. We are diligent in protecting our mission to educate students in a Christ-centered, Biblically based atmosphere marked by academic excellence and spiritual vitality. We purpose to keep our focus on academics. Parents should understand that we cannot possibly support every project with which our school families may be personally involved.

Each family is required to fulfill a $150.00 one-time School Fundraising Commitment each school year. This commitment may be fulfilled by paying the school directly or by bringing in $150.00 **profit** from the Fall and/or Spring School Fundraiser.

Admissions

Admissions

Selecting a school to educate one's child is a serious responsibility. Eastside Christian Academy offers an accelerated academic program and there are certain admissions limitations:

1. Academic Limitations: The academic program at Eastside Christian Academy is college preparatory. Parents will meet with the principal to discuss whether we can meet their child's academic needs. Previous school records will also be reviewed.

2. Philosophical Limitations: Christian schools, by their very nature, represent a specific community of faith. If the home environment is not in harmony with the school's doctrinal belief in the centrality of Jesus Christ and Biblical lifestyle, it will be difficult for the school to cooperate with the home and to achieve its goals. The school reserves the right, with its sole discretion, to refuse admission of an applicant, or to discontinue enrollment of a student.

3. Financial Limitations: Eastside Christian Academy's financial aid opportunities are very limited and are based on donations which are made to the Student Scholarship Fund.

Admission Procedures

Eastside Christian Academy offers a program for students who desire a college preparatory education in a Christian environment. The admission procedure is accomplished through the following sequence:

1. Tour and/or meet with Principal.

2. Submission of properly completed application forms, most recent school records, and proper registration fee paid.

3. Entrance testing may be required to determine proper placement.

Upon completion of the designated steps, parents are notified if their child has been accepted into the school. At times, the student may be accepted with conditions.

Students who have been accepted in the school must have their files complete and accounts current to begin school. Eastside Christian Academy is currently open to students in Pre-Kindergarten (K4) through the 8th grade who are at least four years old as of August 1st. The cut-off date for acceptance into Kindergarten (K5) shall be age five on or before August 1st.

Admission Decisions

Admissions fall in to three categories:

Standard Admission will be granted when the student meets or exceeds all requirements.

Conditional Admission is given to students where test scores or previous school records indicate cause for concern. If the necessary corrections have not occurred, the student may be denied further admittance.

Denial of Admission is given by the principal if the applicant is deficient in one of more of the specified areas, and it is unlikely he/she will be successful. Students will be accepted on a case-by-case basis. It is our desire to reach every student. However, we recognize that some children's educational needs may go beyond the scope of our expertise. Therefore, we cannot accept children with extreme ADHD/ADD, Dyslexia, or extreme learning or behavior difficulties, etc. Any child who has been asked to leave another school situation for reasons of misbehavior will not be accepted into our program.

Enrollment Priorities

The first enrollment period is reserved for current families. Returning students should complete the application form and return it with the registration fee. The second enrollment period opens to the public. Once the maximum quota of students has been enrolled for a class, a waiting list will be started. Applicants will be considered when an opening occurs. Students will be selected on the decision of the Principal and not necessarily in the sequence the application was received. Maximum room size will be 15 students. Preschool may vary.

Non-Discriminatory Admissions Policy

Eastside Christian Academy admits students of any race, gender, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies, admissions policies, or school activities. In the hiring of faculty and staff, the school does not discriminate based on race, color, gender, national and ethnic origin, or age.

Tuition

Tuition is set at the time of registration. Tuition calculations are designed to be competitive, as well as to provide the school with the necessary funds to hire teachers, to maintain the facility, etc. ECA strives to offer an affordable option for Christian education.

Immunization Policy

Kentucky State Law decrees that each student must present to the school a current Kentucky (original) immunization certificate. Immunizations must be obtained from any branch of the Jefferson County Health Department or your doctor's office.

In keeping with Kentucky State immunization law and ECA policy, students must have on file with the school a current immunization certificate. It is the parents' responsibility to ensure that this certificate is current even if the certificate should expire during the school year.
If a certificate does expire during the school year or it be discovered that a certificate is missing:

1) The school will notify the parent.

2) The school will follow up with a phone call to the parent if no action is taken.

3) If action still has not been taken, the student will not be allowed to attend class until all requirements have been met.

Kindergarten

All students desiring to start Kindergarten must be five years old on or before August 1st of the school year in which they are enrolling.

Middle School Admissions

Due to the rigors of middle school, all students applying for admittance must provide two references, as well as meet the principal which typically takes place during the school tour. The records of students who are already a part of ECA's program will be reviewed by the administration before the next school year. This review is a reconsideration of a student's grades, conduct, and compatibility of philosophies of the school. To this end, there may be a need to meet with the parents and student to clarify that ECA can continue to meet the needs of the students.

Withdrawal Policy

When considering a mid-year withdrawal, a parent must give 90-day written notification or 90-day tuition. Tuition must be paid in full through the withdrawal month regardless of the exact withdrawal date. Parents should first meet with the Principal before making a final decision to withdrawal. Transcripts and other school records will not be released to another school until the account is paid-in-full and all school-owned materials are returned. At the discretion of the administration, a past-due account will be turned over to a collection agency.

Should a family choose to withdrawal mid-year, and applies for re-admission in a future school year, one full semester payment plus all fees will be due with registration. This schedule of payment is non-refundable.

Refund Policy

The Application/Registration Fee is non- refundable, and all fees are non-transferrable for any reason. Tuition Deposits and Curriculum/Material Fees are refundable according to the following schedule:

1. Prior to 60 Days Withdrawal Notice given before the 1st day of school - 50%
2. Less than 60 Days Withdrawal Notice given before the 1st day of school - No Refund

Dismissal

If a student is dismissed from the program at any time throughout the school year, for any reason, full tuition for that month is due. There will be no refunds on any fees.

Academic Grades And Records

Grading

Teachers consider many things prior to determining a student's level of progress. Factors considered include: Completion and Quality of Daily Work, Neatness of Work Submitted, Class Participation, Test Performance, Preparation for Class, Regular Attendance, and Proper Spelling/Grammar. An attempt is always made to provide the parents and students with evaluation of student's progress that is consistent and meaningful.

Kindergarten and Preschool

The goal of Preschool and Kindergarten is to instill a love for learning in the student. Students are motivated and encouraged to do their best. Grades given on report cards will be as follows:

O	Indicates Outstanding Achievement
S	Indicates Satisfactory Achievement
N	Indicates that this area Needs Immediate Attention

Teachers may be a bit more descriptive by choosing to use a + or – sign next to each letter grade.

Full-Time Student in Grades 1st though 8th grade

It is the goal of Eastside Christian Academy to prepare our full-time students for upper level study. Traditional grades will be given. A nationally understood grading system is in place. Grades given on report cards are as follows:

A+	97 – 100%	C	73 – 76
A	93 – 96	C-	70 – 72
A-	90 – 92	D+	67 – 69
B+	87 – 89	D	63 – 66
B	83 – 86	D-	60 – 62
B-	80 – 82	F	Below 60
C+	77 – 79		

Character and Conduct are NOT included in these grades. There is a separate column on the report card for Character/Conduct. However, many times conduct directly contributes to a student's performance in class.

Standardized Testing

Standardized testing is given to all students in grades 1st through 8th in April of each school year. This is a service to our families. Please note that ECA does not teach to the test nor spend class time in preparation for it.

Promotions Policy

Grades(K-5): An elementary student who is experiencing academic difficulty, particularly in the critical areas of reading and math may be required to repeat the year if it is determined that the student is very likely not to experience success in the next grade. This decision will be made with input from the teacher, parent(s), and administration by evaluating the child's academic performance, work habits, conduct, and achievement test scores. A tutoring program may be required for students with poor grades. For kindergarten and first grade, the student's maturity will be a consideration also. Notification will be by conference. Unless there is significant improvement, the student may be retained, or the parent may be asked to withdraw the student.

Grades (6-8): To be promoted to the next grade level, a student must pass all classes per each semester. No more than two failed subjects per year may be made up through an Eastside Christian Academy approved summer tutoring program. This will be at the additional cost to the parent. Promotion for Grades 6-8 is determined by their academic record, conduct, and attitude.

Class Placement

Due to the complicated nature of class placement, if there is more than 1 classroom for the student's grade level, parent requests for teachers are not accepted. Students are always selected for classrooms with prayerful consideration. Some of the factors that are considered are heterogeneous grouping, gender distribution, social familiarity, learning styles, new student distribution, disciplinarian separation, and special learning needs.

Retention

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of students. In rare cases, retention is necessary because of academic failure.

1. A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention.
2. The general policy regarding retention is that a student may not be retained more than one time while enrolled in elementary school.

Grade Recognition and Reporting

Academic Honors

a. The **Principal's Honor Roll** consists of students who have received **a 4.0 GPA/all A's** for the school year.

b. The **Honor Roll** consists of students who have a **3.5 or higher GPA/all A's and B's** for the school year

Report Cards – Report cards are issued at the end of each nine weeks' period.

Homework

Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills conferred in the classroom. Teachers will do their best to keep assignments to a minimum and to not assign "busy work." Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age. Students will be expected to study for tests and quizzes. If classwork is not completed during the day, it will be expected to be finished as homework.

Conferences

Parents, who feel a need for a conference, should set up an appointment with the teacher either by e-mailing or by contacting the school office. **Parents should discuss problems with the teacher first, then with the principal**. Students, who wish to talk to a teacher about any problem, can request a conference with the teacher. The student should see the teacher to set up an appropriate time within the school day.

Late Work – Middle School

The general restrictions placed upon late work stipulate that teachers may not receive late work after two calendar school days and that full credit not be given. Assignments turned in one (1) day late will result in a 25% grade reduction; two (2) days late 50% grade reduction; and any work turned in three (3) days late will receive a zero.

Student Records

The school maintains complete cumulative academic records, for each student. All items in these records are treated as strictly confidential and are available only according to the following policy:

1. No report card or student record will be released to parents if the family is delinquent in tuition payments or has a debt of any kind with the school.

2. Parents or guardians have the right to inspect and review all official records, files, and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.

3. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the administration so that proper explanation can be given.

4. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

5. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:

    a. Staff members of the school who have legitimate educational interest.

    b. Court or law enforcement officials if the school is given a subpoena or court order.

    c. Certain federal, state, or local authorities performing functions required by law.

    d. Officials of other schools in which the student intends to enroll.

6. Release of report cards, etc., to non-custodial parents.

    a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October1,1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody." Such documents shall be placed in the student's regular file.

    b. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

Family Educational Rights and Privacy Act

This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student"-one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law.

In order to comply with the prescriptions of this law, Eastside Christian Academy employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.

2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or student desiring to inspect their records shall address the request to the Administrator in writing. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet, the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference. An administrator must be present.

3. With the exception of "directory" type information — name, address, and phone number — the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.

4. The school is authorized to release the information contained in the student's records <u>without permission</u> to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

STUDENT BEHAVIOR

Student guidelines have been established to ensure harmony within the student body, to create an atmosphere for learning and to put into practice Christian principles of fellowship.

Courtesy and Manners

Students are to respectfully respond to faculty, staff, and other adults at all times. Students will refer to their teachers and other adults as ("Mr., Miss, or Mrs."). The Golden Rule (Mt. 7:12) is an excellent principle to apply to all of life's situations.

Student Responsibilities and Behavioral Expectations

Students' responsibilities and behavior agreement with their teachers, fellow students, school administration, and themselves are as follows:

1. To attend school regularly.
2. To be punctual for all classes.
3. To have necessary equipment and to be prepared for all classes.
4. To be respectful at all times.
5. To abstain from rude, inappropriate, and disrespectful talk.
6. To obey teacher's instruction by taking notes and completing all required schoolwork.
7. To be in compliance with the school dress code for the entire school day.

GENERAL DISCIPLINE POLICIES

Role of the Christian School

Eastside Christian Academy's Biblical role is to work in conjunction with the home to mold students to be Christ- like. On occasion, the atmosphere or conduct within a home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, or the inability to support Biblical standards of right and wrong (Rom. 1:18-32, I Cor. 6:9). If the home environment is not in harmony with the school's doctrinal belief in the centrality of Jesus Christ and the authority of Scripture and Biblical lifestyle, it will be difficult for the school to cooperate with the home and achieve the goal of a student becoming Christ-like. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. Furthermore, any behavior initiated without prior permission that would not be covered in the present guidelines regarding dress code is not permitted.

Corporal Punishment

Eastside Christian Academy works in conjunction with parents in educating students. However, this does not apply in the application of corporal punishment. ECA does not and will not utilize corporal punishment for any reason whatsoever.

Guidelines for All Students

1. **Behavior** - Good behavior arises from good character. Assisting parents in the development of Godly character (The Fruit of the Spirit) in their children is one of our primary goals. This is done by focusing on good behavior and commending it. However, it is necessary to recognize and contend with misbehavior to discourage its frequency and intensity. The following personal virtues, along with the Fruit of the Spirit, are encouraged for all students and serve as a foundation for the honor code which regulates community life at Eastside Christian Academy.

Kindness	Truthfulness	Courtesy
Punctuality	Obedience	Diligence
Respect	Reverence	Accountability

2. **Honor Code –** Our desire should always be to obey the Scriptures. I Cor. 10:31 says, "So then, whatever you do, whether in word or deed, do all to the glory of God." It is in the best interest of the entire school community that we all live happily together and function as smoothly as possible. Certain guidelines of conduct must be maintained by all students.

2.1. **Student expectations ON and OFF Campus**

2.1.1. Students are only to speak the truth.

2.1.2. Abstain from the use, promotion, possession, or abuse of tobacco, tobacco products, and e-cigarettes, as well as controlled substances or the misuse of prescribed over-the-counter substances or natural substances. This includes alcoholic beverages, drugs, mind-altering substances, herbal remedies, caffeine pills, any substance that has the potential to alter one's mood or behavior, and other illegal/undesirable practices which are generally recognized to be harmful to health and Christian character.

2.1.3. Abstain from profanity, vulgar speech/actions, and abusive speech/actions. This includes making threats to harm another person or to harm school property or slandering another person or an institution. Such speaking and acting are harmful to others and certainly not appropriate, nor is it conducive to one's own moral and spiritual development. The Scriptures command us to love one another and to work out our differences in a Godly manner.

2.1.4. Physical fighting, verbal assaults, and sexual harassment will not be tolerated.

2.1.5. Do not steal. Stealing is a serious offense and will result in school discipline and potentially civil discipline.

2.1.6. Do not tamper with, destroy, alter, or introduce software or files to any school computer, file-server, website, or other technology device. Full financial restitution for damages incurred will be charged to the offending party.

2.1.7. Abstain from sexual activity or acting out. It is the Academy's belief in the Scriptural principal of marriage and as such believes that God intended for one man and one woman to be united in holy matrimony and that sexual intimacy is to be preserved, guarded, and set aside for that relationship. Sexual conduct in any other context is inappropriate and will not be tolerated. This also includes participation in "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Dress code will adhere to birth gender.

2.2. Student Expectations ON Campus

2.2.1. Weapons (including, but not limited to, firearms, knives, matches, lighters, explosives, explosive devices, clubs, or other such items) are not permitted on campus.

2.2.2. The chewing of gum is not allowed during school hours.

2.2.3. Leave all annoying and dangerous items such as, water pistols, noise makers, radios, video games, handheld video games, beepers, tape recorders, CD players, iPod, skateboards, or any other potentially dangerous or annoying devices at home unless permission to bring them to school has been granted. Failure to do so may result in the device being confiscated by a teacher or an administrator.

2.2.4. The inappropriate public display of affection such as, holding hands, embracing and kissing is prohibited.

2.2.5. Do your own work. Do not cheat. Cheating is not tolerated at Eastside Christian Academy. Plagiarism is considered cheating. The school expects from its students a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his own individual effort. Students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission. During a test, quiz, or exam, whether oral, written, or on the computer, it is the student's responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance in an appropriate location away from the student's seat. No communication between students is allowed. Both the taking of and giving of answers are considered cheating.

2.2.6. While in the hallways, students are expected to keep their voices at a conversational level. Running, hitting, kicking, and tripping others is not permitted.

2.2.7. Students are expected to display proper eating habits and to not throw food or trash. All students are expected to clean up after themselves.

2.2.8. Organizing any on or off campus activity or publishing any school related material without the approval of the administration, including selling items for personal gain, is prohibited.

Corrective Procedures and Disciplinary Options

Positive behavior is recognized by classroom rewards, or a positive phone call/note to the parent.

The goal of school discipline is to correct misbehavior and provide the opportunity for learning repentance and restoration. The primary responsibility for discipline, according to the Bible, is given to the parents. For that reason, the teachers and administrators will communicate with parents using behavior reports when a student is having trouble obeying the school and classroom rules. This form will be completed by the teacher. Many times, the form will be used only as a communication device, and no disciplinary action will be assigned by the teacher.

However, the following actions may be taken, depending on the severity of the offense. Repeat offenders should expect increasingly more severe consequences.

1. Penalties or reprimands issued by the classroom teacher in accordance with his/her established classroom rules.

2. Time out within the classroom.

3. The amount of recess time may be shortened.

4. The student may be referred to the Principal for corrective action.

5. In the event of cheating or plagiarizing, the assignment/test in question will receive a grade of zero. This includes both the student who was cheating, as well as the student giving assistance on the test or assignment. Consideration may be given to an additional make-up assignment.

For more severe offenses or continued behavior difficulty, the following actions may be taken:

1. **Dismissal** from Class, Library, or Assemblies – If a teacher finds it necessary to send a student out of the classroom because of flagrant or disruptive behavior, the student must report immediately to the Principal with an accompanying note.

2. **Suspension** – A student will be suspended for one (1) day from classes for inappropriate actions or attitudes or repeated infractions of school regulations. The Principal will notify the parents personally, and always in writing, of the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent or guardian with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his place in the school community with a cooperative and joyful spirit.

    a. Multi-day suspensions are served off campus when a student has serious breaches in the code of conduct including, but not limited to, tobacco, forged signatures and stealing.

3. **Long-term Suspension/Disciplinary Probation** – Long-term suspension of no more than 30 days may be invoked by the school administration in the case of serious offenses.

4. **Probation (Disciplinary)** – Probation is invoked by the administration when it becomes apparent that a student has a serious problem. It gives the student an opportunity to correct his or her problem and to assume the responsibilities involved in a more mature and appropriate manner. Students on disciplinary probation may be restricted from representing the school in an official capacity through leadership, performances, or other extra-curricular activity. The problems for which a student can be placed on disciplinary probation include, but are not limited to the following:

    a. Attitude: A rebellious spirit which is unchanged after much effort by the teachers, or a continued negative or uncooperative attitude and bad influence upon the other students.

    b. Misconduct: Continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's and/or student's Christian testimony. Probation will last from nine to eighteen weeks.

5. **Probation (Academic) Grades 6-8 –** Any student whose GPA drops below 1.5 or has excessive absences per class in each quarter may be placed on academic probation. Students may be removed from academic probation when an increase is shown in the cumulative GPA at the end of each semester. Students on academic probation may be restricted from representing the school in an official capacity. Students who are on academic probation for two consecutive grading periods may not be allowed to re-enroll.

6. **Expulsion**

    a. When a student is expelled, both the student and the student's parent(s) shall be notified in person and in writing as to the reason(s) for the expulsion. The board has the authority to expel a student and may expel a student for any reason they deem necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the current month in which the student is dismissed.

    b. The student and his parent or guardian may appeal their case to the board only because the evidence upon which the decision to expel was made was based on inaccurate or insufficient evidence. Their appeal shall be in writing and shall be presented to the board within three (3) days of the expulsion. Only the parent or guardian may represent their case in a specially called meeting of the board. The board's decision shall be final. Any dispute regarding expulsion must be resolved in accordance with policies as outlined in the Parent Statement of Agreement which was signed and notarized prior to enrollment.

c. Expulsion may result when there is a serious departure from the school's guidelines for student conduct, including but not limited to the following:

I. Repeated misconduct.
II. Failure to respond positively to repeated corrective efforts by the school's personnel.
III. A serious breach of the school's honor code for student conduct.
IV. A third occurrence of cheating during the school year.
V. Threatening or bringing harm to any member of the school community.
VI. An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, including immorality; an attitude not in harmony with the goals and spirit of the school.
VII. Marriage and/or pregnancy.
VIII. Any action by a parent(s) or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

d. Once expelled, a student may be considered for re-admission after one semester has passed. Expelled students may be restricted from access to school property or events for the remainder of the school year.

Middle School Demerit System (5th-8th)

This system has been developed to help the students to comply with the behavior expectations of Cornerstone Academy.

1. For each infraction, a demerit will be issued to the student. Parents will be notified when a student receives two in one month.

2. Once a student receives three demerits in a one-month time span, a lunch detention will be issued. When this occurs, the parent will be notified. (5th- 6th grade will be 5 demerits)

3. Lunch detention will begin at 12:00 PM and will end at 12:30 PM.

4. On the first of every month, the demerits will start over.

5. During lunch detention, the student will complete a writing assignment issued by the Principal. If the writing assignment is not completed in a satisfactory manner, an additional detention may be assigned.

7. If a student receives fifteen demerits at any point throughout the school year, he/she will be placed on Disciplinary Probation. This may result in a suspension pending the decision of the Principal. (Refer to Suspension Policy on pg. 14)

IMPORTANT:

1. Many schools ask the previous school and the applicant whether the applicant has ever been suspended from school. The administration will answer these questions truthfully and expects students to do the same.

2. Terroristic threats to harm students, staff members, or the school, even if made in casual manner, will be taken seriously and may result in strong disciplinary action, including suspension or expulsion from school or legal action.

ATTENDANCE

One of the keys to successful academic achievement is punctual and regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Proper education relies on continuity of instruction, classroom participation, learning experiences, and student/teacher interaction and structured study.

Absences

An absence is recorded any time a student arrives after 12:00 noon or leaves the building (Early Dismissal) before 12:00 noon. Eastside Christian Academy recognizes half-day attendance.

Required Attendance

Eastside Christian Academy does distinguish between excused and unexcused absences. Excused absences are: illness of the student, court appearances, a death in the family, or other reason deemed necessary by the Principal. While parents are the arbiter of the appropriateness of any individual absence, the school does maintain that a minimum attendance is necessary to reasonably prepare for the demands of the next school year and ultimately for college. When a student reaches eighteen (18) absences (excused or unexcused) from school, (approximately 10% of the school year) their promotion to the next grade level will be placed in jeopardy. The student could be referred to the division of truancy with the Jefferson County Public School system. A meeting will be required to determine continued eligibility at ECA.

Obviously, there will be exceptions granted for things such as long-term or serious illnesses. Families should be proactive and keep the Principal informed to determine whether an absence situation would warrant an exception to the policy.

Parent notes (emails) will be accepted for ten (10) absence events per year. Above ten (10) per year will require medical verification (Dr's note) in addition to the parent note.

Absentee Procedure

Eastside Christian Academy understands that there are many circumstances that can cause a student to miss school. When an absence occurs, parents should follow the procedures listed below:

1. **Planned Absences**

   a. Families should give the school notification of any planned absence at least two days (2) before the absence is to occur. If an absence is due to a family vacation, where the student will miss more than three (3) consecutive school days, the parent should notify the school two (2) weeks before the absence to obtain all work which will be missed.

   b. It is the student's (family's) responsibility to contact the school **before** the absence to get work that is planned for the time the student will be out of class.

   c. Parents are responsible for the instruction of material covered in class during the absence.

   d. Any tests or quizzes that a student would miss during their absence should be taken before the student is absent. Arrangements could be made with the teacher to take them upon the student's return.

   e. When the student returns to class, he or she needs to turn in all the work they were given prior to their absence.

2. **Unplanned Absences**

a. When an unexpected absence is necessary (illness or family emergency) please notify the office of the absence. Notification should be made to the office before 9:15 AM. The number to call is **502-267-6393**. Parents may also inform the school by sending an e-mail to: eca@eastsidecommunity.church.

b. It is the family's responsibility to contact the school prior to 9:15 AM to request any work that the student will miss due to the absence. Class work may be picked up after 2:00 PM on the day of the absence.

c. Parents are responsible for the instruction of material covered in class during the absence.

d. Any tests or quizzes that a student misses during an absence should be promptly scheduled with the teacher upon the student's return to school. All missed work will be made up in the amount of time equal to the days missed.

e. When the student returns to class, he or she needs to present a note signed by a parent or guardian explaining the absence and date of absence (email is acceptable) or any doctor notes that were obtained.

Extended Absences

There are times when a student is forced because of illness to be out of school for an extended period. In such circumstances, parents should do the following:

1. Notify the school and the school principal of the prolonged absence to begin the process of planning for the student's education. While the circumstances of prolonged absences are too varied to functionally detail here, the school will work with families to provide an educational routine for the student. However, even with this willingness to work with parents, there are limits to Eastside Christian Academy's ability to accommodate any eventuality. The dialogue between parents and school administration is vital to determining what can and cannot be done.

2. Parents should provide a doctor's letter explaining the circumstances of the need for prolonged absence.

3. Parents are responsible for the instruction of material covered in class during the absence.

Beginning of School Day/Tardiness

For the safety of our school family, the entrances and exits to the school are being carefully monitored. The school entrance doors will open each day at 8:45 AM to begin the school day.

The school day begins at 9 :00 AM for **ALL** students. Any student who arrives after this time will be considered tardy. Students with multiple tardies, who drive to school, may jeopardize driving privileges.

It is critical that students arrive on time to begin receiving instructions for the day. Late students cause an interruption for the entire class and may miss pertinent information.

School doors will be locked at 9:05 AM each day. Students arriving late must enter through the upstairs "Door B" and sign in with the church office. Ten (10) tardies will be considered one day's absence, affecting perfect attendance records as well as being a point of record should attendance concerns become an issue. The tardy policy will be upheld even if student tardies are due to situations beyond their control.

Absences and Extra-Curricular Activities

Students participating in any extra-curricular activity must be present during the regular school day on the day of the event and remain in school for the entire day. When a student leaves school early with club or organization, all work (tests, quizzes, projects, homework, etc.) that is due on that day must be turned in to the teacher before leaving. Otherwise, it will be counted as late work.

Hallways

Any student out of the classroom during a class period must have a hall pass properly completed by a teacher. Running or playing in the halls will not be permitted. Students and teachers should do everything possible to keep the halls neat, clean, and safe.

End of School Day

No individual or group may stay after school, unless they are under the supervision of a teacher.

PreK – 4th grade students will begin dismissal at 2:45 PM and are to be picked up by 3:00 PM. 5th- 8th school students will be dismissed at 3:00 PM and should be picked up by 3:10 PM. **ALL students should be picked up no later than 3:10 PM. After 3:10pm, students must be picked up at the school office. (Door "B") – additional charges for late pickup will apply. ($1.00 per minute)**

Dress Code

Eastside Christian Academy is not a uniformed school. It is our hope that this helps to keep costs down for our families. Students are to be **neat, modest, and well-groomed** at all times while on the school campus and adhere to manner and styles indicative of their birth gender. Students attending **any** school event or function must be appropriately dressed (proper T-shirts, shorts, pants, etc.).

During school hours students in all grades are expected to follow the school dress code:

1. **Shirts and blouses:**
   a. No halter tops, tube tops, spaghetti straps, tank tops, crop tops, or torn off sleeves.
   b. All writing on shirts must be conducive for a Christian school setting.
   *Unacceptable examples but not limited to: skeletons, Halloween, ghosts/hauntings, astrology/horoscopes, secular bands, secular messages regarding alcohol, tobacco, drugs or immorality, messages that oppose accepted Biblical values and attitudes.
   c. No derogative writing, print, or artwork of any kind.
   d. No see-through shirts.
   e. Bra straps or undergarments must not show.

2. **Pants, shorts, and skirts:**
   a. May not be low, slung, or baggy style. Undergarments must not show.
   b. Shorts may be worn year-round. Shorts must fall below the fingertips.
   c. Skirts and dresses must pass the "flamingo test" *for length.
   d. Ripped style jeans/pants, shorts, and skirts may not be worn.
   e. Yoga pants, leggings, and jeggings must not have any mesh inserts and must be worn with a top that hangs below their backside as well as covering their frontside.

*Flamingo Test: While in a standing position, the back of the skirt must touch the calf of the leg when the knee is bent in a 90-degree angle.

3. **Accessories and shoes:**
   a. Earrings may only be worn by female students (2-inch maximum).
   b. Jewelry is limited to only modest necklaces and rings. Distracting or excessive jewelry items are not permitted.
   c. All accessories must be conservative in style. The administration reserves the right to determine if an accessory is appropriate.
   d. Other items such as hats, sunglasses, sweatbands, bandanas, or other such items may not be worn in the school building.

e. Body piercings of any type, other than pierce ears for females as mentioned in subparagraph (b) above, are not permitted.
f. Tattoos or other body art that is visible must be covered while at school.
g. House shoes or anything not suitable for outside wear is not permitted unless for Spirit Day. Tennis shoes are required for P.E.

4. **Hair –** Students are to keep their hair neat, well-groomed, and in a traditional style indicative of their birth gender. No student is allowed to color their hair in an un-natural way or with un-natural colors except for Spirit Days and only then with hair color that will washout with soap and water.

5. **Facial Hair** – Students are to be clean shaven. If they do choose to have facial hair, it must be kept neat and very short, close to the skin. No long beards are allowed.

*The administration reserves the right to determine the appropriateness of hair style and color and facial hair.

Non-School Uniform Policy

Students attending school related activities represent Eastside Christian Academy. Students are to dress in a modest, neat manner and fashion that represents and complies with the core values of ECA. Students who are not dressed appropriately may be asked to leave the school sponsored function. (See dress code)

Personal Property

Personal Electronic Devices may ONLY be used during the school day at the teacher's discretion for academic use. Any item that interferes with the classroom will be confiscated by the teacher. The school will not assume responsibility for personal items when damaged, lost, or stolen.

School Property

Lockers – Student lockers are to be kept neat and clean. Students are not to write or do anything of a permanent nature to the inside or outside of lockers. The administration reserves the right to check lockers at any time.

Textbooks – Students are responsible to maintain textbooks/materials in the condition in which they were received. Students will be charged for damage to textbooks based on the evaluation of the teacher and principal. Should a student lose their textbook for any class, the parents will agree to purchase a new one.

General – When school property is damaged by a student it will be the responsibility of that student/parent to pay for all damages/repairs.

Cell Phones

Students can call home during the school day from the school's office. Students are not allowed to use cell phones during the academic day. This also applies to text messaging, games, or other functions of a cell phone. Cell phones/apple watches will be turned off and put away during school hours or will be required to be placed in a common area during school hours.

Physical Education Class

All students are to wear lace-up, non-marking soled gym shoes with backs during P.E. class. Students should wear shorts of appropriate length or sweatpants, as well as an appropriate t-shirt. All students failing to wear the approved Physical Education attire will have grade points deducted for improper dress.

Chapel/Assemblies

Chapel and assemblies are a part of the curriculum and, as such, are designed to be educational and enriching experiences. They provide one of the few opportunities in school to participate in worship, to hear a motivational speaker, to watch a drama, and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, and booing are discourteous.

Security

Security at Eastside Christian Academy is a community-wide responsibility. Faculty, staff, administration, parents, and students will work together to create a safe learning environment. All constituents will strive to build a strong sense of community and will foster high standards of behavior. Procedures have been developed to address campus security, use of controlled substances and weapons, violent behaviors, and crisis management. Any individual that threatens school safety and related procedures may be removed from campus.

Student Activities

Student activities vary from year to year.

Extra-Curricular Activities

Extracurricular activities offer students an opportunity to develop skills in their own areas of interest. Students and parents must be willing to expend extra time and effort if these programs are to be successful. For a student to participate in any school activity they must be prompt in attendance on that day and remain in school the entire day.

Safety Patrol

The safety patrol/carpool helper is a service opportunity for students in middle school. As such, the safety patrol assists with the safe dismissal of students from the building, as well as, monitoring and facilitating safe passage through the building at the end of the school day.

Clubs

Students have the opportunity to propose club activities. No club shall exist on the Eastside Christian Academy campus without approval of the administration. Students or parents wishing to propose a club activity for students must submit the following to the school administration:

1. A mission statement for the proposed club activity.
2. A description of club organization and polity.
3. The name of a faculty sponsor (all ECA clubs must have sponsorship).
4. A description of proposed meeting times and activities.

Health Guidelines

Medication

Medication will be dispensed through the office only. If a student needs medication of any kind, please complete the proper medication dispersal form and send medication in original prescription bottle. Medication will only be dispensed from the office.

Illness

If a student becomes ill at any time of the school day, he may be sent to the office. If a short rest (no longer than15 minutes) does not prove sufficient or symptoms worsen and the student cannot continue with the school day, parents will be contacted, and arrangements will be made for the student to go home.

Illness and Vomiting

If your child becomes ill at school with vomiting/diarrhea, or begins vomiting/diarrhea at home, the school policy is that you must keep that child home from onset until they are **symptom free for 24 hours without the help of medication** and strength and stamina have returned.

Fever

If your child is sent home with a fever (100 or higher) or develops a fever at home (100+), they must remain home until they are **fever free for 24 hours without the help of medicine** and energy and stamina have

returned. Please take symptoms into consideration if their temperature has not quite reached 100.

Communicable Childhood Diseases

Upon having the following diseases, a child must have **written consent** from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink eye

Medical Emergency Procedure

All parent(s) must provide the school office complete information which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternative person to be notified if the need should arise. It is the responsibility of the parent or guardian to communicate correct and up-to-date emergency medical information to the school administration. In case of serious illness or injury, this information may be used before consultation with the family. Parents or guardians may be asked to come to pick up their child.

First Aid Procedures

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.

2. Parents will then be notified. 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 the Student Medical Information Form for each student in case the parents cannot be reached.

3. A representative of the school faculty will stay with the child until the parent assumes responsibility.

4. Internal medication will be given only by or on the order of a physician.

Injuries Sustained at School

Students who receive a minor or serious injury at school will immediately be referred to the office as needed. If the injury is such that it is deemed advisable for the student to go home, parents will be contacted. An accident report form will be kept on file.

CHILD ABUSE

Eastside Christian Academy takes seriously any allegation of child abuse. The school is required by law to report any allegations or suspicions of child abuse to the state's Child Protective Services (CPS).

1. Teachers will document and report to the Administration any evidence of abuse or suspected abuse.
2. Child Protective Services will be called. Eastside Christian Academy is obligated to cooperate with recommendations or procedures offered by this government agency.
3. The staff is instructed to follow discipline policy to prevent child abuse in our classrooms.

If CPS comes to ECA and requests to speak with a student, after identification, ECA will cooperate with CPS and the laws surrounding this government agency. ECA is not obligated to tell parents/guardians that CPS spoke with their student if it could interfere with the CPS investigation.

TRAFFIC

General Traffic

Eastside Christian Academy accepts responsibility for a student once he/she enters the school building and releases that responsibility once the student is released to the parent for pick-up. A Release Form must be on file if a student is allowed to be released to anyone other than the parent. No student should leave school

property without permission granted from the Principal. All students leaving the property during school hours should be signed out by a parent/guardian.

Arrival/Dismissal Traffic/Carpooling

All parents should utilize the front entrance off Billtown Road. Please refer to the Drop Off and Pick up Procedure for details. ECA is not responsible for any carpool arrangements regardless of the drivers' relationship to the student, age, etc. We do not involve ourselves in any arrangement between families regarding transportation to and/or from school.

Speed Limit

For the safety of students, all cars on the Eastside Community Church campus are expected to a adhere to a 10-mph speed limit.

Building and Facilities

Student Visitors / Shadowing

Any student visitor/shadowing must have prior approval from the Principal 24 hours before the visit is to take place. To receive approval parents must call or email with an explanation of the visit given. Once permission is granted a visitor must sign in at the office upon arrival and is expected to follow all guidelines pertaining to students while on campus. **Student visitors/shadowing must be prospective Eastside Christian Academy students.**

Fire and Disaster Safety

Fire Drills

Fire drill regulations are posted in each room. Fire drills at regular intervals are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire drills are conducted once per month during regular school hours.

Disaster Drills

Disaster drill regulations are posted in each room. Disaster drills are an important safety precaution. It is essential that, when the signal is given, everyone obeys orders. The teacher in each classroom will give the students instructions. Disaster/safety drills will be conducted throughout the school year.

The policies in this handbook are subject to change during the year at the discretion of the school administrative team. If updates are made, they will be made known to you at that time. In the event of a pandemic or anything of that nature, other processes and procedures may be implemented during the year and could bring about temporary change or procedures not reflected in this handbook.