

# EPHESUS JUNIOR ACADEMY

## 2025-2026

### SCHOOL HANDBOOK



WELCOME TO  
EPHESUS JUNIOR ACADEMY

We are pleased that you have chosen to send your child to Ephesus Junior Academy (EJA). Under God's direction and with your support, we will teach and guide your child during his/her formative years when character is developed, values are formed, and gifts are identified and nurtured.

This handbook is designed to give you and your child helpful information about EJA. It is required that you take the time to read it with your child and place it in a safe convenient place for quick easy reference.

We look forward to working with you and your child.

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## FACULTY AND STAFF

Deneen Howard	Principal/Teacher
Leah Williams	Teacher
Alberta Jefferson	Teacher Aide
Thomas Jefferson	Assistant
Nilca McClatchie	Business Manager
Dorothea Pryce	Administrative Assistant

## SCHOOL BOARD MEMBERS

Pastor John Pooler III, Pastor  
Keisha Wallace, Chairperson  
Deneen Howard, Principal  
Nilca McClatchie, Business Manager  
Randall Holmes, Home and School  
Roxanne Dodd  
Cynthia Hogan  
Kevin McClatchie  
Dr. Vanessa Sheppard

## **GUIDING PRINCIPLES**

Ephesus Adventist Junior Academy recognizes God as the ultimate source of existence and truth. All academic and spiritual foundations are built on this truth that operates on the premise that all teaching and learning are divinely inspired by the word of God. This truth promotes the Adventist core curriculum which focuses on the creation of man, the fall of man, the redemption of man, and the re-creation of man.

While the truths that promote God's presence are embedded throughout the core curriculum of Adventist education there is an intentional balanced developmental program that merges the learners' academic, physical, social, and spiritual growth.

### **Motto**

Empowered by Faith, Leading with Integrity

### **Mission Statement**

Ephesus Adventist Junior Academy exists to provide an engaging Christian environment, to nurture a commitment to academic growth, and inspire students to lead with integrity..

### **Vision**

Our vision is to cultivate a diverse community of learners who are grounded in the word of God, nurtured to become compassionate Christian leaders, and inspired to pursue academic excellence with integrity and purpose.

### **Philosophy**

At Ephesus Adventist Junior Academy, we believe that education is a divine partnership between home, school, and heaven. Our Christ-centered approach focuses on developing the whole child - spiritually, academically, socially, and emotionally. We seek not only to inform young minds, but to transform hearts, empowering our students by faith to lead with integrity in every area of life.

## **EPHESUS JUNIOR ACADEMY STUDENT AFFIRMATION**

### **The Spirit of Excellence**

The Spirit of Excellence is the Spirit of me; It is the Spirit of God dwelling in me.

No matter the hardship, no matter the pain,

The Spirit of excellence will always prevail.

This Spirit of excellence, in me abides; It is the Spirit of God dwelling inside.

## THE CURRICULUM

"Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person - physically, intellectually, socially, and spiritually. Working together, the home, school, and church cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come."(Journey to Excellence, 2004) We have designed a curriculum to support this holistic philosophy.

**Bible** - During grades K-8 students will cover Bible stories from the (Old and New Testaments), its structure, relevance to everyday life, the plan of salvation, memory gems including the Ten Commandments, the Lord's Prayer, and the Beatitudes.

**Fine Arts** - Visual Arts (art history, art appreciation, and creating works of art using a variety of media), Music (theory, history, and performance)

**Language Arts** - Listening and Oral Language (primary grades), Reading, Writing, Reference Skills (library and online)

**Mathematics** - Number Sense and Operations (calculations), Algebra, Geometry, Measurements, Statistic and Probability

**Physical Education** - Spiritual Emphasis, Motor Skills (physical activities and games), Lifestyle and Fitness, Sportsmanship

**Reach** - (Reading to Educate All Children for Heaven) A differentiated instruction used to help meet students where they are and help them move forward.

**Science** - Life, Health, Earth, Physical, Scientific Inquiry

**Social Studies** - History, Civics and Government, Geography, Economics, Sociology

**Technology** - Application, Communication, Lifestyle and Career, Ethics, Solutions

## ADMISSION

### Who May Attend

Ephesus Adventist Junior Academy (EJA) welcomes young people that come for the purpose of learning and living in harmony with the principles of the school. Students are not denied admission because of non-merit factors including race, national origin, color, religion or gender.

Transferring students should have maintained a "good and regular" standing from the previous school attended. While attending EJA, the student must maintain at least a 2.0 GPA on his/her level of learning.

### **Admission Procedure**

- Submit an application online with the non-refundable application fee (See Tuition and Fees). The school will contact parents to set up an appointment to visit the school.
- An admission interview may be scheduled after the application has been reviewed by the principal. Both the student and parents must attend.
- The transferring applicant's records/transcripts will be reviewed prior to acceptance or nonacceptance.
- Submit a copy of the applicant's birth certificate.
- Submit immunization records. The following immunizations are required by the Commonwealth for all students upon entry to any schools in the state of Virginia:

Diphtheria	3 doses
Tetanus	3 doses
Polio	3 doses
Hepatitis B	3 doses
Measles/Mumps/Rubella	1 dose after 15 months
- Applicants applying for the Kindergarten program must be 5 years old by September 30th. New students will NOT be accepted for the current school year after the interim grading period of the third quarter/nine-week period.

### **Admission Decisions**

Admission decisions for fall enrollment are made from April through August. During the academic year, the decision is made after the interview. Parents are notified that the child is accepted, denied, or placed on the waiting list.

### **Waiting List**

If an applicant meets the admission requirements but is applying for a grade level that is full, the student will be placed on the waiting list. When a vacancy occurs, the school will notify the parent of the next student on the waiting list.

### **Re-enrollment Procedure**

Enrollment is an annual procedure. Re-enrollment packets are available online by April 1<sup>st</sup> of the preceding school year. Parents should complete the forms and return with the appropriate fees during the re-enrollment period to maintain the student's current enrollment status.

## TUITION AND FEES

**Yearly Tuition (Please note tuition and all fees are subject to change)**

<b>Annual Tuition:</b>	\$5,157.40 (K-5)
	\$5,272.96 (6-8)
<b>Application Fee:</b>	\$100.00
<b>Registration Fee:</b>	\$400.00
<b>Technology and Lab Fees</b>	\$80.00
<b>Home and School Fee:</b>	\$50.00
<b>Late Tuition Fee:</b>	\$25.00
<b>Returned Check Fee:</b>	\$35.00
<b>Graduation fee</b>	\$TBD
<b>Activity fee (sport)</b>	\$75.00

### **Sibling Discount**

A discount of \$100.00 will be applied to the second and succeeding sibling(s) in multi-families. The first child is not entitled to a sibling discount.

### **Sponsorship**

Paying tuition (partial or full) for a designated student is considered sponsorship. Any portion of unpaid tuition payments will be the responsibility of the child's parent and/or guardian.

### **Payment Plan**

EJA is implementing the FACTS tuition payment plan. Unless arrangements are made to pay the entire balance, payment must be made using this plan. Based on this information you must complete a FACTS agreement form authorizing deduction from your checking, savings, custodial or credit card account.

The following options are available for tuition payments:

Annual Payment made by the first day of school. Applicants will receive a 1.5% discount.

Ten Monthly payments (Tuition plus initial unpaid fees will be paid in 10 installments on 15<sup>th</sup> of each month). Accounts should be fully paid by June 30<sup>th</sup>.

Eleven Monthly payments (Tuition plus initial unpaid fees will be paid in 11 installments on 15<sup>th</sup> of each month). Accounts should be fully paid by July 31<sup>st</sup>.

Students who have unpaid accounts from the previous school year will not be re-enrolled until satisfactory arrangements have been made with school administration.

### **Financial Policy**

Tuition payments are due on the 15<sup>th</sup> of each month. Payments received after the 20<sup>th</sup> of the month are automatically assessed the late fee of \$25.00.



After 10 days of approbation period, students with unpaid accounts will be asked to stay at home until appropriate payment is made.

Graduates with unpaid balances will not be allowed to participate in the promotional exercise.

If an account becomes delinquent and is sent to collections, the student's account will be assessed collection charges to include attorney's fees, court costs, and any other charges

### **EJA Scholarship Assistance Policies:**

1. *Students* (grades K - 8) will be eligible for scholarship assistance.
2. *Scholarship assistance* will be applied only to tuition costs. All other fees, including administrative fee, lab fee, resource fees, and other fees must be paid by the Parent/Guardian or Guarantor.
3. *Eligibility* parents/guardians must submit an application and supporting documents. Incomplete or inaccurate applications will not be considered - it is the Parent's/Guardian's responsibility to ensure they have met all requirements and submit their applications as soon as possible.
4. *Past Due Accounts* Applications from Parents/Guardians who have outstanding past dues from prior year(s) will not be considered for scholarship assistance.
5. *Scholarship Status* assistance will be granted only after a student is approved for admission. A student receiving scholarship assistance must maintain a minimum GPA of 2.5 each quarter and must not have any severe disciplinary violations throughout the academic year.
6. *Limited Funds:* For prime consideration, applications for scholarship assistance should be fully completed as soon as possible as funds will become more limited as the application and enrollment period progresses. Once the full scholarship assistance budget has been allocated, there will be no more funds awarded for that school year.
7. Scholarship assistance if approved will be valid only for the current academic year. Parents/Guardians must submit a new application and supporting documents for each academic year. Scholarship assistance assessments will be renewed each year based upon students' academic standing and disciplinary status, demonstration of continued need, and availability of funds.
8. *Tuition Contributions:* Families are expected to participate in all tuition assistance programs.
9. *Volunteering:* While not required, parent involvement at EJA is considered a reflection of a family's commitment to the school. All parents are strongly encouraged to volunteer at EJA.
10. Any violation of the general EJA Policies by the student and/or the parent/guardian *may* result in immediate termination of financial assistance.

### **DRESS CODE**

The Ephesus Junior Academy School Board has adopted an official uniform for class and gym that is to be worn daily by all students enrolled. Parents are responsible for ordering and purchasing uniforms. Uniforms can be purchased from Flynn & O'Hara Uniforms. To place an order, call 804-327-9001, visit their website at [www.flynnohara.com](http://www.flynnohara.com), or visit the store located at 9722 Midlothian Turnpike, Richmond, VA 23235 (at the Stein Mart Shopping Center).

<b><u>Boys: All Grade Levels</u></b> <b><i>(Mondays, Wednesdays, Fridays)</i></b> White long or short sleeve polo shirt Gray pants with black belt Black or grey socks Dark shoes (black or brown) Optional: Burgundy cardigan sweater or vest	<b><u>Boys: Dress Wear</u></b> <b><i>(For special days only)</i></b> White long or short sleeve Oxford button-down collar shirt Solid burgundy tie Gray front pleated pants with black belt Black or grey socks Dark shoes (black or brown) Burgundy cardigan sweater
<b><u>Girls: Grades K - 3</u></b> <b><i>(Mondays, Wednesdays, Fridays)</i></b> White long or short sleeve polo shirt Burgundy and grey pleated jumper Burgundy or White knee-hi socks Dark shoes (black or brown) Optional: Burgundy cardigan sweater Burgundy or white tights	<b><u>Girls: Dress Wear</u></b> <b><i>(For special days only)</i></b> White long or short sleeve blouse with Peter Pan collar Burgundy and grey pleated jumper Burgundy or White knee-hi socks Dark shoes (black or brown) Gray and burgundy plaid crisscross tie Burgundy cardigan sweater
<b><u>Girls: Grades 4-8</u></b> <b><i>(Mondays, Wednesdays, Fridays)</i></b> White long or short polo shirt Burgundy and gray pleated skirt Burgundy or White knee-hi socks Dark shoes (black or brown) Optional: Burgundy cardigan sweater Burgundy or white tights	<b><u>Boys: Dress Wear</u></b> <b><i>(For special days only)</i></b> White long or short sleeve blouse with Peter Pan collar Burgundy and gray pleated skirt Burgundy or White knee-hi socks Dark shoes (black or brown) Gray and burgundy plaid criss cross tie Burgundy cardigan sweater or blazer
<b><u>Gym Uniform: All Students</u></b> <b><i>(Tuesdays and Thursdays Only)</i></b> Ash (gray) EJA tee shirt Burgundy, micromesh, EJA nylon gym shorts Ash (gray) heavy weight EJA sweatshirt and EJA pants	White or burgundy ankle or crew socks White sneakers  <b><i>**If students would like to dress down (casual) on Fridays, they can pay \$1 and support the 8th grade class. Please follow our dress code for dress down days (no sleeveless, shorts/skirts below the knee, appropriate shirts).</i></b>

***\*If students would like to wear sweaters inside the building, they must wear burgundy uniform sweaters. Any other jackets or sweaters should not be worn inside the building.***

## Dress-down Violations

The school administration reserves the right to determine the suitability of questionable styles or accessories. Students may be required to correct uniform violations before attending classes. Repeated student violations may require more disciplinary action.

## Dress-down Days

The most popular fundraiser among students is Dressed-down Day. Friday is casual clothes day; for a fee of \$1.00 students can be out of uniform. The money is used to defray the cost for the end-of-the year trip for 8th grade students. Dress down money is accepted as cash only. The money will be collected from all students by the upper grade teacher.

## Accessories

### No ornamental jewelry allowed.

- Examples of jewelry include rings, bracelets, earrings, and necklaces.
- Bracelets include silly bands, themed wristbands, friendship bands, and multiple hair ties.

**No tattoos or body piercing** of any kind may be displayed on the body. No jewelry of any kind may be worn except medical ID.

Sunglasses, hats, or headgear (aside from religious reasons) are not allowed to be worn inside the school building. Black or other dark fingernail polish may not be worn.

If worn at school, jewelry will be confiscated, and parents will be asked to meet with the principal to retrieve the items.

## SCHOOL HOURS

Classes are in session Monday through Thursday, 8:00 A.M. to 3:00 P.M., and on Friday, 8:00 A.M. to 1:00 P.M. Classes are dismissed earlier on days preceding major holidays. (You will be notified of all early dismissals) Students are expected to leave the grounds upon dismissal. Adult supervision is not available. If students are not picked up by 3:15 P.M. Mon-Thu and 1:15 P.M. Fri., parents will be charged a late fee of \$10.00. This fee must be paid at the time of pick up.

## LUNCH

Parents are responsible for providing their students with a wholesome lunch every day. We ask that parents respect dietary guidelines and only send students vegetarian meals to school (No meat). If a parent finds it necessary to bring a child's lunch to school after the day has begun, the lunch must be dropped off at the school office. Thank you for your cooperation.

## EMERGENCY SCHOOL CLOSING

To confirm school closings due to inclement weather, listen to WRIC- Channel 8 (330-8815) or CBS-Channel 6 (353-0935). You may also receive an email and text notification from the RenWeb system. You may also visit [www.ephesusjracademy.org](http://www.ephesusjracademy.org) or call the school office (233-4582) to hear a recorded message.

Weather conditions vary from area to area in the Richmond vicinity. Parents are urged to use their discretion when deciding to send a child to school if impending inclement weather is predicted.

Per Allegheny East Conference Policy, all Snow Days will now be Virtual Learning Days. Students will be expected to attend virtual classes and work on assignments as guided by their teachers.

## **BUILDING SECURITY**

It is the intent of EJA to provide facilities that are safe. This requires controlled access. All visitors must enter through the main entrance and sign in at the office. It is also necessary to sign out at the office and exit through the main doors. During evening events (game night, H&S), the classrooms are not accessible. Forgotten homework or clothing must be retrieved during regular school hours. During our school dismissal, the daycare downstairs also has parents picking up their children as well as buses doing student drop off. In order to keep students safe, keep the pick up line moving smoothly, and limit foot traffic at the day care entrance, we ask that parents remain in their cars to pick up their child.

## **STUDENT ILLNESSES**

### **Medications**

Some students may have medical conditions that require occasional medication. School personnel CANNOT administer this medication, including over-the-counter drugs.

If your child is on short-term medication, such as antibiotics, please schedule the dosage so that he/she receives a morning dose and the remaining doses when he/she returns from school in the afternoon.

Students with long-term medication that must be administered during the school hours may have the necessary medications administered by office personnel with a prior agreement and arrangement as follows:

- A written request from the parent or guardian requesting that the school assist the student receiving the medication as prescribed by a physician.
- Written instructions from the physician detailing the method, amount, and time schedule for administration of prescription.
- The medication must be delivered to the school in the original container bearing the original pharmacy label.

### **Illness**

If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from the school immediately. Parents without transportation and working parents should make arrangements for this possibility before the school year begins and enter the information on a school emergency contact form.

Children with contagious diseases, (colds, flu, chicken pox, measles, pink eye, ringworm, etc.) are to be kept home until the contagious phase has passed. Upon return, the parent must provide a doctor's statement certifying that the contagious phase of the disease is past and it is permissible for the child to return to school.

## ONGOING PARENT INFORMATION

### EJA Website

Parents may learn more about the school and stay informed of school events by going to the EJA website at [www.ephesusjracademy.org](http://www.ephesusjracademy.org)

### RenWeb

Parents may log onto [www.renweb.com](http://www.renweb.com) to view their child's progress. Parents are given sign-in information at the time of registration.

### Parent/Teacher Conferences

During the school year, parents will be invited to meet with their child's teacher for an individual conference.

### Classroom Visits

EJA welcomes all parents. If a parent wishes to observe their child in the classroom, he or she should make arrangements with the teacher prior to the visit.

## ATTENDANCE

Regular school attendance and promptness are vital to the learning process. Parents are expected to:

- Encourage daily attendance.
- Have your child arrive between 7:45 and 7:55 A.M. Classes begin at 8:00 A.M. If it is necessary for your child to be absent or tardy, please write a brief explanation for the teacher so that it can be determined if it 's an excused or unexcused absence. Excused absences include illness of the child, death of a close family member, and religious holidays.

### Excessive Absences

Excessive absences, whether excused or unexcused, have a detrimental effect on the learning process and are considered truant. A student who is absent more than 15 days within a semester, may not receive a grade higher than 60 and may not receive credit for the semester. Extenuating circumstances, such as a prolonged illness, may receive special consideration by appealing to the principal, in writing, and explaining why the policy should be waived in this case.

### Habitual Tardiness

Parents are responsible for getting their child to school on time. Tardiness is unexcused unless the parent signs the student in or provides a note with an excusable explanation. Habitual tardiness will result in disciplinary action and a parental conference.

### Early Dismissal

Early dismissals should be for reasons that constitute an excusable excuse. All students leaving the building before the end of the school day, must sign out. Students needing an early dismissal must bring written permission with the following information:

- Parent contact information

- Time of early dismissal
- Reason for early dismissal
- Means of leaving the school

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (H&S) is organized to unite the home and the school in endeavors to provide Christian education including special programs, activities, parenting tips, and the latest research in child care and education. The primary objective is to develop and deepen relationships between parents and teachers as they work together to educate students. Both parents and teachers are encouraged to attend the H&S meetings, which are held on the second Monday of each month.

### **Volunteers**

Parent and community volunteers are always needed for special activities such as fundraisers, Fun-Fairs, and Field Days, or to share their expertise.

### **Donations and Fundraisers**

The tuition assessed to parents does not cover the cost for educating a student. There are several fundraisers during the year. As indirect recipients of these events, parents and students are urged to participate. Parents also keep costs down by praying for our school, volunteering and making financial or academically useful donations. All donations are tax deductible.

## **STUDENT ACTIVITIES**

### **Homework**

Homework contributes to the development of independence and responsibility. It also allows students to practice and reinforce what they have learned. The amount, length, and type of homework will vary according to the individual needs of the student.

### **School Supplies and Textbook**

All supplies listed on the supply lists are needed the first day of school. All students are required to have a Bible with both Old and New Testaments. It is helpful to label all items with your child's name. Students will be issued textbooks and a set of consumable books in various areas of study. Parents are responsible for the cost of consumable books that must be replaced during the school year. If textbooks are lost, stolen, defaced or destroyed, parents are responsible for the cost of replacements.

### **Chapel**

EJA students participate weekly in chapel on Wednesdays. There are a variety of spiritual and enrichment presentations designed to enhance the learning experience. Attentive, courteous conduct is expected. Students must be in "dress wear" for chapel. Parents and visitors are welcome.

### **Student Photographs**

Each child is photographed in a single pose in the fall and spring. Photo packages are available on a prepaid basis. Students may also be photographed with their classes in the fall.

## **Field Trips**

Official field trip forms must be completed, signed, and returned to the student's teacher before the date of the trip. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Students are to be in "dress wear" unless otherwise noted on the permission slip. To ensure safety, students are to remain seated while the bus is in motion and refrain from all loud talking.

## **Electronic Devices**

EJA is not responsible for lost or stolen cell phones or other electronic devices. Electronic devices are not to be powered "on" during school hours. Music players and hand-held electronic games are not permitted on the campus, on field trips or to and from athletic events, unless requested by the teacher for educational purposes. Violations will result in the confiscation of the device and an appropriate behavioral intervention. Parents may also be asked to come to the school to retrieve the device.

## **Internet Privileges**

Upon acceptance to the school, parents will be asked to sign an Acceptable Use Policy for each child. To have access to computers/internet, students must agree to abide by the following:

- I will not violate the terms of any applicable telecommunication license or any laws governing data collection, protection, privacy, confidentiality or security.
- I will not share any defamatory, discriminatory or obscene material.
- I will not connect or attempt to infiltrate computer or network security of the school, any company or another person's computer equipment or e-mail.

To provide students with access to the Internet in a safe environment, filtering devices have been installed. Nevertheless EJA encourages exploration within the following guidelines:

- Students may not use the Internet during class time unless authorized by the teacher.
- Students may not download an Internet file unless authorized to do so by the teacher.
- All downloaded files must be stored on a personal device and not the hard drive.
- Students are to follow prescribed procedures to sign on and off the Internet.
- The internet is to be used only as a research tool.
- Students are to avoid and report any inadvertently discovered questionable content.
- Do not damage computers, computer systems and computer networks.
- Report all problems immediately to the teacher.
- Do not use another person's files or work.
- Do not violate copyright laws, ask the teacher about material before downloading.
- Do not give out personal or family information over the Internet.
- Do not use inappropriate/obscene language information.
- Do not send or display offensive or threatening messages or pictures. Failure to abide by rules for computer use may result in suspension or loss of computer privileges. If deemed necessary, discipline action, up to dismissal and or legal action, may be taken. Additionally, if damage is caused to computers or software because of improper use, the cost of repairs or replacement, as well as fines, fees and penalties exacted by government agencies will be the responsibility of the parent.

## **Library Use**

The library is a student resource. To maintain and protect the contents of the library:

- Do not bring food, gum, or drinks into the library.
- Do not write in or deface books in any way.
- Check out all library materials before leaving the library.
- • Renew or return books on time.
- Put returned books in the designated container.

Parents will be responsible for books that are lost or damaged.

## **Emergency Drills**

Emergency drills (fire and disaster) are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as follows:

- Turn off lights.
- Close doors and windows.
- Do not take books.
- Follow the teacher quickly out of the building
- Stay with your class.
- Do not re-enter the building until told to do so.

Careless or malicious initiation of a false alarm is a serious offense that can cause injury. Such action will be handled with the utmost severity and may lead to expulsion. The parents will be held responsible for any fees and damages caused by the false alarm.

## **STUDENT DISCIPLINE**

Discipline is a process of self-control that enables students to make appropriate choices. EJA has established clearly defined school rules and classroom guidelines with incremental incentives and consequences to foster positive relationships and the reinforcement of desired behaviors. Students are encouraged to use conflict resolution as outlined in Matthew 18: 15-17 to resolve person-to-person conflicts. They learn to be confident, straight forward, and forgiving. However, there are serious, offensive behaviors that will not be tolerated.

Offensive Behaviors:

- Bullying - see policy below
- Defiance - to rebel against adult authority
- Drugs - to possess, use, or sell alcohol, tobacco or legal/illegal drugs
- Fighting - to harm another by hitting, kicking or use of a weapon
- Gambling - to bet money or other stakes on the outcome of any activity



- Theft - to take the property of another person or the school without permission
- Vandalism to destroy/damage the property of another person or the school
- Weapon possession - to possess any item, including firearms, knives, and other dangerous objects that can cause injury to self or others

### **Bullying Policy**

A student/group of students shall not bully others. Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power. It includes making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose. Students who violate this policy will be subject to disciplinary action.

### **Consequences**

Consequences are used to help students with behavior modification until they learn to make appropriate choices. Incremental consequences include a warning by the teacher, loss of privileges; physical distancing; and a call to parents. Repeated violation of school rules or a single offensive behavior will incur serious consequences including detention, suspension or expulsion.

### **Detention**

Students may be retained after school for not more than one (1) hour. Parents will be notified prior to the detention.

### **Suspension**

A teacher may temporarily suspend a child from the classroom until administrative action is taken, but not from the school. The principal may suspend a student from the school for up to three (3) days for repeated violation of school rules. In the case of serious, offensive behavior such as violence, weapons, or drugs (possession or use), no prior violation is necessary. The parents will be notified to remove the child from the school as soon as possible. If warranted, a longer detention may be determined by the EJA School Board. If so, the parent may request a hearing, with the School Board, to appeal the decision.

### **Recommendation to Withdraw**

The parents of a student whose conduct is of a nature that could result in expulsion from school may be advised to withdraw the student.

### **Expulsion**

Only the school board may expel. Expulsion may be considered after the following steps have been taken:

- The teacher continually and consistently works with the student.
- The teacher informs the parent(s) about the problem.
- The teacher informs the principal about the problem.
- The student is suspended from the classroom.
- The student is suspended from the school.
- The parents have been advised to withdraw the student.

## ALLEGHENY EAST CONFERENCE STUDENT CREED

Higher than the highest human thought can reach is God's ideal for His children. Godliness and godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain, that includes everything good, and pure, and noble. (Education p. 18)

I am created in the image of God and I am endowed with power akin to that of the Creator — individuality, power to think and do. I will develop my power to think and not be a mere reflector of other men's thoughts. (p. 17)

I must face the practical realities of life, its opportunities, its responsibilities, its defeat and its successes. How I meet these expectations, whether I become master or victim of circumstance, depends largely upon my preparation to cope — my education. (Forward)

I will use my time wisely today!  
I will learn something new today!  
I will be successful today!  
I will have no other gods before thee.  
I will not make unto thee any graven images nor bow down myself to serve them.  
I will not take the name of the Lord (thy God) in vain.  
I will remember that Sabbath Day to keep it holy.  
I will honor my father and my mother.  
I will not kill  
I will not commit adultery.  
I will not steal.  
I will not bear false witness against my neighbor.  
I will not covet anything that is my neighbors.

The greatest want of the world is the want of men; men and women who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. But such a character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and Man (p. 57)

Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders. (p. 78)

My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or loose memory. I will seek higher attainments. (p. 78)

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be, with His help.

## **EPHESUS JUNIOR ACADEMY PARENT ATTESTATION NOTICE**

Please sign and return this section of the page on or before the first day of school. I have received the Ephesus Junior Academy Student Handbook and understand that I am responsible for reading and supporting my child in upholding its contents.

**Student's Name / Grade** \_\_\_\_\_

**Parent / Guardian Signature Date** \_\_\_\_\_