



Preschool/Elementary/Intermediate  
Handbook  
**2015-2016**

## TABLE OF CONTENTS

|   |    |
|---|----|
| <b>Philosophy and Foundations:</b>                              |    |
| Mission Statement/Core Commitments .....                        | 3  |
| Philosophy of Education .....                                   | 4  |
| Statement of Doctrine .....                                     | 4  |
| <b>Academics:</b>   |    |
| Homework Policy.....  | 5  |
| Report Cards and Standardized Testing.....                      | 6  |
| Retention Policy .....  | 6  |
| School Supplies .....   | 6  |
| <b>Activities:</b>  |    |
| Lunch.....  | 6  |
| Library .....   | 6  |
| Athletics .....   | 7  |
| Music .....   | 7  |
| <b>Attendance:</b>  |    |
| School Hours/Extended Day Program .....                         | 8  |
| Absences .....  | 8  |
| Illness/Fever Policy .....                                      | 8  |
| Early Dismissal Policy .....                                    | 9  |
| Tardiness .....   | 9  |
| Vacations.....  | 9  |
| <b>Conduct and Discipline:</b>                                  |    |
| Confidentiality Policy.....                                     | 9  |
| Gum Chewing.....  | 10 |
| Dress Code Policy .....   | 10 |
| Probation .....   | 12 |
| Student Conduct.....  | 12 |
| Harassment Policy.....  | 15 |
| Weapons Policy .....  | 16 |
| Bullying Policy .....   | 17 |
| Harmful Acts.....   | 18 |
| <b>Health:</b>  |    |
| Medication Policy .....   | 18 |
| School Nurse.....   | 19 |
| Pennsylvania School Law Requirements.....                       | 19 |
| Student Injury .....  | 19 |
| <b>Inclement Weather:</b>                                       |    |
| School Closings and Delays.....                                 | 19 |
| Early Dismissals.....   | 20 |
| <b>Parent Partnership:</b>                                      |    |
| Family Service Policy .....                                     | 20 |
| Weekly Updates .....  | 21 |
| Parent/Teacher Conferences .....                                | 21 |
| ParentsWeb Account Set-up/Login/Hot Lunch/Volunteer Hours ..... | 21 |
| Parent Association .....  | 22 |
| Fundraising and Charitable Contributions .....                  | 23 |
| <b>Safety Procedures:</b>                                       |    |
| Fire Drills.....  | 23 |
| Visitors to School.....   | 23 |
| <b>Spiritual Growth:</b>  |    |
| Missions and Outreach.....                                      | 24 |
| Scriptural Problem Solving.....                                 | 24 |
| Spiritual Enrichment Week .....                                 | 25 |
| <b>Transportation:</b>  |    |
| Bus .....   | 25 |
| Carpool.....  | 26 |
| <b>Tuition:</b>   |    |
| Tuition Payments and Delinquent Tuition Policy.....             | 26 |
| Withdrawal Policy .....   | 26 |

# PHILOSOPHY AND FOUNDATIONS

## Mission

Eden Christian Academy is committed to providing an exceptional educational experience by engaging the mind and heart of each student to think and act with Christ-like character.

## Our Core Commitments

As we fulfill our purpose and deliver our educational mission, we are unreservedly committed to:

- ***Christ-centeredness.*** We recognize the Lord's sovereignty over every aspect of life. Therefore, we continuously seek His guidance and submit to His leadership as we pursue our mission, glorifying Him in all that we do. (Matthew 28:18; Colossians 3:17)
- ***The Authority of God's Word.*** We believe the Scriptures to be the Spirit-inspired source of all Truth and the lens through which we are to observe and relate to the world in which we live. Therefore, the Scriptures guide and shape our thinking and practices as we provide a biblically based education for each student in the development of a Christian worldview. (John 17:17; 2Timothy 3:16)
- ***Excellence.*** We believe that God is the creator and author of all that is good, beautiful, and wise. Therefore, at ECA excellence is not simply a word, it is a commitment for which we continuously strive. Mediocrity in any endeavor is simply unacceptable. (1Corinthians 10:31; Colossians. 3:23)
- ***Partnership with Parents.*** We recognize the God-given responsibility of each parent to raise their children in the nurture and admonition of the Lord. Therefore, we are dedicated to being a resource for families, encouraging and facilitating the engagement of parents in the education of their children, and supporting the values espoused in the home and church. (Proverbs 22:6; Ephesians 6:4)
- ***Education of the Whole Student.*** We believe that students are more than minds to fill and education is more than knowledge to dispense. Christian education recognizes the unique dimensions of each student as a life to shape and a spirit to nurture. Therefore, we are committed to providing a thorough and rigorous educational experience that touches each area of a student's life, including (1Cor. 12:4-6)
  - ***Spiritual Transformation.*** We are committed to a desire for each student coming to a saving faith in Christ and to fostering a continuously maturing relationship with Him, His Church and the Scriptures, leading to a life of personal holiness, theological clarity and selfless service. (2Corinthians 5:17; Philippians 2:12-13)
  - ***Intellectual Development.*** We are committed to helping each student acquire the skills essential to critical thinking, discernment, problem solving and effective application of core truths to challenging life situations. (2Corinthians 10:5; James 1:5)
  - ***Life Preparation.*** We are committed to helping each student acquire the understanding and insight necessary for success in pursuing God's calling in college, vocation, family and community life. (Jeremiah 29:11; 1 Samuel 1:27-28 )
  - ***Cultural Engagement.*** We are committed to developing in each student the capacity, wisdom and willingness to engage and critique popular culture and the arts from a sound biblical foundation. (Genesis 1:28; Romans 12:2)
  - ***Personal Relationships.*** We are committed to helping our students build and sustain strong relationships with people from all walks of life, while learning to fully and joyfully participate in the dynamics of community and church life. (John 13:34; 2Corinthians 6:14)
  - ***Physical Vigor.*** We are committed to helping students develop life-long habits of regular exercise, healthy diet and team building, with an appreciation for athletics and recreation. (1Corinthians 6:19; 1Corinthians 9:24)

## PHILOSOPHY OF EDUCATION

The educational philosophy of Eden Christian Academy is based on a God-centered view of truth and man as revealed in the Bible. Man is a product of the creative power of God. Therefore, God is at the center of the Christian view of life.

The following summarized outline of the steps to the development of the educational philosophy of Eden Christian Academy naturally begins with God:

1. **God stands at the center of the Christian's view of the world.** We believe that God is an eternal, personal Being of absolute knowledge, power and goodness. He is ultimate Reality, the source of all reality and truth. He exists in three persons: God, the Father; God, the Son; and God, the Holy Spirit. (All truth is ascribed to the Trinity. God, the Father is the source of truth; God, the Son is the manifestation of truth; and God, the Spirit is the interpreter of truth.)
2. **The highest level of self-revelation was through His Son Jesus.**
  - a. Self-revelation also comes through the Bible, God's Word, written by men inspired by the Holy Spirit.
  - b. God's revelation also comes through nature. Non-rational creation (all levels below man) has as its purpose to reveal the attributes of God. Rational creation (man) has as its purpose to glorify God and to do His will.
  - c. The Holy Spirit, present in each Christian, reveals God and guides each believer into all truth.
3. **A Christian Philosophy of Life.** Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are related to God, and have the purpose of revealing and glorifying Him. This is particularly true of man who was made in God's image, different from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature, he cannot, in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord, and thus be enabled to do God's will.
4. **A Christian Philosophy of Education.** The process of education is seen as a means used by the Holy Spirit to **bring the student into fellowship with God, to develop a Christian mind** in Him, to help the student be sensitive to direct revelation by the Spirit of God to his spirit, and to **train him in Godly living** so that he will be able to fulfill God's total purpose for his life, personally and vocationally.
  - a. All aspects of the educative process—objective, content, methods, principles and administration—are derived from the fact that God is central in the universe and the Source of all truth.
  - b. The mandate for Christian education comes from God's command that children are to be taught to love God and give Him pre-eminence in their lives and that parents are responsible for the total education and training of their children. The Christian school, along with the parents, is a partner in giving this education.

## STATEMENT OF DOCTRINE

1. We believe the Bible to be the inspired, the ONLY INFALLIBLE and INERRANT AUTHORITATIVE Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

# ACADEMICS:

## HOMWORK POLICY

Homework is an important part of the educational process. It reviews and reinforces the lessons covered in class that day. It helps students to learn how to manage their time between hard and easy tasks and helps them retain the concepts learned during school.

When teachers give homework, they usually follow this rule: 10 - 15 minutes per grade level. For example, 10 - 15 minutes of homework in first grade, and 60 - 90 minutes of homework in 6th grade. When it comes to preparing for tests and quizzes, each child is different. **What may take some children 20 minutes to study, may take 45 minutes for another child.** “Cramming” the night before is not advised, so reviewing a couple of nights before the test for roughly 10 minutes per night will help make studying less cumbersome and is better for retention of the material being studied. Part of the educational process is finding what works best for each individual when it comes to studying. Teachers will assist in this process as they review with students the day or two before tests are given.

Please note the purpose behind the following quizzes and tests:

- Quizzes and Pop quizzes (unannounced) are given as an assessment tool to check if the children are grasping the daily concepts.
- Tests are comprehensive tools to ensure the children have learned the concepts covered over a longer period of time.

Here are some tips on helping your child with their homework:

- Provide a designated space in your home for homework that is quiet and well-lit.
- Late afternoon or early evening is the best time for doing homework.
- Assign a time when homework must be completed. Example: Homework must be completed by 9:00 p.m. each evening.
- Don't allow for outside distractions such as TV, music playing, etc.
- Allow your child to complete their homework themselves. If your child needs help, ask questions that will lead your child to the right conclusions. Review the homework with your child.
- Allow your child to face the consequences of not getting assignments completed.
- Be sure materials your child needs are available such as paper and pencils.
- Remember God created each child individually; therefore, their study skills will vary.
- If your child is frustrated and is unable to complete the homework, please do the following:
  - Keep a record of how long your child is spending on homework.
  - Contact your child's teacher for suggestions or assistance.

## CARE OF BOOKS

If a textbook or library book is lost or damaged, the student will be asked to pay for it. Students will not receive year-end records if book obligation still exists.

## REPORT CARDS AND STANDARDIZED TESTING

Report cards for all grades (except Preschool) will be issued every nine weeks. Standardized achievement tests are administered in the spring beginning in first grade.

The following chart indicates the scale by which a student's academic progress will be determined:

|        |    |          |    |
|--------|----|----------|----|
| 98-100 | A+ | 72-77    | C  |
| 92-97  | A  | 70-71    | C- |
| 90-91  | A- | 68-69    | D+ |
| 88-89  | B+ | 62-67    | D  |
| 82-87  | B  | 60-61    | D- |
| 80-81  | B- | 59-below | F  |
| 78-79  | C+ |          |    |

Due to extended absences, illness, or incomplete work, a student may receive an "I" for a nine-week grade indicating an **"Incomplete"** in that subject area. An incomplete grade is given only when there are justifiable reasons for work not being completed on time.

A student will have **one week** to make up an incomplete grade following the issue of the report card. If the work is not made up, the grade will be officially recorded as an "F."

**Report cards will not be issued if a student owes any fines or unpaid fees.**

## RETENTION POLICY

In order for a student to advance to the next grade level, he or she must maintain at least an **overall "C"** average or better academically. It is also necessary to meet specific grade level requirements, such as the ability to work independently, follow directions, listen attentively and exhibit age appropriate maturity.

Once a student's grades fall below a "C" average overall, the teacher and parent work closely together to define strategies to improve academic achievement. If the grade-point average is not brought up to a "C" or better by the end of the school year, or if the grade-level requirements are not met, the administration, teacher and parents will meet to discuss whether or not the child is ready to move on to the next grade level.

Parental input is vital; however, the final judgment on grade-level placement will be determined by the classroom teacher and administration.

## SCHOOL SUPPLIES

A supply list will be distributed prior to the start of school. Each student is responsible for the items required by their grade level.

## ACTIVITIES:

### LUNCH

Students will have lunch in a designated lunch area. They will have the opportunity to order hot lunch or bring a packed lunch from home. Lunch boxes should be labeled with the children's names. Hot lunch is preordered *for the following month* through ParentsWeb. (see instructions on page 23) Refunds are not available for absences.

### LIBRARY

Students in Kindergarten through sixth grade are given the opportunity to visit our library and check out books weekly. Students are responsible for the cost of replacing any lost books. **Report cards will not be issued until library fines are paid in full.**

## ATHLETICS

All programs listed below are planned for the upcoming school year. They are subject to change based upon enrollment, interest, fiscal ability, and available coaches.

|   | Kindergarten | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5-6 |
|---|--------------|---------|---------|---------|---------|-----------|
| <i>FALL SPORTS</i>  |              |         |         |         |         |           |
| Youth Soccer—instructional                                    | x            | x       | x       | x       | x       |           |
| Soccer— Interscholastic, instructional/competitive            |              |         |         |         |         | x         |
| <i>WINTER SPORTS</i>  |              |         |         |         |         |           |
| Youth Basketball Clinic— instructional                        | x            | x       | x       | x       | x       |           |
| Boys’ Basketball— Interscholastic, instructional/competitive  |              |         |         |         |         | x         |
| Girls’ Basketball— Interscholastic, instructional/competitive |              |         |         |         |         | x         |
| <i>SPRING SPORTS</i>  |              |         |         |         |         |           |
| Youth Soccer—instructional                                    | x            | x       | x       | x       | x       |           |
| Soccer—interscholastic, instructional/competitive             |              |         |         |         |         | x         |
| Girls’ Volleyball—interscholastic, instructional/ competitive |              |         |         |         |         | x         |
| <i>SPORTS CAMPS</i>   |              |         |         |         |         |           |
| Basketball  |              |         |         | x       | x       | x         |
| Soccer  |              |         |         | x       | x       | x         |
| Volleyball  |              |         |         | x       | x       | x         |

## MUSIC

General music classes are offered to all students in Preschool through sixth grade. In addition, students have the following options:

- Instrumental lessons starting in third grade
- Rhythm classes starting in fifth grade
- Choir chimes starting in fifth grade
- Chorus starting in third grade
- Students in 1<sup>st</sup>-6<sup>th</sup> grades are **required** to participate in music concerts throughout the year as part of their music grade.

# ATTENDANCE:

## SCHOOL HOURS (*Berkeley Hills & Wexford*)

7:50 a.m. Teachers report  
8:00 a.m. – 8:20 am Students arrival  
8:30 a.m. – 3:15 p.m. School Day (**Full-day K through 6<sup>th</sup> grade**)

8:30 a.m.-11:30 p.m. **AM PRESCHOOL 3 PROGRAM**  
12:15 p.m. – 3:15 p.m. **PM PRESCHOOL 3 PROGRAM**  
(*Both sessions take place Tuesdays and Thursdays.*)

8:30 a.m. – 11:30 a.m. **AM PRE-KINDERGARTEN 4 PROGRAM**  
12:15 p.m. – 3:15 p.m. **PM PRE-KINDERGARTEN 4 PROGRAM**  
(*Both sessions take place Mondays, Wednesdays, & Fridays.*)

8:30 a.m. – 11:30 a.m. **AM PRE-KINDERGARTEN 4 ENRICHMENT**  
(*Sessions take place Tuesdays & Thursdays at the Berkeley Hills campus ONLY*)

8:30 a.m. – 11:30 a.m. **AM KINDERGARTEN**  
12:15 p.m. – 3:15 p.m. **PM KINDERGARTEN**  
(*Both sessions take place 5 days a week.*)

In order for students to do their best in school, attendance must be consistent. Students should be on time and prepared for each day. (**Note: Students should arrive early enough to be unpacked and ready to start the day at 8:30 a.m.**) Early dismissals are discouraged.

## ABSENCES

Valid Reasons for Absence from School:

- |                     |                                  |
|---------------------|----------------------------------|
| (1) Illness         | (3) Medical or dental attention  |
| (2) Death in family | (4) Absences approved in advance |

## ILLNESS/FEVER POLICY

Students should not be sent to school when they have a fever or are in the early stage of an illness that might be contagious to others. If a child becomes ill in school or runs a fever, the student will be sent to the office to see the receptionist. (Any temperature above 99.9 is considered a fever.) Parents will be contacted to pick up the child. **The child should be fever-free for 24 hours before returning to school.** When the child does return to school, he/she must have a note explaining the absence.

Rules Regarding Absences:

- **Parents are expected to call the school office by 9:00 a.m. in the event of their child's absence.** Parents should also notify the school office when an absence of several days is anticipated due to illness or a family emergency.
- A student is in danger of not passing if absent more than 30 days. The school will require that excessive absences be justified with a medical doctor's statement.
- As part of their responsibility, parents have the duty to provide the school with a written excuse, signed by a parent stating the specific date(s) and reason for their child's absence. The excuse should be submitted within three days of the absence.
- If a child is ill for more than two days, the parents may request their child's homework to be collected for them to pick up at the school.  
**Berkeley Hills Campus:** between 1:30 p.m. and 2:30 p.m.  
**Wexford Campus:** between 2:00 p.m. and 3:30 p.m.

Because of the weight of the textbooks, homework will not be sent home with siblings or neighbors. Parents who are unable to pick up the work should instruct the school secretary to send the work, without the textbooks, home with a sibling or neighbor. The rest of the homework (where the textbook is needed) will need to be finished later.

- Students are required to make up homework and tests within the number of days the student was absent. For example, if a student misses three days, he or she will have three days to make up the work, two days and he or she will have two days to make it up, etc. Each case will be assessed individually.

### EARLY DISMISSAL POLICY

**Students who need to be dismissed early should bring a note from the parent or guardian at the beginning of the day.** Early dismissals should be requested only when after-school arrangements cannot be made. Regularly scheduled appointments and lessons should be scheduled after the school day ends. It is expected that most dental and medical appointments can be scheduled for after school hours. **Parents must sign the student out in the office prior to leaving the building for an early dismissal.**

For security and safety reasons, students are not permitted to leave the school grounds without adult supervision at any time. Parents must send a written permission on each occurrence if the student is to be released to any other person or bus stop.

- **Berkeley Hills:** Students needing an early dismissal must be picked up by 3:00 p.m. No cars may enter the parking lot between 3:00 – 3:25 p.m. When picking up students for early dismissal or after school, ***please do not double park or park behind the building.*** That area is reserved for the building tenants only. When picking up students for early dismissal, please come to the office.
- **Wexford:** When picking up students for early dismissal, please come to the office.

### TARDINESS

Students entering the building after the scheduled starting time must report to the office for a tardy slip and be signed-in by an adult unless bus is tardy. This slip will permit entrance into the classroom. In the event of excessive tardiness, the parent will be notified by the principal and a plan of corrective action will be implemented.

### VACATIONS

Students traveling with their parents for a vacation time during the school year (more than 3 days) must submit **a letter of explanation to the principal two weeks prior** to the traveling time. Once this has been approved, the parent and teachers will be notified.

Teachers will provide work in advance for students, when possible. The teacher may do so at his or her discretion. Any work given in advance is due on the day that the student returns. Work given to the student when he/she returns from his or her trip is the responsibility of the student to make up. The student will have the same number of days to make up the work as the absence (example: 3 days vacation = 3 days to make up work, etc.)

## CONDUCT AND DISCIPLINE:

### CONFIDENTIALITY POLICY

The safety, well-being, and protection of our students are of utmost importance to the administration and staff members at Eden Christian Academy. Therefore, decisions regarding confidentiality are not taken lightly. It is an essential part of the ethos of our school that trust is established to enable students, staff, and parents/guardians to seek help both within and outside the school system. We will strive to minimize the number of situations when personal information is shared with anyone other than those immediately involved. However, since our goal is to ensure that students and staff are supported and kept safe, a discretionary sharing of information between staff members and administration is vital to assure our students' well-being and safety. It is thus necessary to outline the limitations to absolute confidentiality at Eden Christian Academy. Information about your child will be handled in a confidential a manner as possible, but the following exceptions will apply.

1. **Duty to Warn:** for any person determined to be at risk of harm to self or to others, all appropriate warning or reporting procedures will be followed.
2. **Regarding Minors:** counselors, teachers, administrators and staff adhere to the Pennsylvania Child Welfare Agency's legal duty to report any suspicion of neglect, physical, or sexual abuse of minors.
3. **Release of Information Agreements:** information will be released to third parties (school personnel, family members, etc.) only at the student or parent's request and after a Release of Information form has been signed by the student or parent/guardian. Additionally, Pennsylvania State Law does not grant privilege communication to counselors or school officials and if asked by the legal system, Eden Christian Academy is required to share information gained in confidential meetings.
4. **Illegal and Inappropriate Behavior:** Eden Christian Academy reserves the right to inform parents/guardians if it is reported that a student has committed illegal actions, or participated in promiscuous behavior.

The student will be informed when confidence has to be broken for the listed reasons and he/she will be encouraged to do this for himself/herself as much as is possible.

## GUM CHEWING

Students are not permitted to chew gum on the school premises at any time (unless for special times).

## DRESS CODE POLICY

*"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?"*  
1 Corinthians 6:19

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."* 1 Timothy 4:12

**The goal of Eden's dress policy is to honor God through our appearance as we represent our school, our families, and our community.** It is expected that parents and students join with us in honoring God in this manner.

### Shirts/Sweatshirts

Students may wear:

- Fold-down collars
- Turtleneck collars
- Golf shirts (long or short sleeves)
- Crew-neck shirts-plain, patterned, or striped
- Sweaters (not form fitting)
- Athletic sweatshirts or jerseys
- Modest V-necks and scoop necks (Necklines should not be lower than one hand below sternal-notch)
- Button-down shirts or blouses
- Layering is suggested for shirts that may be too thin
- Sleeveless tops are acceptable if shoulders have at least 2 inches covered, and neckline meets guidelines above (No spaghetti, halter, or bra straps are to be exposed at any time)
- Bare midriff must not be exposed at any time, including when arms are lifted over head, or student is bending at waist

**No offensive language, pictures, rock groups, or lyrics are permitted on any shirt.**

### Pants

- Pants must be neat (**no holes or rips**) and **not form-fitting**. Undergarments or skin must not be exposed at any time including when arms are lifted over head, or student is bending at the waist.
- Capri pants are acceptable for girls
- Sweatpants (not form-fitting) and wind pants are permitted
- No large graphic lettering on back of pants

### **Skirts/Dresses**

- Girls may wear skirts that are no shorter than two inches above the top of the knee cap. Slits in skirts must not be higher than mid-thigh. Leggings and yoga pants may be worn under a skirt, but the skirt must be no shorter than 2” above the top of the knee cap.
- Sleeveless dresses and blouses are acceptable as long as the shoulders have at least 2” covered and neckline meets modesty standards (no spaghetti straps or halter dresses).

### **Shorts**

- Skorts (shorts with a panel in front) are permitted. Skorts must be no shorter than 2” above the top of the knee cap.
- Sport shorts, golf shorts (loose-fitting, longer pocketed dress shorts), or cargo shorts (not baggy) are acceptable. Shorts should be no shorter than 2” above the top of the knee cap.
- No large graphic lettering on back of shorts/skorts.

### **Shoes**

- Tennis shoes are recommended and must be worn on Gym class days.
- Sandals, crocs and clogs are permissible but must have a secured heel.
- Girls’ high heels must be two inches or lower with a secured heel.
- “Heelies” are not permitted.

### **Hair**

- Boy’s hair must be no longer than the top of a crew neck collar in back, and not below the eyebrows in front.
- Hair for boys and girls must be cut so that the student’s face is clearly visible.
- Should a student not follow these standards, parents will be notified that they have until the following Monday to have their child’s hair cut.
- Should a 1<sup>st</sup>- 6<sup>th</sup> grade student not have his/her hair cut by the following Monday, he/she will serve an in-school detention until the hair is cut and no academic credit will be given.
- Hair styles that “make a statement” by their color or unusual nature are not permitted.

### **Jewelry**

- Pierced ears for girls are the only acceptable piercing.

### **Other**

- Coats and outerwear may not be worn inside the building unless provided permission by administration.
- No hoods or hats may be worn inside the building. Bandannas and hair bands are acceptable for girls.
- Clothing is not to be excessively tight as monitored by faculty and staff.

### **Dress Code Policy Enforcement**

**Parents are responsible to see that their children are dressed properly for school according to the dress policy. Teachers/administrators will monitor student dress daily. If a student is found to be out of dress code:**

- 1. Parents will be notified to bring in a change of clothing (or the student will be asked to wear clothing that may be available in the office).**
- 2. A conference with parent, student, and staff will be expected if three episodes occur.**
- 3. The Dress Policy should be followed at all school sponsored events.**

**Where personal differences arise over any portion of the dress policy, the final decision will be based on the discretion of the school administration.**

## PROBATION

### Academic

Students must maintain a “C” average in order to remain in school. If, at the end of each semester, a student’s **overall** grade-point average is below a “C” in the core subjects, he/she will be placed on academic probation.

Probation will keep a student from participation in school events and activities. Academic problem areas will be diagnosed and parent conferences set up.

### Behavioral

Behavioral probation is invoked when a student has serious attitude or behavioral problems. The student is then given an opportunity to correct his/her problem. A written notice of behavioral probation will be sent to parents.

#### Reasons for Behavioral Probation:

1. Suspension for violation of the Harmful Acts policy (if permitted to return to Eden).
2. A rebellious spirit which is unchanged after much effort by teacher, administration and parents.
3. Continued deliberate disobedience.

#### Length of Probation:

1. Probation will last nine weeks beginning the Monday following notification.
2. At the end of nine weeks, if sufficient improvement is not shown, probation may be extended for an additional nine weeks.
3. In the event no improvement is shown, it will be recommended to the executive committee of the school board that the student be expelled.

### Readmission

A student who has been expelled will be considered for readmission after a minimum period of one year from the date of expulsion upon approval of the school board.

## STUDENT CONDUCT

It is understood that behaviors are developmental in nature, some infractions are more serious than others, and repeated infractions warrant stricter consequences. In some cases the development of an individualized behavior plan may be appropriate. In all cases, consequences are subject to parameters of state and federal law. The administration retains the right to use its discretion in evaluating cases; a student’s past record, attitude and willingness to cooperate in correcting behavior problems will be considered when appropriate.

### Student Responsibilities

*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him”  
Colossians 3:17*

*Every student should:*

- Read the Student Handbook (located online at [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org)) with a parent and sign the online Student/Parent Pledge.
- Exhibit good conduct.
- Follow rules and regulations.
- Express ideas and opinions in a respectful and accurate manner.
- Complete class work and home work carefully and thoroughly and make up work when absent from school.
- Exercise proper care when using school facilities and equipment.
- Be on time and prepared for all classes and other school functions.
- Dress and groom in a manner that is safe, modest, clean and not disruptive to the educational process.
- Desire to be more Christ-like in our treatment of others.

## **Parent Responsibilities** *“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*

*Every parent should:*

- Read the Student Handbook (located online at [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org)) & discuss school rules with his/her child, then sign the online Student/Parent Pledge.
- Assure his/her child's compliance with the Student Code of Conduct.
- Collaborate with school personnel for the benefit of the student.
- Become involved in his/her child's school life.
- Participate in school meetings, functions and projects.
- Call to arrange a conference with the teacher to discuss academic concerns.
- Call to arrange a conference with the building administrator to discuss concerns or questions.

### **Progressive Discipline Procedure**

Eden Christian Academy recognizes the importance of establishing clear policies and consistent disciplinary consequences for disregarding rules. It allows the Eden family to maintain a positive, safe environment in which our students can learn. Students are to behave in a Christ like manner. When a student disregards the rules and regulations, the student will be subject to an appropriate form of discipline. Below you will find the sequence and/or combinations of disciplinary actions that will be taken for disregarding school rules and regulations. Multiple or repeated violations will result in the higher level of consequences and or a different combination of consequences.

#### **Level I**

Misbehavior on the part of the student interrupts the classroom procedures or interferes with the orderly operation of the school. These misbehaviors are usually handled by individual staff members but sometimes require the intervention of other school support personnel.

#### ***Examples But Not Limited To:***

- Disruptive, inappropriate physical contact or school behavior
- Inappropriate use of electronic devices
- Failure to return required forms, books, library books, materials and equipment
- Verbal harassment of others
- Running or shouting in the halls
- Disorderly bus conduct
- Lying
- Inappropriate language

#### ***Examples of Disciplinary Options:***

- Verbal or written reprimand
- Special assignment
- Denial of privileges
- Confiscation
- Denial of recess

#### **Level II**

Misbehavior that is frequent or serious which disrupts the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which **do not** represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective actions on the part of administrative personnel.

#### ***Examples But Not Limited To:***

- Continuation of Level I misconduct
- Abusive, obscene, or disrespectful language, writing or gestures
- Using forged notes or excuses

- Plagiarism/Cheating
- Misbehavior during field trips or school programs
- Open defiance of authority, or any form of insubordination
- Unsafe bus conduct
- Leaving school property without permission
- Violation of dress guidelines
- Use of cellular phones or electronic devices during school hours
- Unauthorized possession or use of school property, facilities, or lockers
- Using, installing, or downloading unauthorized software (i.e., games, music, etc)

***Examples of Disciplinary Options:***

- Denial of privileges/extra-curricular activities
- Detentions
- In-school suspension
- Denial of recess
- Confiscation

**Level III**

Acts that are frequent or serious which disrupt the learning climate of the school or acts directed against persons or properties that could endanger the health or safety of others in the school.

***Examples But Not Limited To:***

- Continuation of extreme Level II misconduct
- Vandalism
- Petty theft
- Fighting
- Using minority, ethnic or racial slurs or intimidation
- Destruction of the property of others
- Lewdness or indecent exposure
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession or use of tobacco, matches, lighters, etc.
- Possession of drug paraphernalia
- Sexual harassment
- Downloading inappropriate materials, websites, or images on school iPads and/or any electronic devices.
- Spitting on persons or property
- Inappropriate use of laser pointers

***Examples of Disciplinary Options:***

- Detention
- Confiscation
- In-school suspension
- Full suspension
- Denial of privileges/extra curricular activities
- Restitution of property or damages
- Social probation
- Referral to police or district magistrate
- Referral to outside agency

**Level IV**

Acts that are frequent or serious that disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. These acts will require

administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

***Examples But Not Limited To:***

- Continuation of extreme Level III misconduct
- Bullying (see chart on page 20)
- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons
- Assault
- Possession of lighted or ignited objects
- Theft or possession/sale of stolen property
- Transfer/sale/possession/purchase/procurement/distribution/use or under the influence of authorized substances, e.g., drugs, alcohol or drug paraphernalia
- Unauthorized use of fire alarm or equipment
- Verbal or written threats
- Internet/Facebook/Instagram (or any other means of digital communication) where ECA is impacted due to inappropriate comments/pictures

***Examples of Disciplinary Options:***

- Confiscation
- In-school suspension
- Full suspension
- Restitution of property or damages.
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency

## **HARASSMENT POLICY**

Eden Christian Academy is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Eden Christian Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

### **Definition of Harassment**

“Harassment” means any verbal, visual, or physical conduct that is unwelcome and designed to denigrate or belittle another person for any reason, including race, color, national origin, gender, disability, or age. This includes inappropriate touching or suggestions of such, made by someone from, or in, the school setting.

### **Examples of Harassment**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct. Such behaviors include, but are not limited to, the following:

1. Unwanted touching or requests for, and discussion of, inappropriate touching;
2. Threats for refusal to cooperate with such requests;
3. Visual conduct such as leering, glaring, or other bodily movements designed to depreciate another person;
4. Presentation of written material or pictures that show hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability circulated or placed anywhere within the school;
5. Any words or actions designed to intimidate or slander another person;
6. Physical conduct such as touching, obstructing or blocking movements, or assaulting another person.

**Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

**Protection against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

**WEAPONS POLICY**

Eden Christian Academy considers student possession of, use of, or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events or any other time while enrolled as a student. Possession of, use of, or threat of use of weapons will be considered a Harmful Act. Statements made by a student claiming or boasting of a weapon at school or a school function will also be dealt with as a Harmful Act.

**Definitions:**

"Possession" includes, but is not limited to, having a weapon on school property or at a school sponsored event located

- (a) in a space assigned to a student such as a locker or desk;
- (b) on the student's person or property such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle;
- (c) under the student's control or accessible or available such as hidden by the student.

"Threat" includes, but is not limited to

- (a) a statement of personal bodily harm with a weapon;
- (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm;
- (c) or the statement of possessing a weapon at school or a school function.

A "weapon" includes, but is not limited to

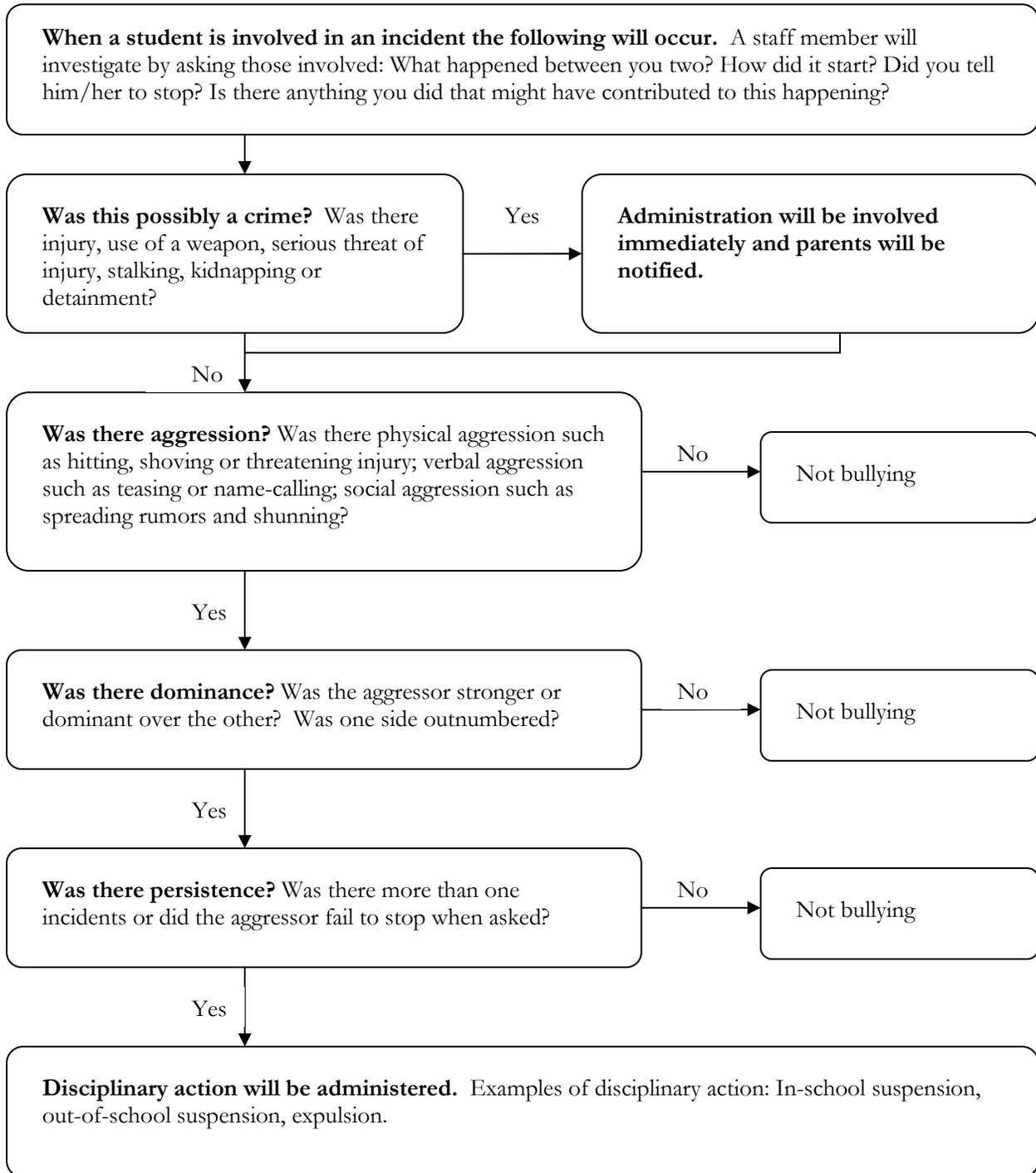
- (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- (c) any type of sling shot;
- (d) any type of martial arts weapon;
- (e) any knife which is a cutting or stabbing instrument set in a handle; or
- (f) any explosive device including fireworks.

In all cases, the administration retains the right to use its discretion in evaluation cases; a student's past record, attitude and willingness to cooperate in correcting behavior problems will be considered when appropriate.

## BULLYING POLICY

Harassment or bullying of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more students.

### Bullying Assessment Flow Chart



## HARMFUL ACTS

Harmful acts are defined as follows:

1. Possession of any weapon (see also Weapons Policy)
2. Possession or use of drugs
3. Sexual immorality, including pornography
4. Threats or physical abuse of other students or school personnel
5. Any other activity which, in the opinion of the administration and school board, is detrimental to the overall well-being of the school or is directly against the school philosophy guidelines.

**Students violating the Harmful Acts Policy will immediately be suspended from school for ten school days.**

Parents will be notified of this action by telephone and letter. During the suspension time, the Executive Committee of the Board will meet to determine if the student may return to school or be expelled. Expulsion means that the student is not permitted to return to Eden Christian Academy. If the student is permitted to return to Eden, the student and parents must meet with the Executive Committee prior to reinstatement.

Expulsion may also result from repeated offense of a lesser nature as indicated by a student's refusal to abide by the discipline code. In this case, expulsion will usually be preceded by suspensions.

## HEALTH:

### MEDICATION POLICY

The administration of prescribed medication in accordance with the direction of a parent/guardian or physician/dentist to the student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or he/she would not be able to attend school if the medicine were not available during school hours.

1. No "over-the-counter" medication may be administered by any Eden employee without specific written instructions from a licensed physician/dentist, with the following exceptions:
  - Antacid tablets
  - Antibiotic ointment
  - Calamine lotion
  - Cough drops
  - Throat lozenges
  - Acetaminophen-Tylenol (With written permission from parent—renewed yearly on form provided)
2. School personnel may administer prescribed medication only with the specific written instruction of the attending physician/dentist and with the written permission of the parent. The medication must be presented in the original container; the instructions must include the name of the student, the name and dosage of the medication, and time it is to be administered.
3. **Students or parents must register all medications in the school office.** All medications stored at the school must be kept in a locked container in the office except for those medications that must be refrigerated.
4. Unused medication will be returned to the student after obtaining written parent permission.
5. The student may carry registered medications for acute episodes of illness if the parent so requests.
6. Authorized personnel, when provided with written instructions, may administer registered prescribed medication on field trips.
7. Injectable medications will be administered only in extreme emergencies and only as directed by the student's physician.
8. Parents will automatically receive an email when a medication has been administered to your child.

## SCHOOL NURSE

The services of the public school districts' nurses are available to our school.

1. Each child is weighed and measured every year beginning in kindergarten.
2. Each child has a vision test every year.
3. Each child has a hearing test in kindergarten, second, and third grade.

## PENNSYLVANIA SCHOOL LAW REQUIREMENTS

Pennsylvania School Law requires that each child have

1. A physical examination for kindergarten, sixth grade, and eleventh grade students.
2. A dental examination for kindergarten, third grade, and seventh grade students.

**Note:** *The reports of private physical and dental examinations will be accepted within **one year** prior to a student's entry into the grade where the examination is required.*

**All children entering school for the first time in either kindergarten or first grade are required to have received the following immunizations:**

- 4 doses diphtheria/tetanus—one dose having been administered after the age of 4
- 3 doses of polio vaccine
- 2 doses of measles containing vaccine (MMR)
- 3 doses of hepatitis B vaccine
- 2 doses of varicella vaccine (if child has not had chickenpox)

## STUDENT INJURY

The school office will be notified if a student sustains an injury during school hours or extra-curricular activities. It is important that parents provide the school office with daytime phone numbers, including cell phones, so that the school can contact them in case of an emergency.

The school does **NOT** carry student accident insurance. Parents are responsible for providing medical/hospitalization insurance for their child(ren).

## INCLEMENT WEATHER:

### SCHOOL CLOSINGS AND DELAYS

With inclement weather, the safety of students and staff is always the highest priority. **All Delays and cancellations will be posted on the front page of our website: [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org).** Additionally, Eden Christian Academy will announce its intentions on three local news/TV stations and their websites: KDKA, WPXI and WTAE. Families will also receive an email and Parent Alert call from the school.

**When checking the status of ECA, first look for your local school district to see what action they are taking. 'Follow your district' means that if the school district you live in has a 2 hour delay, then your child has a 2 hour delay. If your district closes for the day, then your child is excused for that day of school. In this case, if ECA is open, you may elect to bring your child to school should you feel that the road conditions are passable. Eden Christian Academy is only able to call a *delay* if the majority of our schools are delayed and we will do so accordingly.**

### **Two-Hour Delay Policy:**

If Eden Christian Academy announces a delay, the start times at all three campuses will be delayed by two hours.

The following scenarios will provide clarity.

Your local school district is delayed and Eden Christian Academy is not.

Follow your local district and your child will arrive at their delayed time. Students are not marked tardy for this scenario. Depending upon the number of students in school, classes may not begin until 10:00 a.m. at Mount Nebo and 10:30 a.m. at Berkeley Hills and Wexford.

Your local school district is delayed and Eden Christian Academy is delayed.

Ride your bus at the delayed time and school will begin two hours late. Students are not marked tardy for this scenario.

**Cancellation Policy:**

If Eden Christian Academy announces a cancellation, all three campuses are closed for the day.

The following scenarios will provide clarity.

Your local school district is cancelled and Eden Christian Academy is not cancelled.

Your child remains at home and is excused for the day or you determine that the roads are passable and bring your child to school.

Your local school district is not cancelled and Eden Christian Academy is cancelled.

Please do not send your child to school since all three campuses of Eden Christian Academy are closed.

### **EARLY DISMISSALS**

Local public school districts determine if and when they wish to have an early dismissal, and they send buses to pick up students at a variety of times with little advance warning. The following suggestions are offered in order to help the school and to help the children feel secure during an early dismissal time:

- (1) Eden will send a Parent Alert call and email to try to contact parents if their child is being dismissed early. (Parents should be sure the office has updated phone numbers and emails for both parents.)
- (2) Parents should check the local main Pittsburgh TV stations (KDKA, WTAE, or WPXI) or their websites if the weather looks threatening to see which school districts are dismissing early.
- (3) Parents should make a plan with their child as to what to do in case no one is at home when the dismissal occurs.
- (4) If at all possible, parents should not call the school. Eden phone lines need to be kept open to make calls out and to hear from school districts.

## **PARENT PARTNERSHIP:**

### **FAMILY SERVICE POLICY**

**Purpose:** We welcome parents! Parental involvement in the school is of vital importance to Eden Christian Academy in fulfilling our mission of “working together with parents . . .” In addition, Eden’s financial model is based on voluntary assistance from parents as a primary means to continue to offer affordable tuition to all families.

**Commitment:** As a condition of enrollment at Eden Christian Academy, each family must complete a Volunteer Registration form indicating at least one area in which they are willing to serve.

Eden families with students in Kindergarten through 12<sup>th</sup> grade are required to complete a minimum of fifteen (15) hours of service. Eden families that have **ONLY** preschool age children enrolled (3-4 year olds) must complete a minimum of seven and a half (7.5) hours of service.

Volunteer assignments may come through classroom teachers, the office staff, building principals, or the volunteer coordinator. However, it is each family's responsibility to contact the volunteer coordinator and request an assignment if volunteer hours are needed to fulfill the requirement.

Each family is individually responsible to complete their hours by April 30 and record them on ParentsWeb (see instructions on page 23) no later than May 3. Hours not fulfilled will be billed to the family on or about May 11 at a rate of \$10 per hour.

## **WEEKLY UPDATES FROM TEACHERS AND SCHOOL OFFICE**

At the end of each school week, Preschool – 6<sup>th</sup> grade classroom teachers will communicate to parents with information specific to their child's classroom activities. In addition, the office will send each family an e-mail with general school news and forms. All student work and forms unable to be sent via e-mail will be sent home at the end of each week in their Friday folders. Please return it to the school on the following Monday. Weekly Updates are a primary form of communication between our school and families.

## **PARENT/TEACHER CONFERENCES**

Face-to-face communication with parents can be extremely beneficial to a child's academic progress. Conferences are planned into our school calendar to accomplish this. Parents will receive notification regarding conference dates and times. Additional contact from the teacher may be in the form of an academic progress report or a telephone call.

Please note that parents may initiate a conference with a teacher at any time by calling the school office to set up an appointment.

## **RENWEB/PARENTSWEB INSTRUCTIONS**

PARENTSWEB is a secure online website for communication between the school and parents. By logging into ParentsWeb, parents are able to view their child's grades, homework assignments, report cards, school calendar, and upcoming events. Parents are also able to communicate with teachers, log volunteer hours and make changes to their demographic information. Hot lunch is also ordered through ParentsWeb. In order to use ParentsWeb, parents must first set up their account.

### **SETTING UP YOUR ParentsWeb ACCOUNT**

- Go to [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org), click on Current Families, then ParentsWeb **OR** go to [www.renweb.com](http://www.renweb.com), click LOGINS, then PARENTSWEB login
- Click Create new ParentsWeb account
- When prompted, enter district code **ECA-PA**
- Enter the email address you provided to ECA
- Click Create Account
- Your RenWeb password will be emailed to you. (Tip: Check "Junk Mail" if your password does not arrive in your inbox.)

### **TO LOG-IN AFTER RECEIVING YOUR PASSWORD**

#### **ParentsWeb ACCOUNT LOG-IN**

- Go to [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org), click on Current Families, then ParentsWeb **OR** go to [www.renweb.com](http://www.renweb.com), click LOGINS, then PARENTSWEB LOGIN
- When prompted, enter district code **ECA-PA** (Tip: Add this page to your "Favorites")
- Enter the email address you provided to ECA
- Enter your password
- Click on **Login**

### **TO ORDER & PAY FOR HOT LUNCH**

1. Log onto your ParentsWeb account. (First-time users must set-up ParentsWeb account first.)
2. Click on STUDENT INFORMATION (from menu on left side of screen)
3. Click on LUNCH
4. Select the NAME OF THE STUDENT on the tab at the top of the page
5. Select the MONTH (Sept, Oct, etc.) calendar
6. Scroll to the bottom and click on CREATE WEB ORDER tab
7. Make menu selections by ENTERING QUANTITY
8. Click on PAY NOW (at the bottom of the screen)
9. Enter payment information as directed

#### **NOTE:**

- Orders are not complete until payment information is entered! Items listed in red on your calendar have not been ordered. Items listed in BLUE have been PAID FOR AND ARE ORDERED.
- If you have students at different campuses, you must LOG-OUT after completing the order for one campus, **WAIT 10 MINUTES** and log back in to place the order for the students at another campus.
- Orders must be placed by the 20<sup>th</sup> of each month (August – April) for the following month (September – May).

### **TO LOG VOLUNTEER HOURS**

1. Log into ParentsWeb Account
2. Click FAMILY INFORMATION (from menu on left side of screen)
3. Under MY PROFILES, click name of the parent logging the service hours
4. On right side, click on SERVICE HOURS tab
5. Click ADD SERVICE HOURS
6. Enter volunteer information requested
7. Click SAVE
8. To enter multiple volunteer service dates, repeat steps 2-7.

### **PARENT ASSOCIATION**

The Eden Christian Academy Parent Association has been established as an organized means to cultivate parental participation in the advancement of Eden's mission. As an all-inclusive organization, any parent/guardian of a student attending Eden Christian Academy is welcomed and encouraged to attend meetings and participate in events of the Parent Association.

The Association is directed by a steering committee with representation of active parents from all three campuses and various grade levels.

Three main goals of the Parent Association are to join the hearts of all Eden campuses as we strive to:

- 1.) Build school spirit
- 2.) Build a strong community of Eden families
- 3.) Build funding for the enrichment of our students

More information about the Parent Association, dates/times of the monthly meetings, and minutes from the meetings are available on Eden's website under the Current Families tab.

#### **Parent Association Mission Statement**

The Eden Christian Academy Parent Association supports the academy in its promise to engage the mind and heart of each student to think and act with Christ-like character by fostering parental participation in building school spirit, community, and resources for educational and spiritual enrichment.

## FUNDRAISING AND CHARITABLE CONTRIBUTIONS

Eden Christian Academy's partnership with parents also entails a mutual responsibility for the fiscal health of the academy through financial support and stewardship of those resources to ensure our students are receiving an exceptional educational experience.

Because tuition does not fully cover the cost to educate each student, families are asked to help fill the gap or support specific programs by participating in various fundraisers throughout the year. These may range from product sales, to securing pledges from others for a student's efforts in a special event, to outright donations.

While product sales, such as candy, discount books or other useful items are to be kept to a minimum, they can also be a learning opportunity for students to enhance their planning skills, communications, money management, entrepreneurship, and other life preparation abilities. The same applies to fundraising events, such as the Walk-a-thon or other pledge drives, where students can appreciate being a part of something that also serves others.

As Eden also seeks grants and donations from sources outside the school community, it is important to demonstrate that all Eden families are also supporting the academy with their charitable support. Thus parents are also asked to prayerfully consider ECA among their annual contributions, giving according to their means. Tax-deductible receipts are provided for such gifts that do not involve a *quid pro quo* exchange for products or services. When families express generous and sacrificial giving, it also models biblical stewardship for our students.

More information about ways to donate to Eden and designation for particular purposes is available on the website under the "Supporting ECA" tab.

## SAFETY PROCEDURES:

### FIRE DRILLS

#### General Rules

1. Fire drills will be conducted regularly.
2. All students and personnel are required to participate.

#### Student Responsibilities

1. There is to be **no talking** during evacuation.
2. Students need to be aware of fire drill exits.
3. The **first** student holds the door until all students using the exit have evacuated the building. He/she then joins his group. The **second** student leads his/her group to the designated area.
4. The students are to walk quickly in a single line to their designated area, face the building and wait.
5. If the students are outdoors at recess when the alarm rings, they should go to their designated, previously assigned area.
6. Students who are separated from their class when the alarm sounds should leave the building by the closest exit and report to their teacher at the designated area.
7. Upon returning to the building, students will return quickly and quietly to their classrooms.

### VISITORS TO SCHOOL

- Any parent wishing to meet with a teacher **MUST** first call the Eden office for an appointment.
- All parents are to report to the school office when they arrive and sign in before going to the classrooms. Parents are **NOT** to enter the classroom unannounced.
- Questions for the teacher must be saved for a time when the teacher has a free period or is able to talk to you.
- All visitors must be approved through the building principal and wear a visitor's tag.

# SPIRITUAL GROWTH:

## MISSIONS AND OUTREACH

Each year, Eden provides opportunities for students to touch lives outside of the school. Students have classroom mission opportunities through service projects, canned food and clothing collection, and craft projects.

## SCRIPTURAL PROBLEM SOLVING

We are to be in the world, but not of the world (II Corinthians 10:3). The school is dedicated to proclaiming “kingdom values” and to witnessing to them in its daily life. This means that the school community should have a different spirit than is present in the secular world. This spirit is one of love and respect between brothers and sisters in Christ. It should permit God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community.

Therefore, the ECA board, administration and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. Parents should, likewise, honor and respect the decisions and authority of the school.

Harmony built on the basis of love and respect can be arrived at by following those principles and steps given by our Lord Jesus as recorded in Matthew 18:15-19. We expect all to implement these principles as we deal one with another.

**Principle One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “With his mouth the godless destroys his neighbor, but through knowledge the righteous escape.” (Proverbs 11:9)

**Principle Two: Keep the circle small.** “If your brother sins against you go and show him his fault, just between the two of you.” The first and often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

**Principle Three: Be straightforward.** Restoration and improvement can only come when the issues are lovingly, yet clearly, presented. “Wounds from a friend can be trusted. . .” (Proverbs 27:6)

**Principle Four: Be forgiving.** “If he listens to you, you have won your brother over.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

### Process Levels

#### Level One:

Most school problems are resolved at the two-people level. Often what seems to be a disagreement is simply a misunderstanding. This is the level in which the people involved initiate a face-to-face dialogue. Forgiveness and restoration is the normal, happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or disagrees with your version of the problem? It is necessary to progress to level two.

#### Level Two:

The individuals involved should agree to share the matter with the principal. At this stage, the counsel of Jesus would be “. . . take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both individuals should share their version of the issue with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

In summary, the Matthew 18 principle requires that the problem first be shared only with the people involved. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

\*Based on *The Matthew 18 Principles for Solving School Problems* by Dr. Paul A. Kienel.

## SPIRITUAL ENRICHMENT WEEK

A special time is set aside each year for the purpose of spiritual enrichment for students and staff. During this time, Bible teaching, prayer, worship and ministry are the main priorities and academic teaching becomes the second priority. This week is also set aside for the purpose of unification of the Eden student body. The Gospel is presented, and students are encouraged to rededicate their lives to the Lordship of Christ. Teachers plan together and set apart special times for prayer and worship.

## TRANSPORTATION:

### BUS

This is a special privilege that Eden families enjoy and is part of the responsibility of the school district in which the student lives. Generally, bus transportation is available to an Eden campus if the campus is within ten miles of the school district. ***The Eden office needs to be notified if a student's address changes so that the school district transportation office can be notified.***

**Due to insurance restrictions, Pennsylvania state law does not permit a student to ride any bus other than one from the district in which he or she resides.**

Families should bear in mind that conduct on the bus reflects upon the school as well as upon individual students. The driver is in complete authority, and cooperating with the rules is essential for safety. If the student disobeys the rules, the bus driver will report it to the office and the parents will be notified. If problems continue, suspension of bus-riding privileges will result.

Some of the rules for safe student transportation include:

- Follow directions of the driver the first time given.
- Arrive at the bus stop before the bus arrives.
- Wait in a safe place, clear of traffic and away from where the bus stops.
- Wait in an orderly line and avoid horseplay.
- Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
- Go directly to an available or assigned seat when entering the bus. No standing.
- Remain seated and keep aisles and exits clear.
- Exhibit classroom conduct at all times.
- Do not throw or pass objects on, from or into the bus.
- Carry only objects that can be held in the lap.
- Do not eat or drink on the bus.
- Do not extend head, arms or objects out of the bus windows.

## CARPOOL

*Students should turn in a note from home to their teacher in the mornings of the days they are to be carpooled.*

- **Berkeley Hills:** For the safety of our students, staff members, and bus drivers during bus dismissal time, **parents carpooling their children may not pull into the front parking lot before 3:25 p.m.** DOUBLE PARKING is not permitted after 2:50 p.m. Any double-parked vehicles must be moved BEFORE 2:50 p.m. The side parking lot on Woodland Road is for Early Childhood use only. No other carpoolers may park in that side lot. All carpool students will be dismissed to the guard rail in the front parking lot to wait for their rides immediately after all buses have vacated the parking lot.
- **Wexford:** Students will be dismissed to the carpool line formed on the side of the building. A map with detailed instructions will be handed out at Back to School Night.

## TUITION:

### PAYMENTS AND DELINQUENT TUITION POLICY

1. Tuition is to be paid according to the payment plan selected by the parent on the current school year's Enrollment Contract. The payment plan may be changed by contacting the Financial Administrator.
2. A two percent late fee will be billed on the next working day after the 10<sup>th</sup> of each month. A tuition and fees statement of account shall be mailed showing the account balance due, including late fees.
3. When the account becomes two months past due, the parents/guardians will be notified in writing that they must make acceptable arrangements with the Operations Officer to bring their account current or prepare to withdraw their child(ren). If appropriate, and at the discretion of the Tuition Aid Committee, short-term emergency Tuition Aid may be granted.
4. Every possible effort will be made to resolve the matter without removal of the student from school. If removal becomes necessary, the parent will receive advance notice in writing. No child shall be subject to reprimand or embarrassment because of delinquent payments.
5. At the end of the school year, any family with a current school-year balance will not receive their children's report cards or grade transcripts until their account is paid in full.
6. A student may not begin a school year until their prior year balance is paid in full and their account is current for the new year.

### WITHDRAWAL POLICY

Once a student has been accepted for enrollment, withdrawal of the application or of the student from school will result in the following charges:

| <u>Date of Withdrawal</u>              | <u>Charge</u>  |
|--|--|
| Date of acceptance through June 30     | \$100 withdrawal fee   |
| July 1 thru last day of summer break   | 20 days' tuition*  |
| First day of school year and following | Actual prorated tuition + 20 days* (not to exceed full annual tuition) |

\*A family's annual tuition rate divided by days per school year = daily rate.

*Eden Christian Academy admits students of any race, color, sex, national or ethnic origin.*

