



UPPER SCHOOL

Handbook  
**2018-2019**

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## MISSION STATEMENT

### *Purpose/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 Holy Bible 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; II Timothy 3:16).
- ***Excellence.*** We believe that God is the creator and author of all that is good, beautiful, and wise. Therefore, at Eden Christian Academy excellence is not simply a word, it is a commitment for which we continuously strive. Mediocrity in any endeavor is simply unacceptable (I Corinthians 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 (I Corinthians 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 (II Corinthians 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 (II Corinthians 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; II Corinthians 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 (I Corinthians 6:19; I Corinthians 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 outline summarizes the steps to the development of the educational philosophy of Eden Christian Academy which 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.

## EDEN CHRISTIAN ACADEMY

### ALMA MATER

(Sung to the tune of *Onward Christian Soldiers*)

God is sovereign over us,  
Warriors for our Lord;  
Sons and daughters, we are,  
all of one accord.

Purposed for a righteous cause,  
Eden is our school;  
Adorning Christ's crown,  
each student is His jewel.

Eden shall stand at the cross,  
guided by its light;  
Learning, leading, loving,  
strengthened by God's might.

## GENERAL POLICIES

### ACCIDENTS

If an accident occurs, and you are hurt or injured, it must be reported at once to the teacher in charge. The teacher will then report the incident to the necessary health and administrative authorities at school. Proper medical referrals will be made when necessary.

### ATTENDANCE POLICIES

Students perform best in school when their attendance is regular. Students should be on time and prepared for class each day. Teachers and parents will encourage students' attendance, attitudes, and habits while at Eden.

#### Absence -

##### Excused Absence from School:

1. Death in family
2. Medical appointment with doctor's excuse
3. Absences approved in advance
4. Illness

##### Procedure for absence from school:

1. Parents should notify the school when an absence of several days is anticipated due to illness or a family emergency.
2. Parents must provide the school with a medical excuse or written excuse, signed by a parent or e-mail sent from a parent's account, stating the specific date(s) and reason for their child's absence. Absences will be unexcused without a note or e-mail.

#### Tardiness

**Students are tardy if they report to school after 8:05 a.m., and they must report to the office for a pass.** If the student arrives after 8:05 on a late bus, they will receive a late bus pass. If the student has a medical excuse, they will receive an admission pass.

**On days students are to participate in any Eden event, they must be at school before 11:00 a.m. and stay in school for the remainder of the day or be in attendance at school for a minimum of 4 hours.**

#### Early Dismissal

Students may not leave the school grounds during the school day without permission. If a student must leave school early for an appointment, he/she must bring a written excuse from his/her parent to the office. Parents *must* come to the office to sign out a student. **Parents must send written permission** for a driver to sign-out and leave the school early.

#### Attendance Policy

A student absent or tardy more than 30 days may not pass and or graduate and be promoted to the next grade unless excess absences are justified with a medical doctor's excuse submitted within three days of a student's return to school.

Students accumulating more than 7 day (full day or partial day) in a quarter are required to make up the missed time. For the 8<sup>th</sup> and 9<sup>th</sup> times missed a student will serve a detention from 7:15 a.m. until 8:00 a.m. A student accumulating 10 or more are required to serve a Saturday Detention for every day of 10 or more in an academic quarter.

## **BOOK BAGS**

Students are encouraged to store their book bags *inside* their locker. Sport bags should be stored in the designated area in the field house at the beginning of the school day.

## **BUSING**

Busing is a special privilege that Eden enjoys and is part of the responsibility of the school district in which a student lives. Generally, busing is available to any Eden campus that is within ten miles of the school district. ***Please remember to inform the office if your address changes so that we can notify the transportation office in your school district.***

Because of insurance restrictions, Eden Christian Academy does not permit a student to ride any bus other than one from the district in which he or she resides. Students cannot receive written permission from the office to ride a bus in another district.

Student conduct on the bus is a reflection of Eden Christian Academy; therefore any student receiving a discipline referral from their bus driver will receive the appropriate discipline at school.

## **CARPOOL**

For the safety of our students, staff members and bus drivers during bus dismissal time, parents carpooling their children should pick their students up in the faculty/student parking lot behind the Field House no later than 3:10 p.m. Students who have not been picked up by 3:10 p.m. will report to the school office and be assigned to a classroom.

## **CARE OF BOOKS**

When textbooks are distributed, teachers will record book condition, number and student name for school records. All books must be covered within the first two (2) weeks of school and kept covered throughout the school year. If a textbook is lost or damaged, the student will be asked to pay for it. Students will not receive year-end records if book obligations exist.

## **CELL PHONES, GAMING AND ELECTRONIC LISTENING DEVICES**

These items are not to be used during the school day, unless give permission. The school day is between the hours of 8:05 am and 2:50 pm. **If these items are being used during the school day without permission, they will be confiscated.** Phones must be submitted as is. If a student is ill or needs to speak to a parent, they should ask for permission to be dismissed to the school office. Parents or relatives that need to contact a student during school hours need to call the school office at [412-741-2825](tel:412-741-2825) and a message will be given to the student.

**Students may listen to music during study halls with the use of earbuds. Non-school videos or video games will not be permitted during study halls.**

**Students may use phones if he/she has permission from a teacher for an educational purpose.**

For each offense, the student will have the item confiscated and will not receive the item back until the end of the week. Additionally, the student will receive a lunch or after school detention for violating this policy.

## **CHAPEL**

“O, give thanks to the Lord, for He is good; for His loving-kindness is everlasting.” (I Chronicles 16:34) Chapel will be conducted weekly, during which time invited speakers, teachers and/or students will lead in prayer, praise, song and worship. Attendance is required. Faculty and students are expected to arrive on time, bring their Bible,

participate in the worship, maintain a quiet, reflective attitude during the message, and remain in their seat until chapel has been dismissed. Neither food nor drink is permitted during chapel time.

## **COUNSELING AND ADVISING 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 as 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.

## **DISCIPLINARY GUIDELINES FOR UPPER SCHOOL STUDENTS**

The goal as an Eden student is to participate in an educational experience that focuses on our Lord and Savior, Jesus Christ, and all that He has created. As students study, learn, and fellowship within a Christ-centered environment, they will be preparing for the daily challenges they must face and for the work the Lord has planned for their lives.

### **School Discipline**

The following statements outline expectations for students at Eden:

1. An attitude of honor toward everyone—especially those in authority: the Lord, administration, teachers, and staff. (I Peter 2:17) Students are expected to:
  - a. Speak respectfully to everyone.
  - b. Behave thoughtfully in class, which includes talking only when called upon by the teacher. Interrupting or otherwise disrupting the class will not be tolerated.
  - c. Treat other students with the same love, forgiveness, and patience God has shown them.
2. Obey the instructions of those in authority. (I Peter 2:13-25) Students are expected to:
  - a. Be seated at their desks when class is ready to begin.
  - b. Take good care of all school property.
  - c. Observe the dress code.
  - d. Keep pocket knives, lighters, and toy or look-a-like weapons away from school. Student offenders will be dealt with by the administration.
  - e. Not eat or drink in any classroom unless authorized to do so by a teacher.
  - f. Not throw anything from their seats.



## **Classroom Discipline**

Expectations for the students:

1. Follow teachers' directions.
2. Bring all necessary supplies and completed homework.
3. Respect the person, feelings and property of others.
4. Be seated and ready at the beginning of each period.
5. Be orderly and attentive, and participate appropriately.
6. Complete all required work satisfactorily for each class.

**Each student is responsible for knowing the general classroom rules of conduct and for any specific rules of conduct or procedure given by individual teachers.**

### **Forms of discipline:**

Lunch detention: Lunch detentions will be held every Monday and Thursday during a student's lunch period. Students must report immediately to the designated location. If the student has purchased hot lunch, they must ask another student to bring their lunch to lunch detention.

Morning detention: Morning detention meets as needed and is from 7:15 a.m. until 8:00 a.m. Students are required to bring homework to detention and to secure their own transportation to detention.

Saturday school detention: Students will serve Saturday school detention from 9:00 a.m. to 12:00 noon and be assessed a \$15.00 fine. Students will be expected to work on either assigned tasks given by the detention monitor or homework while they are serving their detention. Students are required to bring homework to detention and to secure their own transportation to and from detention.

In-school suspension: Students will serve on work detail with the maintenance staff and silently work on homework assignments.

Out of School Suspension: Students are not permitted to attend school or any school activity.

**Once a student has been assigned a lunch, after school, or Saturday detention by the Dean of Students, they are expected to serve their detention on the next immediate date that detention is scheduled to be held. Failure to do so will result in an additional punishment.**

### **Discipline Policy:**

The accumulation of 3 or more lunch detentions will result in an after school detention. The accumulation of 3 or more after school detentions in a semester will result in a Saturday detention.

### **Unacceptable Behavior**

Since there are different degrees and causes of unacceptable behavior, there should be different responses. Behavior offenses and their punishments have been categorized accordingly. Examples of unacceptable behaviors are listed below. The list is not intended to be all-inclusive.

#### **Less serious offenses**

One detention (lunch, morning or after school) will be assigned for the following:

- late to class - Students who are more than 5 minutes late to class will be viewed as skipping class.
- failure to fulfill lunchroom duty
- failure to return signed tests/papers
- littering
- uncovered books
- disobedience
- inappropriate or disruptive behavior in class or between classes
- loitering
- dress code violations
- bus behavior notice
- cell phone, electronic gaming or listening device misuse

- eating or drinking during instructional time
- being in the hallways during class time without a hall pass
- any behavior deemed inappropriate by the administration

### **More serious offenses**

Saturday school detention or suspension from school (in-school or out of school) will be assigned for the following:

- inappropriate language or pictures
- more than one bus behavior notice
- damaging school or personal property
- skipping class or school or leaving school property without written permission. All work missed due to skipping class will result in a zero.
- consistent violation of the cell phone and electronic devices policy
- cheating on academic work, including but not limited to: homework, quizzes, tests, reports, papers
- plagiarism- “to steal and pass off the ideas or words of another as one’s own work without crediting the source.” Webster’s Ninth New Collegiate Dictionary. 1987 (web page address must be named when using the Internet)
- dishonesty/lying
- stealing
- forging a signature
- inappropriate touching or actions
- defiance or argumentativeness (regarding an assignment, grade, discipline referral, etc.)
- disrespect to administration, faculty and students
- breaking into a locked classroom or building
- any behavior deemed inappropriate by the administration

### **Attendance Policy**

A student absent or tardy more than 30 days may not pass and or graduate and be promoted to the next grade unless excess absences are justified with a medical doctor’s excuse submitted within three days of a student’s return to school.

Students accumulating more than 7 day (full day or partial day) in a quarter are required to make up the missed time. For the 8<sup>th</sup> and 9<sup>th</sup> times missed a student will serve a detention from 7:15 a.m. until 8:00 a.m. A student accumulating 10 or more are required to serve a Saturday Detention for every day of 10 or more in an academic quarter.

*ECA BOARD OF DIRECTORS AND ADMINISTRATION RESERVE THE RIGHT TO SUSPEND or DISENROLL STUDENTS AT ANY TIME.*

### **Extremely Serious Offenses and Harmful Acts Policy**

**Students violating the Extremely Serious Offenses and Harmful Acts Policy will immediately be suspended from school.** Parents will be notified of this action by telephone and/ or letter. During the suspension time, the administration and Executive Committee of the Board will meet to determine if the student may return to school or be disenrolled/expelled. These actions mean 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 administration prior to reinstatement.

### **Extremely Serious Offenses**

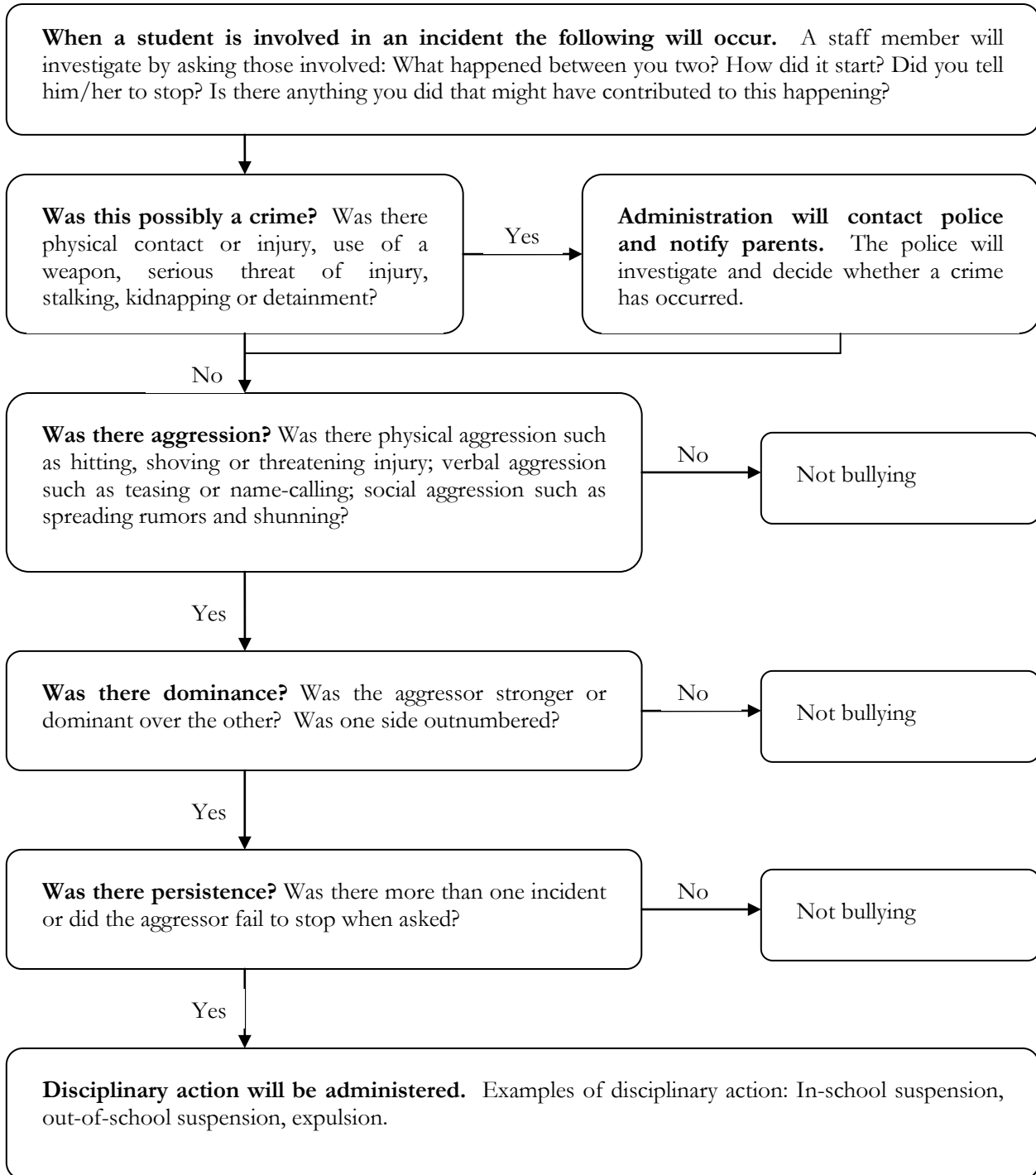
- Repeated use of obscenities and/ or profane language
- Defiance, willful disobedience of those in authority
- Sexual immorality
- Drinking, smoking or possession of tobacco or alcoholic beverage(s)

- Possession, sale or use of illegal drugs
- Fighting
- Mistreatment of other students, (including but not limited to harassment, bullying, and cyber bullying)
- Terrorist threats
- Extortion
- Possession or use of a weapon of violence
- Possession or use of matches, lighters, or fireworks
- Committing a serious breach of conduct inside or outside the school which mars the testimony of Christ
- Arson, false alarms or bomb threats
- Repeated and habitual committing of less serious offenses
- Violation of school computer use policy
- 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.

### **Bullying**

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



## **Drugs/Alcohol/Tobacco Policy**

### **Drugs**

Possession or use of illegal drugs, possession of drug paraphernalia, or the abuse of medication on campus or at any school function will result in an immediate suspension from school. Students whose drug use is discovered as a result of school initiatives will be disciplined with a possible recommendation for disenrollment from school. Any student involved in, or possibly involved in, drug abuse will be disciplined by the school and required to submit to a school mandated drug screen at the family's expense. Failure to comply will result in a recommendation for disenrollment.

### **Alcohol**

Possession or use of alcohol on campus or at any school function will result in an automatic suspension from school. Students whose alcohol use is discovered as a result of school initiatives will be disciplined with a possible recommendation for dis-enrollment from school. Students whose alcohol use is discovered by the school, or who are involved in providing alcohol for others, may be recommended for dis-enrollment. Students who contact the school in a voluntary manner will be disciplined by the school and required to participate in an alcohol educational and screening evaluation at the family's expense. Failure to comply with the requests will result in a recommendation for dis-enrollment.

### **Tobacco**

The possession or use of tobacco is forbidden on campus or at any school function. Students who violate this policy will be suspended from school. Pending investigation and student usage, the student may have to submit to an educational program as required by the school. Failure to comply with the schools mandate, the student will result in a recommendation for dis-enrollment.

## **Terroristic Threats Policy**

Terroristic threats are not only inappropriate but also a criminal act and will be referred to the local law authorities. The student will be immediately suspended from school pending a suspension/ dis-enrollment decision from the Administration and Executive Committee of the Board of Directors.

## **Pranks/ Vandalism**

Any action by a student that disturbs the privacy or invades the private property of a teacher or administrator on school property or at that individual's private residence will be viewed as a serious form of misbehavior. Any action taken by a student that takes the form of a prank/ vandalism done to, with, or on school property will be viewed as a serious form of misbehavior. A disciplinary referral shall be made with the student receiving the appropriate disciplinary action and the student/ his or her parent must make restitution for any damages.

## **Sexual Immorality/ Pregnancy**

Eden Christian Academy seeks to teach and instill in its students a God honoring lifestyle. We desire to teach our students God's standards and personal responsibility. We do not condone sexual immorality, and we believe that abortion is against what we are instructed in the Bible. Pregnancy is God's gift, and we desire to be clear to the students and parents that we are not confusing the act of immorality with the value of the child. As the Bible directs, repentance is necessary for the forgiveness of sins. True repentance means turning away from the sin and committing to live by God's standards which are provided for us in the Bible. The choices that have been made derive consequences with a response to protect the mother and the school community. The pregnant mother and her child need on-going care by her parents and the church community.

- Any student (male or female) participating in sexual immorality will be disciplined according to the discipline policies of the school.
- In pregnancy cases, students (male and female) will be evaluated on a case by case basis. Eden Christian Academy will work with the parents and the home church pastor to discern the best approach. Student repentance and cooperation of parents and student will be taken into consideration.
- Pregnancy will require a time of separation for the student from Eden Christian Academy. The separation will begin at the time of pregnancy notification, and will continue until after the birth of the baby. The readmission of the student at Eden Christian Academy following the birth of the child depends upon: the repentance of that

student, cooperation of that student and parents, church/ pastoral involvement in the situation, and an administrative recommendation to the Board of Directors that the student should return.

- Eden Christian Academy will make available academic counseling to the student to assist them in providing resources for in the completion of required high school credits for that year, or graduation requirements.

## DRESS CODE

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

*"Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak."*

*I Corinthians 8:9*

*"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." I 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 would join with us in honoring God in this manner.**

**The dress code 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.**

### Shirts/Sweatshirts

Students may wear:

- Fold-down collars
- Turtleneck collars
- Golf shirts (long or short sleeves)
- Crew-neck shirts-plain, patterned, screen printed or striped
- Sweaters (not form fitting)
- Athletic sweatshirts or jerseys
- Modest V-necks and scoop necks (Necklines cannot be lower than one hand below sternal-notch or show any cleavage.)
- Button-down shirts or blouses

All tops, including shirts, sweaters, jerseys, sweatshirts, or blouses must meet the following requirements:

1. Sleeveless shirts and blouses are allowed, but only under the condition that the width of solid cloth that covers each shoulder is a minimum of three inches wide. (In other words, the width of the shoulder of the shirt or blouse must be the width of an index card or one's hand.)
2. Bare midriff must not be exposed at any time, including when arms are lifted over head or student is bending at the waist.
3. Necklines in the front cannot be lower than one hand below the sternal-notch or show any cleavage, and the back of the top must not be lower than two inches below the top of the spine.
4. Tops of any kind must not be form fitting.
5. Bra straps, Cami straps and undergarments should not be visible.
6. Outline of undergarments should not be visible due to form fitting or thin tops.
7. Camis worn under thin or see through shirts must have straps that are a minimum of two fingers wide (approximately 1 inch thick).

These requirements must be met for all tops. Lace, sheer materials, thin, or see-through material does not "count" toward coverage. Layering is expected to meet the standards as described above.

No Offensive/Inappropriate Musical Groups, Offensive Language, Offensive Pictures, or Offensive Words are permitted on any shirt. These styles will be determined at the discretion of Eden Christian Academy.

### Pants

- Pants must be neat (**no holes or rips**) and loose fitting. Undergarments or skin must not be exposed at any time including when arms are lifted overhead, or student is bending at the waist.

- Capri pants are acceptable for girls.
- Sweatpants and wind pants are permitted.
- Yoga pants, Jeggings or leggings are not acceptable.
- If the pants are so tight that there is no stretch, meaning the material has no give to it, then the pants are out of dress code.
- No lettering or pictures on backside of any pants, skirts, shorts, etc.

#### **Skirts/Dresses**

- Girls may wear skirts that are no shorter than three inches above the top of the knee cap. Slits in skirts must not be higher than mid-thigh. Leggings may be worn under a skirt, but the skirt must be no shorter than three inches above the top of the knee cap.

#### **Shorts**

- Skorts (shorts with a panel in front) are permitted. Skorts must be no shorter than three inches above the top of the knee cap.
- Golf shorts (loose-fitting, longer pocketed dress shorts), or cargo shorts are acceptable. Shorts should be no shorter than three inches above the top of the knee cap.
- No lettering or pictures on backside of any pants, skirts, shorts, etc.

#### **Shoes**

- Tennis shoes are permitted
- Sandals are permissible
- Girls' high heels must be three inches or lower

#### **Hair**

- Boys' hair should not cover the eyebrows in front. The cut must also be so that the student's face is clearly visible. If a student does not meet the standard, they will be notified that they have until the following Monday to have their hair cut. A student not meeting the requirement after this time will remain in in-school suspension until their hair meets the handbook standards.
- Hair styles that "make a statement" by their color or unusual nature are not permitted. These styles will be determined at the discretion of Eden Christian Academy.

#### **Jewelry**

- Pierced ears for girls are the only acceptable piercing.
- Pocket chains are not to be visible.

#### **Other**

- No hoods, hats, or bandannas may be worn during the school day. The hood of a sweatshirt should remain down throughout the school day.
- Clothing is not to be excessively tight.
- Clothing traditionally worn as pajamas is not permitted.

#### **Evening Wear**

Modesty is encouraged. Strapless dresses, halters or those with spaghetti straps will be allowed only for high school girls (grades 9-12). Girls in middle school **MUST** have straps on their dresses. **Lace, sheer material, tulle, thin or see-through material does not count as coverage.** All guidelines pertain to the solid fabric of the dress.

- Neckline cannot be lower than one hand below the sternal-notch or show any cleavage.
- The solid fabric of the dress cannot be skin tone or beige.
- The solid fabric of the dress should not be shorter than 3 inches above the knee.
- The midriff must not be exposed, including "cut-outs" of any kind.
- The solid fabric of the dress must cover the back below the shoulder blades.
- The dress cannot be skin tight.
- All girls must try on their chosen dresses before attending a dance. The designated adult coordinator of the dance will inform the girls if their dresses are acceptable or must be replaced by an acceptable dress.

## DRESS 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. The student must change out of the inappropriate clothing either by having a parent bring in a change of clothing or by changing into appropriate clothing that may be available in the school office. The student cannot return to class and will remain in in-school suspension until the offense is corrected.**
2. A disciplinary referral form shall be completed and the student shall receive disciplinary action for every referral.
  - The first offense will result in a lunch detention.
  - The second and third offenses will result in a morning or after school detention.
  - The fourth and all successive offenses will result in a suspension from school.
3. A conference with parent, student, and staff will be expected if three incidents occur.

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.**

## CO-CURRICULAR ACTIVITY ELIGIBILITY

A student's eligibility to participate in an activity will be determined at the beginning of the activity based on their cumulative grade percentage.

- Eligibility for an activity that begins immediately in the school year is based on the final average of the previous year.
- Eligibility for an activity in the second quarter is based on the first quarter of the current year.
- Eligibility for an activity in the last quarter is based on the second and third quarters of the current year.

Students are eligible if they have a minimum of a 72% grade point average in the previous quarter.

Students' eligibility will be determined before the activity begins (including try-outs). Students who do not meet the academic requirements will be not eligible to participate.

Students who do not meet the academic eligibility requirements will have their grades reviewed at mid-term (4 ½ weeks) of each quarter. If their grades for the current quarter do not meet the minimum requirements of 72% GPA or if they are failing two (2) or more subjects, they will be declared ineligible.

## 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. All Eden families are required to complete service hours by April 30.

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** pre-school age children enrolled (3-4 year olds) must complete a minimum of seven and a half (7.5) hours of service.

Volunteer assignments can come through classroom teachers, the office staff, building principals, or the volunteer coordinator. Each family should contact the volunteer coordinator if volunteer hours are needed, and each volunteer is individually responsible to record their hours of service on ParentsWeb no later than May 3.



(see instructions on page 22) Unfulfilled volunteer hours during the year will be billed by May 10 at the rate of \$10 per hour.

## **FIELD TRIPS**

Field trips are out-of-school learning experiences and your manners on these special days are reflection upon the student *and* the school, so students should act accordingly. There are a few basic ideas to be remembered:

1. When traveling on a bus, the noise should be kept down so that the driver will not be distracted.
2. Students are not to destroy public property. Things should be left alone that do not belong to the students.
3. Field trip permission forms for the entire school year must be signed by parents and returned within the first week of school.
4. **DRESS CODE IS TO BE ADHERED TO ON FIELD TRIPS** unless other instructions are given by the administration.

## **FIRE DRILLS**

### **General Rules**

Fire drills will be conducted monthly according to PA law. They will be announced either through the building fire alarm system or over the intercom system. All students and personnel are required to participate.

### **Student Responsibilities**

- Students need to be aware of fire drill exits.
- 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.
- The students are to walk quickly in a single line to their designated area, face the building and wait.
- If the students are outdoors when the alarm rings, they should go to their designated, previously assigned area.
- Students who are separated from their class when the alarm sounds should leave the building by the closest exit and report to a teacher.
- Upon returning to the building, students will return quickly and quietly to their classrooms.

## **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.

## **HARASSMENT POLICY FOR UPPER SCHOOL STUDENTS**

### **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 but not limited to 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, physical contact, or requests for, discussion of, and inappropriate touching; (does not have to be of a sexual nature).
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.

## **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.

### School Nurse

Services of the school nurse from our public school district are available.

1. Each student is weighed and measured every year from seventh through twelfth grade.
2. Each student has a vision test every year.
3. Each student has a hearing test in grades seven and eleven.
4. Scoliosis screening is done in seventh grade.

### PENNSYLVANIA SCHOOL IMMUNIZATION LAW REQUIREMENTS

Pennsylvania School Law requires that each child have

- **Physical examinations for students entering Kindergarten, 6<sup>th</sup>, and 11<sup>th</sup> grade**
- **Dental examinations for students entering Kindergarten, 3<sup>rd</sup>, and 7<sup>th</sup> grade**
- **Complete record of immunizations for all students**

The new state mandated immunization guidelines require:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)\*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DPT or DTaP or if medically advisable, OT or Td

\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

\*\*\*Usually given as MMR

**Students entering 7<sup>th</sup> grade must have one Tdap and one MCV (meningitis vaccine) prior to 5<sup>th</sup> school day or risk exclusion.**

**Students entering 12<sup>th</sup> grade must have 2<sup>nd</sup> dose of MCV (meningitis vaccine) prior to 5<sup>th</sup> school day or risk exclusion.**

### HONOR ROLL

*Colossians 3:23 teaches us: “. . . and whatsoever you do, do it heartily as to the Lord.”*

#### HIGHEST HONOR ROLL REQUIREMENTS

The average score of all the classes in a quarter must be greater than or equal to 97%

#### HIGH HONOR ROLL REQUIREMENTS

The average score of all the classes in a quarter must be greater than or equal to 92%

#### HONOR ROLL REQUIREMENTS

The average score of all the classes in a quarter must be greater than or equal to 82%

## TRANSCRIPT GPA CALCULATION

Students in grades 9-12 with a cumulative GPA higher than a 4.0 will receive a Pass (P) on their transcript for year end grades that are 80% or higher in non-weighted elective courses (Band, Choir, Yearbook, and Art) and Physical Education.

## HOMEWORK POLICY

Homework is a necessary part of each pupil's educational program. Every student is expected to study each night in addition to scheduled class time to achieve satisfactory work. Teachers will expect students to do all of their assignments each evening.

Depending upon the length of an illness or absence, extra time will be given to allow students to make up their work. Their teachers will give more specific homework requirements to them. Students should make certain that they understand each teacher's homework policy. **The procedure for missed or late homework assignments will be at the discretion of the classroom teacher. Work due on a certain date is to be turned in if you are in attendance on that day.**

## INCLEMENT WEATHER – SCHOOL CLOSINGS AND DELAYS

### **If a 2-hour delay is called in the local district where your child receives busing:**

- Follow your local district's busing. If there is a 2-hour delay for the district, your child has a 2-hour delay at Eden
- Your child will not be marked tardy
- If you determine that roads are passable, you may carpool your child to school

### **If a 2-hour delay is called for Eden Christian Academy:**

- **Note:** Eden will only call a 2-hour delay if the **majority of the busing** districts are on a delay
- School will begin two hours late at all 3 Eden campuses
- Modified schedules will be in effect for Kindergarten and Preschool
- AM Kindergarten : 10:30 am – 12:30 pm
- AM 3 & 4 year old Preschool: 10:30 am – 12:30 pm
- PM 3 & 4 year old Preschool: 1:15 pm – 3:15 pm

### **All about school cancellations**

- **If Eden Christian Academy announces a cancellation**
  - All 3 Eden campuses are closed for the day
- **If your local district announces a cancellation *but Eden is open***
  - Your district will not provide busing to Eden
  - Your child is excused for the day
  - If you determine that roads are passable, you may carpool your child to and from school
- **If your local district does not announce a cancellation *but Eden announces a cancellation***
  - Do not bring your child to school, all 3 Eden campuses are closed for the day

### **Where you find delay and cancellation information?**

- **Eden's website** will post information on the home page
- **KDKA, WPXI, WTAE** local TV news and websites
- Receive a voicemail and/or text message - **You set your own preferences** in **ParentsWeb**

### **Early Dismissals Due to Weather:**

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.

## **LOCKERS**

Students are responsible to keep their lockers clean AT ALL TIMES. Lockers are the property of Eden Christian Academy. Students do not have the right to deface them or hang inappropriate pictures in them. The outside of the locker is to be kept clean; nothing is to be placed there without the Principal's approval. Lockers must also be able to close completely and easily.

## **MUSIC**

The following co-curricular experiences are available to qualifying Upper School students: Choir, Band and Ensemble. These are learning activities scheduled as part of the curriculum, most often completed in evening performances. Students are responsible for their music instruments as well as their class work. Above average grades and good deportment are expected to be maintained. Each student is given a semester grade for choir/band/ensemble based on the work completed during that semester.

## **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.

## **PARENT CONFERENCES**

Communication with parents is extremely important. Parent/teacher conferences are held per our school calendar. Parents will receive notification regarding conference days and procedures.

An Academic Progress Report will be sent home if teachers feel this type of contact is necessary. Parents will also be contacted by phone. Parents may initiate a conference with any teacher by calling the upper school office.

## PARENTSWEB

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.

### ParentsWeb Account Set-up

- 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 pink button on left side of screen.
- Click on **ParentsWeb Login**
- Enter district code **ECA-PA**
- Enter the primary email address you provided to ECA
- Your password will be emailed to you.

### ParentsWeb Account Log-in

- After receiving your password (see instructions above), 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 pink button on left side of screen.
- Click on the **ParentsWeb Login**
- Enter district code **ECA-PA**
- Enter your password
- Click on **Parent Login**

### Order and 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 (September – April).

### 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.

## **PHYSICAL EDUCATION**

Physical education classes are required for everyone unless excused by written request from your family physician. Upper school students will be required to purchase gym uniforms. Specified gym clothes are as follows:

- Sneakers
- Socks
- Gym shorts
- Gray, Eden Christian Academy T-shirts (may be purchased from the PE teacher)
- Sweatpants may be permitted as part of the uniform during late fall and early spring months when class is held outside.

Any clothes which are part of the school day wardrobe cannot be considered to be part of the Physical Education uniform.

Since gym classes are a very important part of the educational experience, students should always come prepared for class. If a student is unprepared, his/her grade will be affected. Students must wear their own uniform. A student can be excused for a day or period of time with a written medical excuse, but he/she must still remain in class and, if possible, participate in whatever way the teacher feels he/she may benefit.

High school students participating on at least one interscholastic athletic team will receive credit for one semester of their physical education requirement.

## **POSTERS AND FLYERS**

All posters and announcements for upcoming school events must be approved by the Principal prior to posting.

## **PROBATION**

### **Academic**

Students must maintain a 70% average in order to remain in school. Grade verifications will take place at the mid-point and ending of each quarter. If a student's overall average is below a 70% or is failing two or more classes for two consecutive reports, he/she will be placed on academic probation. In an effort to resolve these issues, academic problem areas will be diagnosed and parent conferences set up. Student participation in co-curricular activities will be evaluated when a student is on probation.

### **Behavioral**

Behavioral probation is invoked when a student has violated the behavior expectations of the school. A meeting between the Principal and Dean of Students, parents and student will initiate the probation period.

### **Other Reasons for Behavioral Probation**

1. Suspension for violation of the Harmful Acts policy (if permitted to return to Eden).
2. Continued disregard for school policies.
3. Not serving detentions on time.

### **Re-admission**

A student who has been expelled will be considered for re-admission after a minimum period of one year from the date of expulsion. Re-admission requires administration and School Board approval.

## **REPORT CARD GRADING**

Report cards are issued every nine weeks as a method of communicating academic progress to parents. 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 the 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.”

Five weeks into each grading period, parents will receive a mid-term progress report. A final report card will not be issued if a student owes any fines or unpaid fees.

### 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 from that of 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 achieved 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-person 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-person 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. If the individual will not “hear” you or disagrees with your version of the problem, it will be 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.

**Level Three:** If the problem is still unresolved, the next step is to contact the Chairman of the Board. This level will be used in only the most serious situation. If the problem is complex, the Executive Committee of the Board may be involved. The goals of this high-level meeting are: (1) understanding the problem clearly in the context of school policy and procedures; (2) solving the problem; (3) reproof and correction if necessary; and, (4) forgiveness and wholehearted restoration of those who have made amends.

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.

## **SERVANT LEADERSHIP**

Each year Eden focuses on community service opportunities. Students are required to fulfill community service hours as follows which are recorded on his/her permanent record:

Grades 7 & 8 = 15 hours

Grades 10 & 11 = 30 hours

Grade 9 = 20 hours

Grade 12 = 40 hours

## **SPORTS PROGRAM**

Please refer to the Athletic Handbook.

## **STUDENT DRIVERS**

Driving to school is a privilege that is granted to the students by the school. In order for a student to be permitted to drive to school, they must complete an Eden Christian Academy Student Driver Registration Form, have a copy of their driver’s license on file in the school office, and pay a student driver fee of \$40. Students who begin driving after March will pay a \$15 registration fee. Once these have been completed, the student driver will receive a placard/sticker for their car which should be prominently displayed on the rear window of the car when parking in the school lot. Student drivers are expected to park their vehicles in their assigned numbered parking space. When a student driver arrives at school, they must sign in and leave the keys to their automobile in the school office. When a student driver has permission to leave school early, they must sign out at the office when they pick up their keys. At the conclusion of the school day, student drivers must wait to depart until the parking lot is clear of ALL school busses. Any student that rides with another student must have a parent or guardian note granting permission turned into the school office prior to departure from campus. A student does not need a note to ride with their sibling who is a licensed driver. All student drivers are expected to maintain a sense of safety and good driving habits while on school property.

Students who fail to follow the student driver regulations are at risk of having their driving privileges suspended or revoked.

## **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. Each parent is responsible for providing medical/hospitalization insurance for their child(ren).

## STUDY HALLS

Because study halls are meant for quiet study, there is to be no talking during study hall. Students are expected to bring academic work to do or reading material and sit in their assigned seat. Students may listen to music during study halls with the use of earbuds. Non-school videos or video games will not be permitted during study halls. Additional study hall rules may be announced at the discretion of the study hall teacher.

## SUICIDE PREVENTION POLICY

Protecting the health and well-being of all students is of utmost importance to Eden Christian Academy. The school has adopted a suicide prevention policy which will help to protect all students through the follow steps:

1. Each school will designate a staff member as a point of contact for students in crisis and to refer students to appropriate resources.
2. When a student is identified as being at risk, they will be assessed by the school counselor and/or principal who will work with the student and help connect them to appropriate local resources. Parent or guardian will be contacted and provided with the reported information.
3. Students will have access to national resources which they can contact for additional support, such as:
  - a. The National Suicide Prevention Lifeline - [1.800.273.8255](tel:18002738255), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - b. The Trevor Lifeline - [1.866.488.7386](tel:18664887386), [www.thetrevorproject.org](http://www.thetrevorproject.org)
4. All student will be expected to create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## TESTS AND QUIZZES

Tests and quizzes will be given periodically to evaluate student's progress in particular classes. If a student is absent on the day that a test is given, he/she will be expected to make up that test his/her first day back at school. More specific information about make-up work will be given to students by the individual teachers. It will be the **STUDENT'S** responsibility to ask the teacher about work they have missed, especially any missed tests and quizzes. The teacher has the authority to give them zeroes for incomplete work.

## VISITORS TO SCHOOL

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. Any parent wishing to meet with a teacher ***MUST*** first call the Eden office for an appointment. Prospective students wishing to shadow a current Eden student must make arrangements at least one day in advance. Students not enrolled at Eden are not permitted to attend classes at Eden when they are visiting an Eden family. ***ALL VISITORS MUST SIGN IN AT THE OFFICE TO RECEIVE A VISITOR'S TAG.***

## 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) 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.

## **AFTER SCHOOL SUPERVISION AND EXPECTATIONS**

Unless students have an approved afterschool program, they are expected to leave campus in a timely manner. Examples of approved after-school programs include athletics, mock trial, and musical practices or pre-arranged tutoring sessions with teachers. School projects are not an acceptable reason to remain after school unless the teacher who has assigned the project has made arrangements with the group or class to stay after and provide supervision for the group. All other students, including carpool and student drivers, are expected to leave campus by no later than 3:10 p.m.

Students remaining after school who have been assigned a late practice will be expected to either leave the campus and return for practice or remain on campus in a supervised study hall period until practice begins.

On game days, students are permitted to stay after school for athletic contests. Students are expected, however, to report to the soccer field for a soccer match or to the field house for a volleyball match or basketball game by 3:10 p.m.

Any student, who has not left campus by 3:10 p.m., must report to the school office. You will be expected to remain in a designated area until your driver reports.

Students who remain after school for a school-sponsored function are not permitted to leave campus. Walking to a local convenience store, restaurant, or friend’s house is expressly forbidden. Student drivers are permitted to leave campus with permission from their respective coach; however, they are not permitted to take anyone other than siblings off campus with them.

The school buildings will be locked each day by 3:10 p.m. After this time, students are not permitted back in the school buildings.

Any extenuating circumstances that require you to stay after school that do not meet the above-mentioned scenarios should be discussed with the Dean of Students at least one day in advance to seek permission for your specific situation.

**THE ADMINISTRATION OF EDEN CHRISTIAN ACADEMY RESERVES THE RIGHT TO CHANGE THIS HANDBOOK AT ANY TIME. IN THE EVENT OF A CHANGE, BOTH STUDENTS AND PARENTS WILL BE NOTIFIED. FOLLOWING NOTIFICATION, THE CHANGE WILL BE CONSIDERED PERMANENT.**