



Preschool/Elementary/Intermediate  
Handbook  
**2021-2022**

## TABLE OF CONTENTS

Philosophy and Foundations:	
Mission Statement/Core Commitments .....	3
Philosophy of Education .....	3
Statement of Doctrine.....	5
Biblical Morality Policy .....	5
Academics:	
Homework Policy .....	6
Report Cards and Standardized Testing .....	7
Retention Policy .....	7
School Supplies.....	7
Activities:	
Lunch .....	7
Library.....	7
Birthday Celebrations .....	8
Athletics .....	8
Music .....	9
Attendance:	
School Hours/Extended Day Program .....	9
Absences .....	9
Illness/Fever Policy .....	9
Early Dismissal Policy .....	10
Tardiness .....	10
Vacations .....	10
Conduct and Discipline:	
Confidentiality Policy .....	11
Cell phone, Gaming, & Electronics.....	11
Gum Chewing .....	11
Dress Code Policy.....	11
Probation .....	13
Student Conduct.....	14
Harassment Policy.....	17
Weapons Policy .....	18
Bullying Policy .....	18
Harmful Acts .....	19
Health:	
Healthy Snacks.....	20
Medication Policy.....	20
School Nurse.....	20
Pennsylvania School Law Requirements .....	20
Student Injury .....	21
Illness/Fever Policy .....	21
Head Lice Policy.....	21
Inclement Weather:	
School Closings and Delays .....	22
Early Dismissals .....	22
Parent Partnership:	
Volunteer Policy .....	23
Weekly Updates.....	25
Parent/Teacher Conferences.....	25
ParentsWeb Account Set-up/Login/Logging Volunteer Hours .....	25
Parent Association .....	26
Fundraising and Charitable Contributions .....	26
Publication Policy:	
Photo/Name Use.....	27
Safety Procedures:	
Fire Drills .....	28
Visitors to School.....	28
Spiritual Growth:	
Missions and Outreach .....	28
Conflict Resolution Policy (Matthew 18) .....	28
Spiritual Enrichment Week .....	29
Transportation:	
Bus .....	29
Carpool.....	30

Tuition:	
Tuition Payments and Delinquent Policy.....	30
Withdrawal Policy .....	30

# 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 AUTHORITY** 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.

### ***BIBLICAL MORALITY POLICY***

***Parents desiring to enroll their child(ren) will read and sign an agreement to abide by the Eden Christian Academy Biblical Morality Policy.***

Eden Christian Academy's Biblical role is to work in conjunction with the home to help students to think and act with Christ like character. Of necessity, this involves teaching what the Bible defines as the qualities or characteristics that exemplify a Christ-like life. Eden reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student if the atmosphere within a particular home or family of a student, or the activities of the student himself or herself, are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes, but is not limited to participating in sexual immorality, homosexual lifestyle, or bi-sexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13; Romans 1:27; Ephesians 5:3).

# 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.**

## CLASSROOM BIRTHDAY CELEBRATIONS

We love celebrating birthdays at school. Students may celebrate on their birthday, or if your child has a summer birthday, you may plan a “half birthday” celebration during the school year. We ask that parents please **inform the teacher at least a week in advance of the celebration day** so that they may plan accordingly. Celebration times may vary depending on the classroom’s daily schedule. To celebrate at Eden’s elementary campuses:

1. You may purchase your child’s **favorite book and donate it to the library**. A birthday label indicating the child’s name will be placed in the front of the book and shared for the first time with your child’s class. For book suggestions, you may contact your campus principal.
2. Your child may share **a snack** with his/her class. Please stick to healthier options with less sugar, like popcorn or fruit snacks – no cupcakes, cakes, or items needing to be served such as ice cream sundaes. Please stay away from items with peanuts or peanut oils, if possible. Additionally, please supply napkins, straws, and/or utensils needed for the snack.

*Please keep birthday celebrations short and simple, without favors or games, as not to distract from the academic activities of the day.*

## 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	x
<i>WINTER SPORTS</i>						
Youth Basketball Clinic– instructional	x	x	x	x	x	
Boys’ Basketball— Interscholastic, instructional/competitive					x	x
Girls’ Basketball— Interscholastic, instructional/competitive					x	x
<i>SPRING SPORTS</i>						
Youth Soccer—instructional	x	x	x	x	x	
Soccer—interscholastic, instructional/competitive					x	x
Girls’ Volleyball—interscholastic, instructional/ competitive					x	x
<i>SPORTS CAMPS</i>						
Basketball				x	x	x



## MUSIC

General music classes are offered to all students in Preschool through 4<sup>th</sup> grade. In addition, students have the following options:

- Instrumental lessons 4<sup>th</sup>—6<sup>th</sup> grades
- Rhythm classes in 5<sup>th</sup> & 6<sup>th</sup> grade
- Choir chimes in 5<sup>th</sup> & 6<sup>th</sup> grade
- Chorus in 1<sup>st</sup>—6<sup>th</sup> grades
- 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*)

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 LEARNING THROUGH LITERATURE**  
(*Sessions take place Tuesdays & Thursdays*)

8:30 a.m. – 11:30 a.m.                      **AM KINDERGARTEN**  
(*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 2:50 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 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.

## CELL PHONE, GAMING AND ELECTRONIC DEVICES

These items are not to be used or visible during the school day (8-3:30 p.m.). If these items are being used or are visible during the school day, they will be confiscated. Phones must be submitted as is. If a student is ill or needs to speak with 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 and a message will be given to the student.

For the first offense, the phone will be confiscated and the parent will be contacted. The phone will be returned to the student at the end of the day. If a second offense occurs, the phone will be confiscated and an after school detention will be given and the phone will be given to the parent following the detention.

## GUM CHEWING

Students are not permitted to chew gum on the school premises (unless special permission given).

## 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
- Leggings and yoga pants are acceptable for girls, but must be worn with a long or tunic type shirt that comes down to mid-thigh
- 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.
- 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 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.

## **ELEMENTARY DRESS CODE ADDENDUM**

### **Update: Effective immediately**

Eden Christian Academy respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. Within the school program, however, the following principles will serve as our school guidelines and we ask that the following holiday symbols not be worn or brought to school:

**Halloween:** ECA emphasizes a harvest theme at this time of year and His provision. The traditional Halloween themes and symbols including witches, bats, monsters, zombies, ghosts, death, superstition and fear will be de-emphasized.

*In general, plain pumpkins, stalks of wheat, candy corn, leaves, and displays of produce and the like are acceptable harvest symbols.*

**Christmas:** ECA treats this holiday as a joyous time of the year to enthusiastically celebrate and emphasize the birth of Jesus Christ. Activities and symbols which compliment these emphases are prominent in our classrooms. Myths and symbols, such as Santa Claus, elves, or reindeer, etc. which compete with these are de-emphasized.

*The Nativity, snowmen, snowflakes, Christmas trees, Christmas lights, penguins, gingerbread men/houses, candy canes, etc., are acceptable.*

**Easter:** ECA treats this holiday as a joyous time of the year to enthusiastically celebrate and emphasize His resurrection. Activities and symbols which compliment these emphases are prominent in our classrooms.

*Spring related items including flowers, cross, lambs, chicks, eggs, etc. are acceptable.*

## **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.

### **James 1:19-20**

*My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires.*

## **CONFLICT RESOLUTION SHIELD**

Say "Stop"

Hear what others say

Involve an adult if continues

Eliminate poor attitude

Love and pray for those who hurt you

Drop it/Don't over-react

### **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.

## 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
- Bullying
- 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
- Recess Detention
- 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
- Verbal or written threats
- Internet/Facebook/Instagram (or any other means of digital communication) where ECA is impacted due to inappropriate comments/pictures
- 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 or other items that could do harm.

***Examples of Disciplinary Options:***

- Detention (before, after or Saturday)
- Confiscation
- 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
- 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
- Sexual immorality, including pornography

***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

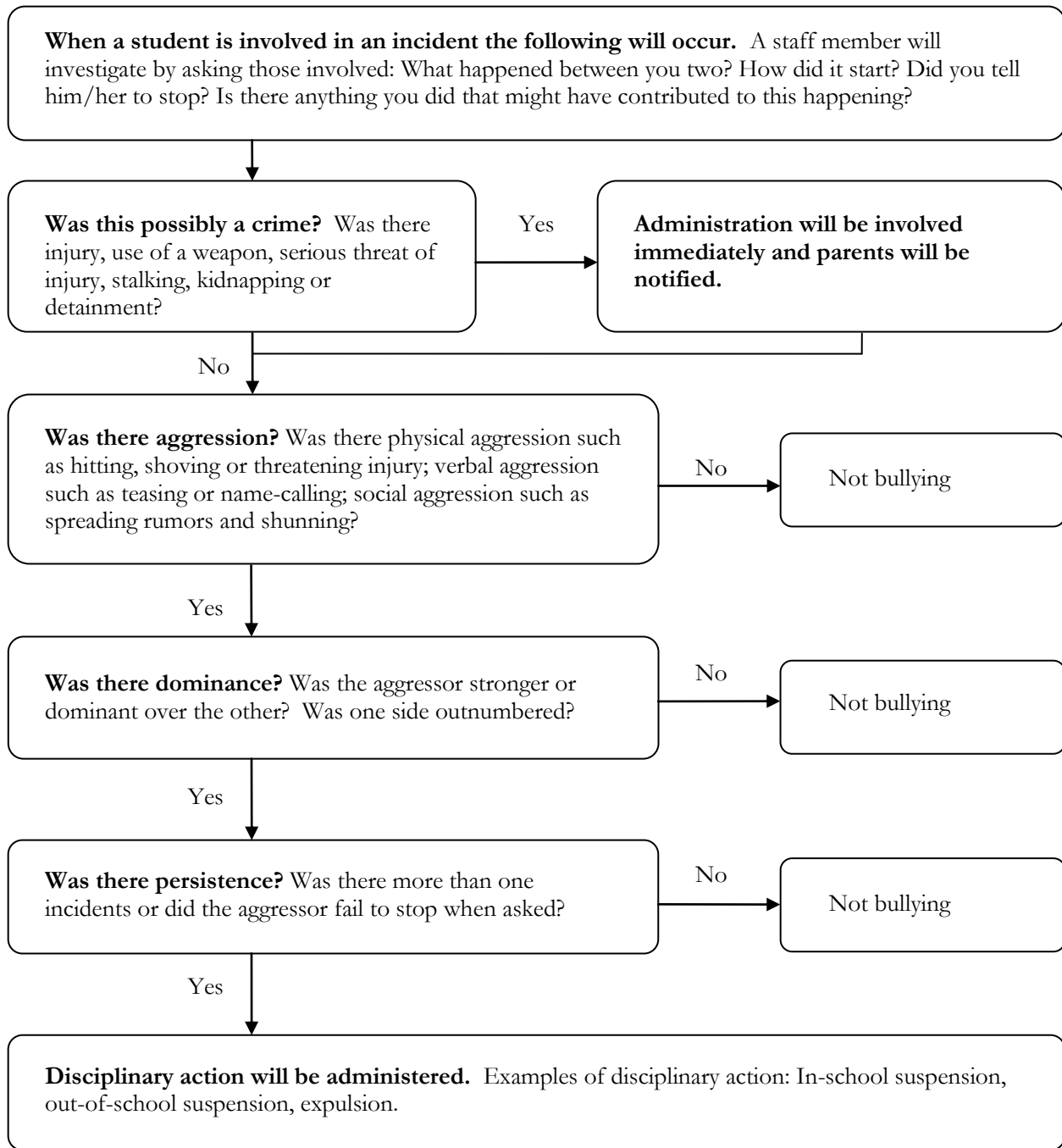
- (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to 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 Extremely Serious Offenses and Harmful Acts Policy will immediately be suspended from school.** 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:**

### **HEALTHY SNACKS**

Parents are asked to provide a nutritious snack for their child each day. Teachers will schedule a snack time mid-morning. Students are encouraged to bring in a water bottle to refill throughout the school day.

### **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

- **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.**

## 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).

## 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.

## HEAD LICE POLICY

Suspected cases of head lice should be reported to the school office (from parent or teacher). The nurse will be contacted to assess the student. If no evidence of head lice is identified, the student may return to the classroom. If evidence of head lice is noted, students in the affected classroom and siblings of any students found with lice will be assessed for evidence of head lice. If evidence is found, the parents of the affected child will be notified and the child sent home with educational information. An email will be sent to parents of any affected classrooms informing them that there was a case of head lice in their child's classroom along with educational information on head lice.

**Students found with head lice will be excluded from school until treated. Before returning to school, the parents should inform the office of the intended day of return so that the nurse is available to reassess the student.**

Students should be free from live lice. If 10 or less nits, the nurse will remove the nits and send the child to class. If more than 10 nits, the student will be sent home. Custodial staff and other school personnel will be notified at the discretion of the principal to request special cleaning. The nurse will follow up with the student after one week to ensure the student is still free of live lice and nits.

# 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

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:

## VOLUNTEER POLICY

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.**

Volunteers are integral to the success of Eden Christian Academy. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the students and staff of Eden. Eden encourages and promotes school volunteering in order to expand and enhance partnership with our parents and community involvement within our school while maintaining safety and security for students and staff. 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.

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.**

Under Act 15 of 2015, which amends the provisions of the PA Child Protective Services Law, certain clearances are required for ALL volunteers that provide care, supervision, guidance or control of a child or children. In compliance with the law, any Eden volunteer will be required to obtain and submit to the applicable Volunteer Coordinator all required clearances along with the signed Volunteer Registration Form **prior to the first day that volunteer services are provided.**

Some examples of volunteers requiring clearances include: field trip or school event chaperones, classroom volunteer assistants, recess, lunchroom and library volunteers, and volunteer coaches/club advisors.

*Note: Parents and others merely visiting schools are not normally required to obtain background checks to the extent that such visitors are visiting the school irregularly and without providing for the care, supervision, guidance, or control of children. Some examples include Back-to-School nights, parent/teacher conferences, attending school assemblies or concerts, assisting with school birthday parties, parent guest readers, collecting tickets to sporting events, working concession stands or participating in "Career Day" as supervised presenters. In this capacity, school visitors do not need the clearances.*

The following clearances are required:

**If you *have been* a continuous resident of Pennsylvania for the past 10 years, you are required to submit each of the following:**

1. **Pennsylvania State Police Clearance** (free for Volunteers)
2. **Pennsylvania Child Abuse History Clearance** (free for Volunteers)
3. **Signed "Volunteer Clearance Exception" statement**
4. **Signed Eden Volunteer Registration Form**

**If you *have NOT been* a continuous resident of Pennsylvania for the past 10 years, you are required to submit each of the following:**

1. **Pennsylvania State Police Clearance** (free for Volunteers)
2. **Pennsylvania Child Abuse History Clearance** (free for Volunteers)
3. **Federal Bureau of Investigation (FBI) Clearance** (\$22.60 – volunteer responsible for this cost)
4. **Signed Eden Volunteer Registration Form**

Go to [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org) and refer to **Volunteer Clearance Instructions & Links** to obtain required clearances.

Under no circumstances shall a volunteer be considered an employee of Eden. A volunteer shall receive no wages or other consideration which has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible Administrator.

The applicable Administrator and/or Volunteer Coordinator shall assume general authority and responsibility over all volunteers serving/working with the students in the building or in school-related activities for which he/she is responsible.

Eden will maintain a school-wide database of all approved Eden volunteers that can be accessed by the applicable Volunteer Coordinator for each campus. The database will include the names of approved volunteers as well as the expiration dates for each individual clearance. The date of the oldest clearance will be noted as the official approval date. The clearances will expire five years from the official approval date. A copy of the clearances/exception forms will be maintained in Eden files until their expiration dates at which point they will be destroyed. The Volunteer Coordinators will send an email reminder to individuals when their clearances are 90 days from expiring.

All volunteers must sign in at the school office before proceeding to their volunteer site. Volunteers must wear a visitor's tag while in the building.

Volunteers should be punctual and prepared. If something arises, and you cannot meet your volunteer responsibilities, please try to find another parent to take your place or let the teacher or Volunteer Coordinator know.

Volunteers are expected to manifest by daily example the highest Christian virtue, serving as a Christian role models (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living and therefore should use appropriate language, be encouraging and dress modestly.

Volunteers will work within the rules of the school, as determined by the teachers and the administration.

When working with students the volunteer should not:

- Leave a student unsupervised;
- Take students off the school property without permission from the school staff;
- Give food, drink or candy to any student unless authorized by school personnel; or
- Physically, verbally or emotionally abuse or mistreat a child.

Volunteers shall meet any standards that may be established by federal, state, or local government, or by the Eden Board or Administration.

No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by Eden staff. If volunteers have questions about the confidentiality of student information, they should consult with the building principal.

Volunteers shall not be asked to assume the professional responsibilities of Eden employees. Volunteers may provide assistance that is supportive, when under the direction of an Eden employee.

Volunteers should expect obedience and respect from students. Volunteers will not be permitted to directly administer student discipline but should relate any discipline issues to the student's teacher to handle.

Volunteers will not be permitted to administer first aid, except in the case of an emergency. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.



## 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 the Friday Folder 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 emailing the homeroom teacher 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. 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) and Click on: Current Families, Quick Links, ParentsWeb
- Click Create New ParentsWeb Account
- If prompted, enter District Code ECA-PA
- Enter the email address you provided to Eden
- Click Create Account
- Your password will be emailed to you.

#### ParentsWeb Account Log-in

- Go to [www.EdenChristianAcademy.org](http://www.EdenChristianAcademy.org) and Click on: Current Families, Quick Links, ParentsWeb
- If prompted, enter District Code **ECA-PA**
- Enter the email address you provided to Eden
- Enter your password
- Click **Log- in**

#### Log Volunteer hours

1. Log into Parents Web Account
2. Click on **FAMILY** on the left side of screen
3. Above the **SERVICE HOURS** box, click on drop down arrow and choose the correct person. ***This person should be the person who performed the volunteer hours.***
4. Click on **ADD +**
5. Fill in appropriate informational boxes
6. Click **SAVE**

**\*\*IMPORTANT: Each date should be logged separately**

#### HOT LUNCH ORDERING PROCEEDURE

1. Sign in or Register at <https://www.campuscuisine.net> with the access code **ECA412**.
2. Click on **STUDENTS** to add or edit them. Please update their grades for the new school year.
3. Click **ORDER LUNCHES** on the student profile. *The deadline to order is noon EST the day before.*
4. View options for Monday or click the drop down arrow to view other week day options.

5. Enter a quantity for each menu item and check at least one date box on the right.
6. Click **ADD TO CART**.
7. Repeat for each student.
8. You may order for one day, week, or month, or for the entire semester at once.
9. When you are finished, click on your cart and click **CHECKOUT**.
10. Complete payment information and make sure to complete your order.
11. Click **CALENDAR** to see upcoming lunches.
12. To change or cancel lunches, click **CALENDAR**, select a lunch and click **CANCEL**. *Note: Any changes or cancellations must be made by noon the day before to receive credit.*
13. You will receive a credit that can be applied to your next purchase. All credits expire at the end of the school year.

## **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 "Eden Life" 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 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 “Support Eden” tab.

## **PUBLICATION POLICY:**

### **PHOTO/NAME USE POLICY**

***Photos/Name Use Generally.*** We believe that photos of classrooms and activities add depth and vividly show valuable elements of an education at Eden to our current families, prospective families, and our community. Eden is committed to the protection of our students and responsible use of photos.

Photos of students and/or students’ families may be taken in classrooms, on field trips or at school and club activities, all-school events, and sports and fine arts activities. Parents who submit photos to [edenphotos@edenca.org](mailto:edenphotos@edenca.org) must include their name, campus, date, and event details.

Eden Christian Academy may publish photos of students or students’ families on the school’s website, in weekly updates, promotional materials, the yearbook, social media, or other publications to highlight events and activities at the school. On occasion, a student’s first name may appear with a photo. Except with respect to public events as described in the final section below, Eden does not use last names of current students on the school’s website or tag them on social media without written or verbal consent of parents or guardians.

If a parent or guardian wishes to further restrict photography of their child (except as reserved in this paragraph and at public events as stated in the last section of this policy), they must send a letter to Eden’s Director of Marketing and Communications so it can be noted in our records – if the child’s picture is to be excluded from the yearbook that should be specifically stated in the letter. Eden staff and volunteers will endeavor to avoid photography of their child; however, Eden reserves the right to publish group pictures of four or more students if the students are not identified by name. At private events where press coverage is present (i.e., Thanksgiving Feast, WPXI Weather Day, etc.), the child will be given a prominent sticker to be worn indicating that the child is not to be photographed by the press, and may be removed from group activities where group photos are being taken for publication by a news agency.

***Classroom Photo Apps.*** Teachers have the option and are encouraged to use private classroom photo apps to keep parents in the loop on their child’s progress throughout the school year. With these apps, teachers can post pictures of children and their work to share with their parents. By way of example, class photos may depict students participating in classroom activities, events, or field trips, or presenting projects.

Teachers using these apps invite parents of the current students in their classroom to join their classroom’s closed and non-public group; the classroom teacher is the sole administrator for the group and is the only person permitted to post photos.

Parents will be given the opportunity to participate or opt out. The children of any parent that has opted out will not be photographed individually by the teacher; however, Eden reserves the right to publish group pictures of four or more students if the students are not identified by name.

By participating in such a closed group, parents agree that they will not download or otherwise share these photos on social media and further that these photos (as well as any video recordings or other visual data) may not be reproduced or made available outside of the school without express prior permission from the school. Any requests should be directed to the classroom teacher who will make the request of the campus principal and the Director of Marketing and Communications.

If a teacher wishes to share photos of an activity or event for the school’s use in online or publication materials (other than through the classroom photo app), the teacher must first seek consent from the Director of Marketing and Communications and the sharing must comply with the general portion of this Photo/Name Use Policy.

***Public Events.*** Notwithstanding the above-referenced opt-out procedures, parents or guardians who permit their children to participate in school events open to the public (including without limitation sporting events, musicals and other fine arts performances) are deemed to have consented to the use of their students’ full names, grades and likenesses in promotional documentation, for example sports programs, playbills and the like, and any news articles written by reporters present at the event.

# 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 students are to walk quickly in a single line to their designated area, face the building and wait.
4. If the students are outdoors at recess when the alarm rings, they should go to their designated, previously assigned area.
5. 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.
6. Upon returning to the building, students will return quickly and quietly to their classrooms.

## 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.
- 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 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.

## CONFLICT RESOLUTION POLICY

Eden Christian Academy is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

A grievance is an unresolved problem. More specifically it is a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality. The aim of conflict resolution is to produce a solution. Not all resolutions will satisfy those concerned, but the conflict resolution process will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, and honestly and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17 and the following principles:

*15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."*

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." (Matt 18:15) 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 one-on-one 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.” (Matt. 18:15) This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us.

Conflict Resolution Process for Parents/Students:

Level One: All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself/herself. A respectful demeanor is required at all times. Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher (or principal if it is not a classroom issue) for management of the process of investigation, communication and resolution.

Note: If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or head of school if you are unsure of the person to whom you should address your concern or complaint.

Level Two: If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. 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 not resolved to the student’s/parent’s satisfaction, the parents should appeal the decision to the Head of School. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness.

Level Four: If the resolution is still unsatisfactory and the situation is serious, the student/parent may lodge a written appeal to the Eden Christian Academy Board of Directors within two weeks of the Head of School’s determination requesting a review of the situation. The goals of this high-level appeal 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. Decisions by the board are final and will be communicated in writing. No further appeal will be granted.

## 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 from sidewalk 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. Detailed instructions will be provided.

### **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 business 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 lead to the following charges:

<u><b>Date of Withdrawal</b></u>	<u><b>Charge</b></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.*