# EASTERN CHRISTIAN HIGH SCHOOL

# Student-Parent Handbook

# Eastern Christian School Association
# Mission Statement

By providing an excellent academic curriculum, offering a variety of extra-curricular activities, and assembling a caring, culturally diverse community, we**,** with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.

# Statements of Belief

As a Reformed educational institution, ***we believe*** that God is sovereign over all creation. We make a connection to God's claim in every subject, not just in biblical studies or chapel; in all behavior, including language, dress; and in all attitudes, including those toward others and toward property. The overall purpose of an Eastern Christian education, shaped by this Reformed perspective, is to encourage students to use their heads, hearts and hands for God and to use discernment to create a worldview that is formed through the lens of faith.

## Engaging the Mind

***We believe*** that this is not a throw-away world; God will renew it rather than destroy it. This makes all actions to improve life on earth worthwhile. It makes us also recognize that all children are made in the image of God and are worthy of our best teaching efforts, regardless of learning style. Our responsibility is to educate each child to the best of his/her ability and help each child recognize the gifts that s/he possesses.

## Nurturing the Spirit

***We believe*** that the line between good and evil runs through people and organizations, rather than around them. No person or no thing is absolutely evil or absolutely good. The world cannot be divided into good and bad guys. We all fall short of the glory of God. Education, therefore, through the action of the Holy Spirit, always appeals to the heart, and has as its purpose to lead students to follow Christ actively.

***We believe***, therefore, that the spirit must be nurtured so that the students gain self-confidence in discovering the gifts that God has given them. The development of discernment that results from self-confidence and recognition of spiritual gifts sets the tone and community of the school.

## Transforming the World

Just as the discovery and use of God-given gifts nurture the spirit of the individual and the school, ***we believe*** that this self-knowledge also produces the desire to share those gifts with others and to provide leadership for the community and for the world.

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# Eastern Christian High School
## Telephone Directory

**High School Offices** . . . . . **973-427-0900**
*Fax 973-427-3716*

**Main Office** . . . . . Dr. Joel Uecker, *Principal*, Ext. 220
Mrs. Ruth Kuder, *Vice-Principal*, Ext. 225
Mrs. Lynda Pasqueretta, *Office Manager*, Ext. 213
Ms. Dana Grimm, *Bookkeeper*, Ext. 287
Mrs. Cathy Lagerveld, *International Host Family Coordinator*, Ext. 214

**Athletic Office** . . . . . Mr. Steve King, *Athletic Director*, Ext 218

**College & Career Office** . . . . . Mrs. Anne Borduin, *Student Services Assistant*, Ext. 215
Mr. Jesse Struck, *College & Career Counselor*, Ext. 223
Mrs. Paige Visser, *Student Assistance Counselor*, Ext. 224

**Deans' Office** . . . . . Mrs. Sandra DeMarco, *Student Services Assistant*, Ext. 274
Ms. Christina Bucci, *Freshman and Sophomore Dean*, Ext. 250
Mr. Phil Verrengia, *Junior and Senior Dean*, Ext. 217

**Health Office** . . . . . Mrs. Nancy Tartini, Ext. 219

**"411" Resource Room** . . . . . Mrs. Alisa Engelhard, Ext. 234

**Web Sites** . . . . . **www.easternchristian.org**
*Realtime Link, Ledger, Sports Information*

**Association Offices** . . . . . **973-427-6244**

**Association Office** *Fax 973-427-9775*
Mr. Thomas Dykhouse, Executive Director & Head of School
Mr. John Belanus, Director of Operations
Mr. Dick Van Yperen, Director of Curriculum and Instruction
Mrs. Nancy Hemrick, Executive Assistant

**Admissions Office**
Mr. Gerard Cantalupo, Director of Admissions

**Business Office**
Mrs. Priscilla Dewing-Moy, Finance Manager
Mrs. Geraldine Gallagher, Business Office Assistant
Mrs. Maribeth Vriesema, Business Office Assistant

**Foundation/T.R.I.P. Office** . . . . . **973-427-9294**
*Fax 973-427-9775*
Mr. Garry Nieuwenhuis, Executive Director, Foundation for ECSA
Mrs. Beth Milkamp, Foundation Coordinator
Mrs. Beverly Albies, Events & Alumni Coordinator
Mrs. Sharon Spoelstra, T.R.I.P. Coordinator
Mr. James Anderson, Website Manager & Eagles Camps Director

**Transportation Office** . . . . . **973-427-2309**
Mrs. Judy Bruinooge, Transportation Coordinator

# Eastern Christian High School
## 2013 – 2014 Calendar

### September

| | |
|---|---|
| 02 | Labor Day – NO SCHOOL |
| 03 | First Day of School |
| 06 | Freshmen Survival Day |
| 12 | ECHS Back-to-School Night |
| 16 | Senior Portrait Retakes |
| 17 | Underclass Photos |
| 24 | College Application Information Night |

### October

| | |
|---|---|
| 05 | SAT |
| 11 | Faculty Inservice – No School |
| 14 | Columbus Day – NO SCHOOL |
| 15 | Senior Breakfast |
| 17 | ECHS Open House |
| 19 | PSAT |
| 22 | Underclass Photo Retakes |
| 24 | National Honor Society Induction |
| 26 | Dress Rehearsal for HS Drama |

### November

| | |
|---|---|
| 01 | 1st Quarter Ends |
| 02 | SAT |
| 02 | Dress Rehearsal for HS Drama |
| 05 | Fall Athletic Awards Night |
| 09 | Dress Rehearsal for HS Drama |
| 14,15,16 | HS Drama Production |
| 27 | Half Day of School |
| 28-12/1 | Thanksgiving Vacation – NO SCHOOL |

### December

| | |
|---|---|
| 02 | Winter Athletics Begin |
| 06 | Christmas Festival |
| 07 | SAT |
| 13/14 | Honors' Choir Dessert Theater |
| 14 | ACT |
| 25-1/1 | Christmas Vacation – NO SCHOOL |

### January

| | |
|---|---|
| 02 | First Day of School in 2012 |
| 08 | Guidance Financial Aid Meeting |
| 09 | ECHS Music Concert & Art Show |
| 20 | Martin Luther King, Jr. Day-NO SCHOOL |
| 21-23 | ECHS Exams |
| 24 | First Semester Ends – NO SCHOOL |
| 25 | SAT |
| 27 | Semester Break – NO SCHOOL |
| 28 | First Day of Second Semester |
| 29 | Athletic Beefsteak |

### February

| | |
|---|---|
| 05 | ECHS Back-to-School Night II |
| 08 | ACT |
| 14 | Faculty Inservice – NO SCHOOL |
| 17 | Presidents' Day – NO SCHOOL |
| 19 | Junior Parent Night |
| 22 | HS Musical Dress Rehearsal |
| 26 | ECSA Association Meeting |

### March

| | |
|---|---|
| 01 | HS Musical Dress Rehearsal |
| 04 | Winter Athletic Awards Night |
| 06 | ECSA Open House |
| 07 | Spring Athletics Begin |
| 08 | Dress Rehearsal for HS Musical |
| 09 | Daylight Savings Begins |
| 12-15 | ECHS Musical |
| 24-30 | Spring Break |

### April

| | |
|---|---|
| 10-12 | Senior Class Trip to Washington DC |
| 11 | Third Quarter Ends |
| 12 | ACT |
| 25 | ECHS Talent Show |

### May

| | |
|---|---|
| 02 | Faculty Inservice – No School |
| 03 | SAT |
| 15 | Middle School Concert @ ECHS |
| 22 | Senior Parent Night |
| 26 | Memorial Day – NO SCHOOL |
| 27 | Spring Athletic Awards Night |
| 29 | ECHS Music Concert & Art Show |

### June

| | |
|---|---|
| 06 | ECHS Picnic |
| 07 | SAT |
| 09 | Yearbook Dedication |
| 09-11 | Senior Exams |
| 12 | Junior-Senior Banquet |
| 14 | ACT |
| 16-18 | ECHS Underclass Exams |
| 17 | Senior Breakfast-Grad Practice |
| 17 | Senior Cruise |
| 18 | ECHS Graduation |
| 19 | ECMS Graduation |
| 20 | Faculty Inservice |

Eastern Christian
High School

# BELL SCHEDULES

## Daily Class Schedule

| | | |
|---|---|---|
| 8:10 | - 9:30 | Block 1 |
| 9:35 | - 10:15 | S.O.A.R. or Chapel (Wednesdays) |
| 10:15 | - 10:25 | *Break* |
| 10:25 | - 11:45 | Block 2 |
| 11:45 | - 12:15 | *Lunch* |
| 12:15 | - 1:35 | Block 3 |
| 1:40 | - 3:00 | Block 4 |

## Full Block Schedule

| | | |
|---|---|---|
| 8:10 | - 9:45 | Block 1 |
| 9:45 | - 9:55 | *Break* |
| 9:55 | - 11:25 | Block 2 |
| 11:25 | - 11:55 | *Lunch* |
| 11:55 | - 1:25 | Block 3 |
| 1:30 | - 3:00 | Block 4 |

## Delayed Opening Schedule

| | | |
|---|---|---|
| 10:10 | - 11:15 | Block 1 |
| 11:15 | - 11:25 | *Break* |
| 11:25 | - 12:20 | Block 2 |
| 12:20 | - 12:50 | *Lunch* |
| 12:50 | - 1:55 | Block 3 |
| 2:00 | - 3:00 | Block 4 |

# ACADEMICS

## STUDENT SERVICES

The goal of the ECHS Student Services Team is to meet students' academic, social, and personal needs. The Student Services Team consists of the College and Career Counselor, Student Assistance Counselor, the Freshman and Sophomore Dean, the Junior and Senior Dean and the Vice Principal. Any student or parent who wishes to speak with one of the counselors is encouraged to set up an appointment through the student services assistants. Regular appointments will be arranged to discuss course selections and college and career planning.

**Student Services Counselors:**
Student services counselors (both college and career and deans) are available, usually by appointment, during study blocks, before and after school and during lunch. Students are requested to schedule appointments with the student services assistant in either the College and Career office or the deans' office, and bring an appointment pass to the study teacher. During the school year, counselors and deans set up appointments with students for a variety of reasons. When you receive an appointment, please make every effort to keep it and be on time. Immediate support is always available when a crisis arises.

**Grade Level Deans:**
Each class has its own grade level dean whose gifts enable her/him to enjoy connecting with students, supporting them as they develop as learners and helping students grow in accountability. Students should initially direct all classroom questions and learning issues to their specific teachers for their help and encouragement. If students need help beginning those conversations or issues develop that are more complicated, deans are ready and enthusiastic about helping. If there is any matter that you can't bring to a teacher on your own, ask your dean for help.

The grade level deans also serve students and their parents in a variety of other ways:

- Help students solve any school related problem.
- Encourage students to take responsibility for their actions.
- Review student grades to help students be accountable.
- Build relationships with students and pray for them regularly.
- Be available at break, lunch, activities and extra-curricular events.
- Dialog with parents concerning student issues.
- Team with parents for consistent accountability.
- Organize service activities involving the entire class.

Since grade level deans are also classroom teachers they are easily available to students during the day. Specific appointments may be made with the student services assistant in the Deans' Office.

## OFFICIAL RECORDS

It is necessary for all students to fill in a Course Selection Form so that a schedule can be made for the school year. The College and Career Office is required by law to receive official records from the previous school of attendance. All Eastern Christian High School academic credit is contingent upon previous transcripts. A Records Request Form is given to the parents to request these records. (Note: Health records are also required by law and those need to be forwarded to the school nurse. The same request form indicates that both academic and health records should be sent.) In the case of Classification Records for students with a learning disability, parents are required to obtain these records personally from the previous school and deliver them to the Resource Teacher at Eastern Christian High School.

If a student transfers out of ECHS, an official transcript is sent to the next school of attendance. The College and Career Office holds all files for one year after a student leaves, and, if the student does not return, only the Permanent Record Card and Health Files are kept. When a student graduates from ECHS, the College and Career Office sends an official transcript to the college of choice and then retains the Permanent Record Card and Health Records.

## CURRICULUM GUIDE

The current edition of the Eastern Christian High School Curriculum Guide can be found online at www.easternchristian.org. Click on "Our Students and Parents" and then click on "Curriculum Guide" under the High School section.

## GRADUATION REQUIREMENTS

To receive an ECHS diploma, a student must successfully complete a minimum of 137 credits. Full block courses (courses that meet every day) are 5 credits each; half block courses (courses that meet every other day) are 2.5 credits each.

| Course | Requirement |
|---|---|
| ♦ Bible is required each year of attendance of ECHS<br>Bible is an alternate day (2.5 credit) course. | 4 courses |
| ♦ English is required each year of attendance | 4 courses |
| ♦ Mathematics | 3 courses |
| ♦ Laboratory Science | 3 courses |
| ♦ Social Studies is required each year of attendance<br>This includes World History 1 & 2, & US History 1 & 2 | 4 courses |
| ♦ Physical Education/Health is required each year of attendance<br>PE/Health is an alternate day (2.5 credit) course | 4 courses |
| ♦ Visual or Performing Arts | 5 credits |
| ♦ Career & Technical Education is required of all freshmen | 1 course |
| ♦ World Language | 5 credits |
| ♦ Faith in Action Project (2 credits) | 50 hours |

# FAITH IN ACTION

Faith-in-Action is a Christian Service project. The intention of this program is to encourage community service from a Christian perspective. This is an exciting opportunity to serve Jesus Christ in a wide variety of ways. Students are required to give fifty hours of voluntary service during their four years at ECHS. Forty to forty-five hours must involve projects completed outside of school in the broader community; and five to ten hours must involve projects completed in school. Freshmen, sophomores and juniors must complete a minimum of fifteen volunteer hours each year.

Faith in Action requirements for students who enter ECHS in:

- Grade 9: 40-45 out-of-school hours and 5-10 in-school hours (50 hours total)
- Grade 10: 25-35 out-of-school hours and 5-15 in-school hours (40 hours total)
- Grade 11: 20-25 out-of-school hours and 5-10 in-school hours (30 hours total)
- Grade 12: 10-15 out-of-school hours and 5-10 in-school hours (20 hours total)

All completed projects must be properly documented and submitted to grade level deans as follows:

- Paperwork for FIA that is completed during the school year is due in the Deans' Office by the last day of the school year.
- Paperwork for FIA completed during the summer is due in the Deans' Office by the last school day of September. Freshmen may NOT use summer FIA from the summer prior to their first year of the high school, as FIA is a high school requirement and they were not yet students at ECHS.
- The final deadline for senior year is Christmas Break.

If you have any questions, please see your respective Dean. We look forward to partnering with you as we serve God in His Kingdom.

Faith-in-Action projects culminate with a service portfolio conference before peers and faculty members during the senior year. Two credits are awarded toward an Eastern Christian diploma for completion of the Faith-in-Action graduation requirement.

Students will receive a pass/fail report card grade for completion of their Faith In Action hours at the end of the first semester of their Senior Year. Note that FIA performed for Eastern Christian whether it is in the high school building or outside the building is considered In-School FIA.

# SCHEDULING

Every student will meet individually with a Student Services Team member during the second semester to discuss their schedule options for the following year. All students will be counseled to make wise choices while taking into consideration their potential career path. During the meeting the student will complete the Course Selection Form. Then the students will also discuss options with their parents. Tentative final schedules will be distributed at the end of the school year. Final schedules will be available on Realtime.

Every effort will be made to honor the students' course selections. However, at times, conflicts will arise and the student will need to make a choice.

**Schedule Changes*:***

- Once schedules are made, changes are only permitted for a very sound academic reason.
- If a class is dropped within two weeks of the beginning of the semester, there will be no indication of the dropped class on the student's transcript. Only the new course with final grade will appear on the transcript. However, when joining the new class, the student will be required to make up all work missed in that course. A course dropped after two weeks will be reflected on the transcript as "withdrawn".
- If a class is dropped after the two week period, only a study hall may replace the dropped course. . Keep in mind that students are only permitted to have one study per day, so this option is available only to students not already enrolled in study hall or resource skills.
- After 5 weeks students may no longer drop a class.

**Repeating a course*:***

- If a student fails a course or does not meet the prerequisite grade for the next course in sequence, the failure must remain on the transcript and is reflected in the Grade Point Average (GPA). If a student fails a class and takes it over, they get the grade and credit. If a student gets a D- and takes a class again, they do not get the new grade nor the credit. When the student passes the course, the passing grade is also on the transcript and is also reflected in the GPA.
- If a course is repeated for personal enrichment, the course will have audit status. This will require permission from the teacher and the dean.

**Adding or Dropping an Accelerated Course*:***

- Because of the demands of the accelerated courses on students, it is important to carefully consider the impact of honors courses on the student, both in and out of the classroom. Careful thought should be given to how much time the class will require in homework each night, and how that will impact other things such as an after school job, extracurricular activities, church activities, and other classes.
- ECHS requires an application in order for a student to be admitted to Humanities/American Studies. The application can be picked up in the Deans' Office and requires a signature by the subject teacher and parent. The deadline to apply for Honors courses is in the spring and will be set each year when course selections are being made.
- Students who choose to meet the level of challenge in the Humanities program are expected to continue at that level until graduation. If a student is not successful, the teachers and dean may approach the student to reconsider his or her choice in the program. If a student wishes to change out of the Humanities program, he or she must first begin by approaching the teachers and setting up a time to discuss the student's strengths and challenges in the class. The student must then meet with the Dean and/or College and Career Counselor to consider the broader impact of this decision (such as how it may impact the college admissions process). In many cases, a conference will be required including the Dean and/or College and Career Counselor, student and parents to further discuss the impact of this decision.

**Summer School*:***

- A student who fails a class may need to retake that class in summer school. The College and Career or Deans' Office will notify the parents of each student with a failing course grade to inform them of summer school options. A summer school class that is taken for remedial reasons will provide the student with credit for the failed class.
- Credits are given for the course taken, but the grade is not factored into the GPA. Summer School courses are so designated on the transcript.

**Release Time:**
Only seniors are eligible for Release Time. If Release Time is noted on a schedule, the senior is required to leave the school campus during that time. All seniors who sign up for Release Time are sent a Release Time Contract with the schedule they receive in August. This contract must be read, signed (both by student and parent), and returned to school by the first day of the school year. All conditions of the contract are to be met by the student throughout the term of their release time or the privilege will be forfeited. Tuition discounts are not considered for students on Release Time.

## ACCELERATED COURSES

Students who have exceptional academic abilities and are strongly motivated are encouraged to elect accelerated courses. Students involved in accelerated work are challenged to use their talents and academic gifts for the purpose of reaching their academic potential in high school. If a student has an interest in accelerated study but a designated course is not offered in a particular subject, an accelerated option may be available for highly motivated students after consultation with the teacher and dean. Details of these options are available in the College and Career Office. The level of work expected and grading evaluation for "Accelerated Courses" are intended to prepare students for the rigorous academic challenges. Accelerated courses are designated "Honors" on the student's transcript. In addition, the student who elects to meet these challenges receives an additional honor point (1.0) when grade point averages are calculated.

The Honor point scale would be:

| Grade: | A | B | C | D | F |
|---|---|---|---|---|---|
| Grade Points: | 4 | 3 | 2 | 1 | 0 |
| Honor Grade Points: | 5 | 4 | 3 | 2 | 0 |

## PROJECT ACCELERATION

Project Acceleration is a joint program between Eastern Christian and Seton Hall University through which students may receive college credits through Seton Hall for courses taken at Eastern Christian taught by Eastern Christian instructors. Several of Eastern Christian's upper level courses, which have been determined to be college level, are a part the project acceleration program. Registration occurs near the beginning of the course at the direction of the College & Career Counselor and includes a fee payable to Seton Hall. Any college credits earned are accrued on a transcript at Seton Hall; payment and transferring of credits are the responsibility of the student and family.

# Online Learning at Eastern Christian High School

*Our Online Learning Mission*

It is the mission of our Eastern Christian Online Learning Programs to provide quality alternative learning environments and options which expand opportunities and increase flexibility to develop twenty-first century skills in a Christian context.

*Our Beliefs*

- We believe that each student is uniquely created and designed by God to grow into a mature follower of Jesus Christ called to be a person of Christian vision and influence.
- We believe that each student can benefit from engaging culture, both familiar and unfamiliar, and do so with confidence that God is in control.
- We believe that, because all truth is God's truth, technology can be a valuable learning tool best employed in partnership between a student and Christian learning coach in seeking truth.
- We believe that each person grows and learns best when s/he participates in an personal relationship with a learning coach who oversees and encourages student-centered learning.
- We believe that a rich personalized digital learning environment can offer differentiated instruction designed to offer strategic learning experiences designed to match a student's learning style.
- We believe that online learning can be an effective personalized intervention tool for struggling learners.

***What is Online Learning?***

Online learning is essentially education which is delivered when teacher and student are separated by time, geographical space, or both. When the primary technological medium for accomplishing the delivery of instruction is the computer, an online course is being used. Online courses can be accessed over the world-wide web or via a portable storage device like a CD-ROM.

***Is Online Learning effective?***

As online education becomes increasingly widespread, there is a growing body of research which supports the effectiveness of this medium of instruction. The summative conclusion of several studies is that distance learners achieve similar learning outcomes to traditional learners.

***Terminology***

***Credit recovery courses:*** online courses for students who fail a course

***Online courses*** : online courses the school does not offer in a traditional classroom setting.

Examples include:
Designated foreign languages
Accounting/Entrepreneurship

***General Practices***

- Online courses are *NOT* offered for subjects provided traditionally in the EC classroom.
- Students may enroll in a maximum of *two* online courses while enrolled at EC and only *one* online course at a time. Credit recovery courses are not included in this count.
- Only credit recovery courses may be taken in the summer.
- Dates for the start and end of the online course are to be determined by the dean.
- Online courses result in a grade on the EC transcript from an accredited online provider. The earned grade will not impact the student's cumulative GPA. These credits are equally valid when evaluated by colleges and universities.

***Student Eligibility for Online Courses***

- Students must be in 11th or 12th grade, unless taking a credit recovery course.
- To be eligible for a foreign language online course, students must have completed *four* courses of *one* foreign language in a traditional classroom setting.
- Student must sign this document and a contract which acknowledges agreement with behavioral expectations

***Expectations for Students***

- Students are expected to use the block allocated for their online course.
- Students are expected to meet with the EC online coach as required by the coach.
- Students are expected to share their username and password information with the EC online coach for accountability purposes.
- Students may use their own computer or a computer provided by the school.

***Expectations for Parent***

- For online courses, parents are expected to make a $350 deposit which is paid only when a student fails to complete the course or withdraws after the initial grace period.
- Credit recovery courses are paid in advance in full by parents.

_____

I have read and agree to the philosophy, policies, and student/parent expectations regarding online learning at Eastern Christian High School.

Parent or Guardian_____Date_____

Student_____Date_____

# NATIONAL HONOR SOCIETY

A chapter of the National Honor Society has been established in our school. Membership is based on scholarship, service, leadership and Christian character.

- In fulfilling the service requirement, the National Honor Society candidate must show interest and development in class, school and community activities and willingness to represent the school in various kinds of competitions (e.g. sports, drama).

- In fulfilling the leadership requirement, the candidate must show interest, development and leadership in classroom activities, volunteering to contribute to class discussions and projects, assuming responsibilities in school offices and committees and influencing other students in constructive activities.

- In fulfilling the Christian character requirement, the student must show interest, development and promptness in meeting pledges and responsibilities (e.g., completing homework and paying school fees); must demonstrate personal honesty, reliability, fairness and tolerance of other people's point of view; cooperate with school regulations (e.g., regarding property, attendance, halls, lockers, etc.); and must display a spirit of helpfulness and courtesy toward teachers and other students. In short, a National Honor Society student must recognize that discipline and discipleship are one--that membership implies responsibility.

To be eligible academically, a student must have completed their sophomore or junior year and have at least a 3.500 grade point average. In addition, eligible students must be enrolled in two (2) upper-level courses during each of their Junior and Senior years. The appropriate courses are labeled "NHS" in the Curriculum Guide. Examples of these courses are: Third/Fourth-Year Foreign Language, Pre-Calculus, Calculus, Advanced Biology, Physics, Advanced Composition and courses offered at the accelerated level, such as American Studies I/II, Honors Chemistry and Honors Algebra II.

Students, who are eligible academically, will be reviewed by a faculty committee selected by the principal. This committee will rely, in part, on rubrics completed by faculty members who have had the student in class. Each student will be evaluated in the areas of scholarship, leadership, service and Christian character. Selections will be made after the conclusion of the school year. Once students are admitted to the National Honor Society, they must maintain the standards for admission.

# THE FOUR YEAR PLAN

The Four Year Plan is a way to help students be intentional about choosing opportunities for academic, spiritual, and personal growth. Creating a four-year plan is valuable because it helps students be strategic as they select their courses and choose other activities. Not only does it help them make better choices in high school, but it helps them develop planning skills that will serve them for the rest of their lives. The goal is not to have a list of experiences that just "look good" on a college application, but rather to have a college application reflect the experiences that the student has chosen as a part of a deep and rich high school experience. Documentation of these experiences will help them tell their stories in college essays and on applications.

Students, parents, deans and the college and career counselor focus on three main areas.

**Academic:** Students work with the dean and college and career counselor to choose courses for career preparation, interest and rigor.
**Spiritual:** Students are encouraged to be involved and seek growth in a church environment. Service opportunities are chosen thoughtfully, keeping career and other interests in mind.
**Personal:** Students are invited to participate in a broad spectrum of extracurricular activities including drama, athletics, art, publications, chapel planning, etc. The interests they develop and the relationships they form with other students and adults are integral to their development.

Planning begins with a parent and student meeting in the second semester of eighth grade to map out tentative course selections for the student's high school career. Students meet annually with the dean or the college and career counselor to review selections for the upcoming year and make any adjustments. Parents receive a suggested schedule to discuss with their student and dean or college counselor as needed. An additional meeting between the dean or college and career counselor and the student at the beginning of the first semester of each year provides an opportunity to discuss academic, spiritual and personal goals for the year. Parents and students receive the questions in advance to consider together before the meeting.

## TIMELINE AND PROCEDURES FOR COLLEGE ADMISSION

***Grade 9:*** If you are interested in going to college, sign up for challenging courses and do your best. If you think you might not want to go to college, keep your options open by taking the college prep level courses. Consider selecting some activities to be involved with throughout high school. Colleges generally look for patters of sustained commitment, so choose activities that most interest you.

***Grade 10:*** It is recommended that you take the PSAT as practice for your junior year. (Remember that the PSAT is not a qualifying test for scholarship/recognition until you are a junior).

***Grade 11:***

- It is recommended that you take the PSAT in October.
- In the spring of your junior year, we recommend that you take the SAT and/or the ACT at least once or twice.
- It is very important to begin your college search now. Take the time to research colleges, visit as many as possible, and narrow down your list. Web sites such as www.collegeboard.org. and www.fastweb.com have college search programs to help you determine which colleges meet your needs and are potential matches. Narrow down your search to a list of five or six colleges.
- Write a personal essay about yourself to use as a basis for college essays in your senior year.

***Grade 12***:

- Consider taking the SAT and/or ACT again in the fall.
- Begin the application process for the colleges of your choice. We recommend getting this process completely done by the Christmas holidays. You will begin the scholarship/financial aid process in January.
- Watch deadlines.
- A Financial Aid Workshop is sponsored by the College and Career Office, in mid-January.
- After you begin receiving responses to your applications, you will need to decide on which college you plan to attend and accept their offer.
- Once you have accepted an offer, you need to write to the other colleges to decline their offers so that they can offer your spot to others on their waiting lists.

The following forms are available on the rack right inside the College and Career Office door. You may help yourself to these forms at any time:

*Pink - Transcript Request Form:* To request a transcript, use the pink Transcript Request Form. This form should be filled out and given to the student services assistant in the College and Career Office.

*Blue - Teacher Recommendation Request Form:* To request a recommendation from a teacher, use the blue Teacher Request Form. Fill it out and personally give it to the teacher, along with an addressed/stamped envelope.

*Green – Guidance Recommendation Form:* To request a College and Career Office recommendation use the green Recommendation Request Form and give it to the college and career counselor.

**The College and Career Office strongly recommends that you write a letter of thanks to those who helped in this process.**

## ***Military Recruitment Policy***

Because Eastern Christian is supportive of parents and students who desire a military school or career, the high school allows military recruitment personnel to meet with students and parents. In order to keep parents informed and protect students from unwanted recruitment, Eastern Christian requires written parental approval be sent to the College and Career Office for a student to meet with a recruiter. This written parental approval is required before the meeting, which will occur in the presence of the college counselor. This policy is in effect while students are on campus and regardless of their age. All recruiters are required to sign in at the College and Career Office and will be accompanied by a designated school official while on campus.

# TIME MANAGEMENT

## After-School Job

Parents and students need to assess carefully the impact of an after-school job on a student's school work. A common frustration experienced by juniors and seniors is not having sufficient time to complete school assignments while holding a part-time job on school nights. While long-range assignments can sometimes be postponed until more time is available, at the end of the grading quarter time runs out, and many working students find it quite difficult to complete all course requirements, resulting in lower grades.

Obviously, it is impossible to establish a set of guidelines that are appropriate for all students with their diverse goals for high school. Parents should be made aware, however, that students who choose to work on school nights may not be able to give their high school education the priority it deserves. A statement concerning homework is included in this handbook to remind students that all choices have established consequences. It is very possible that a student may work diligently at a job in order to earn money for a college education, and in the process, neglect school work to the point where the student would not be accepted to desired colleges.

## Homework

Assignments and projects, which are part of every course, have the purpose of challenging students to take responsibility for their own education. Students are expected to study and complete assignments outside of class, put forth their best effort, and submit work promptly. Teachers are expected to extend classroom learning with daily assignments, hold students accountable for completing assignments on schedule, and post assignments, attendance and grades on Realtime. When students need assistance in completing assignments, they need to take the initiative to ask for help from the teacher of the course, the resource room teacher, other teachers, the grade level deans, the vice-principal or the principal.

A consistent, daily study time outside of school is essential to a successful learning experience at high school. The most common cause of low report card grades is a student's failure to complete assignments on time, with good effort. Students who are not conscientious about homework may lose course credit and may be placed on academic probation.

## Resource Room

Students assigned to the Resource Room receive academic credit and a pass/fail grade each quarter. The focus of the Resource Room is to support learning across the curriculum through academic skill building, to provide specific help with assignments, and to develop compensation strategies to support learning differences.

The specific support that the Resource Room provides includes: individual learning needs support, accommodations for test taking, basic skills instruction, tools and technology for assignments and projects, specific reading related to school courses, peer tutoring or reading.

It is important for all to understand that this area is provided to assist students who wish to do their best in school and are willing to work at it. Students who show little initiative and do not cooperate with the Resource Room teacher will not be permitted to work in this area.

**Study Hall**

Students who elect a study block are assigned to a study supervisor. No academic credit is earned. The study supervisor will limit options for students who are not cooperative or who wander during a study block. Students who misuse study time will be assigned to an individual supervised study area.

# EARLY GRADUATION

The majority of high school students anticipate the senior year as a capstone to their high school education completing the diploma requirements, planning for college and career paths and celebrating friendships and accomplishments. Seniors are encouraged to invest in building a plan of options for the next phase of learning and to provide leadership for the variety of service and celebratory events that build community at school.

Eastern Christian High School also provides an opportunity for students who are ready to move on to new learning challenges beyond the high school requirements. Students who consistently exhibit good scholarship and have definite college and career goals may apply for early graduation.

Students who wish to explore an early graduation option should thoughtfully and prayerfully consider:

- The social and emotional maturity to live on a college campus
- The academic maturity to be a self starter and independent learner
- Support of parents which takes into consideration the social, emotional, and spiritual consequences of this decision.
- Clear reasons for early graduation.

After thoughtful reflection, if the student supported by parents, feels compelled to pursue an early graduation, the following procedures apply:

1. Consideration will only be given to students who have a valid educational reason and who can demonstrate that they have researched their decision and have plans in place to continue their education. Students must demonstrate that they are academically ready for college level work, and must have a minimum cumulative GPA of 3.3 or higher. If a student is interested in exploring this option further, he/she must meet with the College and Career Counselor to begin making plans.

2 Students who graduate a semester early do not receive a tuition discount. They are eligible for certain senior class activities at the discretion of the Administration.

3 Students who wish to graduate a year early must meet with the College and Career Counselor BEFORE their sophomore year in order to insure that all graduation requirements will be met. Students will need to make arrangements to earn all of the required credits. No independent studies will be arranged for students in this circumstance. While at Eastern Christian, students will be considered members of the junior class and are eligible for certain senior class activities at the discretion of the Administration.

## SIMULTANEOUS ENROLLMENT

Students who are passionate about learning and enjoy academic challenges are encouraged to enroll in courses offered at local colleges that extend learning beyond the course catalog at Eastern Christian High School. For a student to be enrolled at a local college while attending Eastern Christian the following are required:

1. Students who wish to have Simultaneous Enrollment must meet with the College and Career counselor in the prior semester to request approval.
2. Students extending their learning on a local college campus are required to research the options and make all of the necessary arrangements
3. The additional college tuition and associated expenses are the sole responsibility of the student's parent or guardian.
4. Students requesting this option must meet all of the graduation requirements of an Eastern Christian diploma.

## STANDARDIZED TESTING

- The PSAT will be offered to juniors and sophomores on the third Saturday each October.
- Each year on the following standardized tests will be given:

  Grades 9: MAP & WrAP
  Grade 10: MAP
  Grades 11 & 12: SAT / ACT (both are optional)
  Grade 12: WrAP

- AP Tests are given in May; however, sign ups take place the end of February.

# GRADES

## GRADING SCALE

Assignments, quizzes, tests, reports and projects are evaluated according to the following grading scale:

| Grade | Percent | Grade Points | Grade Report |
|---|---|---|---|
| A | 96 - 100 | 4.00 | Advanced Proficiency |
| A- | 93 - 95 | 3.67 | |
| B+ | 91 - 92 | 3.33 | |
| B | 87 - 90 | 3.00 | Proficiency |
| B- | 85 - 86 | 2.67 | |
| C+ | 83 - 84 | 2.33 | |
| C | 79 - 82 | 2.00 | Basic Understanding |
| C- | 77 - 78 | 1.67 | |
| D+ | 75 - 76 | 1.33 | |
| D | 72 - 74 | 1.00 | Lacking Fundamentals |
| D- | 70 - 71 | .67 | |
| F | Below 70 | | Failed to meet basic requirements |
| I | Incomplete | | |

An incomplete grade, "I," requires the completion of classwork before a grade can be determined. Incomplete grades usually follow an excused absence from school and must be completed upon returning to school. Generally, the makeup time schedule should be equal in length to the excused absence time except for long-term assignments. Incomplete grades are averaged to a grade of "F" if the work is not made-up in the next quarter.

## HONOR ROLL

At the end of each quarter, students who do consistently good work will be listed on the school's honor roll. Grade point averages for the honor roll are not weighted. Student grade point averages are weighted to reflect honors courses on official transcripts.

The requirements for honor roll status are as follows:

**Honor Roll**

- Grade point average of 3.0 – 3.59
- No C's, D's, F's or Incompletes

**High Honor Roll**

- Grade point average above 3.6
- No C's, D's, F's or Incompletes

**For Both Honor Rolls**

- Grades of "B-" (85%) or better in all required academic courses (Bible, English, Mathematics, Science and Social Studies)
- An average of "B" or better considering all report card grades (Including electives and required courses)

# GRADE BOOKS

Teacher grade books are transparent to both students and parents through the parent and student portals. Students and parents may logon to their portal at anytime to view attendance and grades for each class via a password protected logon. Since this information is available as soon as the grades are entered by the teachers, summary or general reports about student progress are not necessary.

**Parents and students are asked to cooperate as follows:**

1. Log on regularly to be knowledgeable about class work and to review academic progress.

2. Maintain complete confidentiality of logons and passwords. The information is for each family's private use. Please do not give others access to personal information.

3. Questions about specific grades must begin with a face to face conversation between student and teacher. Please speak directly with the teacher when a question arises. Grade level deans are happy to assist students who need help in talking with a teacher.

4. Respect each teacher's choices of the options available to calculate course grades. Teachers have the flexibility to match the specific course and the teacher's style of holding students accountable.

5. "No arguing ball and strike calls." In baseball when the umpire makes a call the batter doesn't agree with, the call may not be challenged or the batter is out! Parts of quarter grades are subjective calls by the teacher, i.e. coming to class prepared for learning each day, participating in class discussion, contributing to a small group project, cooperating with classroom learning, etc. Teachers distribute rubrics that detail expectations, but their calls are not debatable.

6. Respect each teacher's turn-around time for grading assignments and posting grades. Please be patient waiting for grades to appear online particularly for projects and extensive written work. Keep all graded tests, assignments, essays and projects for reference during the semester.

# REPORT CARDS

Report card grades are averaged at the end of each quarter using the grading scale outlined above. The report card grade is a composite of individual grades on tests, quizzes, projects, assignments and class participation. The grading quarters are listed on the school calendar.

Students will be given a grade report approximately one week after the end of each quarter. All grade reports are parent copies and should not be returned to school.

The only grade, which becomes part of the student's official transcript and school record, is the final grade for each course. Quarter and exam grades illustrate the various components of the final average but are not included on a student's transcript.

## EXAMS

At the conclusion of each semester, all classes meet for final exams. Exams provide students an opportunity to summarize the main focus of each course via a written or lab practical test or to engage in an appropriate summary activity (i.e., a physical education class may schedule a trip to a racquet ball court, or an art class may use the time for students to critique each other's work).

A special exam schedule is used at the end of each semester that limits the day's activities to two morning exams. Students are dismissed from school after the exams have been taken. Courses, which conclude at times other than the semester's end, will schedule exams during a regular block period.

End-of-semester final exams will be given in each class. Textbooks, athletic uniforms, ID Key Cards etc., will be checked before exams. If any of these items are lost or damaged, fines will be assessed. Students will not be permitted to take exams until either the item is returned or the fine paid. Students will not receive credit for a course if all materials are not returned and an exam has been forfeited.

## FINAL GRADES

At the completion of each course, either semester or year-long, a final grade is averaged from the marking period grades and the exam grade. The exam represents a maximum of 1/5 of the final average. This final course grade is recorded on student permanent records and is the only grade sent on transcripts. Once a course is completed and a final grade is averaged, individual quarter grades and exam grades are no longer part of a student's record.

## CLASS RANK

Many high schools rank their students based on each student's grade point average compared to every other student in the class. The primary purpose of this ranking is to help colleges determine how each student compares academically to his or her peers. This ranking is only considered useful when the class size is significant; most colleges prefer 150 students or more. Because the class sizes at ECHS are around 100, most colleges discount the rank and evaluate our students based on other things, such as their GPA, quality of course load and recommendations.

Since the primary purpose of ranking students does not apply to ECHS, it is our policy not to rank our students. For college application and scholarship purposes, we will provide a percentile range for our students (top 10 percent, 25 percent, 50 percent, etc.). The valedictorian honors will be given to the senior who has the highest GPA. Students must attend Eastern Christian High School for all of their junior and senior years to be eligible to receive valedictorian honors.

# SCHOOL RULES

Whenever a group of people gathers for some purpose, they always establish some codes, standards, or rules of conduct that will allow them to grow as individuals without stunting their neighbor's growth.

Our goal as one expression of the body of Christ is to show the world (including each other) what it means to have a new life because Christ died for us. All the fruits of the Spirit described in Galatians 5:22 & 23 should be evident (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) in each of us. Any behavior that is inconsistent with the Christian life as it is described in the Bible is unacceptable at school.

Sometimes disagreements will arise among us. The Bible has shown us how to deal with these tensions by telling us to go directly to the person who has apparently done or said something wrong and to confront that person in love. When we are the guilty ones, we must be willing to ask for forgiveness and seek reconciliation with the person we have offended. Holding grudges, anger, and talking behind someone's back are not biblical ways to deal with our differences. Teachers, administrators and counselors are available for advice and counsel when you're wrestling with a problem.

Our life together as a body, each member a part of the ambassador corps in Christ's kingdom, must be characterized by love. God made each one of us and calls each to follow Jesus Christ. Our school should be recognized for the respect we have for every person and for all the things God has given to us to use and enjoy.

Actions <u>inconsistent</u> with our commitment to lead a Christ-like life include:

- use, distribution, or sale of drugs or alcohol on school grounds, buses, or at any school activity.
- disrespect of another person by name-calling, profanity, or any other use of language that is intended to demean, diminish or "cut-down."
- physical behavior that is disrespectful, such as pushing, threatening, hitting or fighting.
- disrespect of property, which could be reflected in behavior ranging from failure to clean-up after lunch to deliberate destruction or theft.

Actions <u>consistent</u> with our training for discipleship while in school and show a willingness to accept responsibility for being a scholar include:

- diligence and consistency in your class work.
- caring for others by being friendly.
- offering to help with homework.
- calling a sick classmate.
- welcoming new students or visitors.
- refusing to gossip or spread rumors.

Here is a list of specific school rules designed to help us work together in harmony toward our community goals. All of the school rules are in effect during each day of school, while traveling to and from school and at all school-sponsored activities. The school bus, field trips and all extra-curricular activities are considered extensions of the classroom by New Jersey State Law.

# ATTENDANCE

## Absence from School

When you are absent from school, your parent or guardian must call the Deans' Office (973-427-0900, ext. 274) before 8:10 a.m. on the day of the absence.

***Excused Absence:*** An excused absence is granted for personal illness and for serious illness or death in the family. The student is responsible to make up all work missed upon returning to school. Daily class assignments are posted on Realtime. An excused absence also is granted for family emergencies, college visits and family vacations. The parent or guardian of the student should make a request via phone or a note *in advance* of the absence. The student has the responsibility to contact each classroom teacher *prior to the absence* to make arrangements to complete class requirements outside of school. The student and parents should understand that it is impossible to recreate the educational experiences that are forfeited when the student is absent. While most experiences away from school do have value, the lectures, class discussions, teacher demonstrations, and other classroom activities that are missed can never be added to the student's learning experiences by some other means.

**Excused absences count toward the maximum of ten absences per class per semester.**

***Unexcused Absence:*** An unexcused absence will be levied when the conditions of the excused absences above are not met, when the student is suspended from school, or when the school is not contacted to explain the reason for the absence. The penalty for an unexcused absence is a zero for work missed *or* two percentage points deducted from the quarter grade for each day absent. In addition to the academic penalties assessed, all missed assignments, projects and class work must be made up and submitted.

***Request to Leave School:*** In the event that a student must leave school during the school day, the parent/guardian should personally sign out the student in the Deans' Office. If the student drives to school, a note must be provided from the parent/guardian requesting the dismissal. If these verifications are not in place, the absence is considered unexcused with the stated consequences.

***Cutting School:*** Students who cut a class for any amount of time, whether it is a significant part of a day, or a full day of school will be required to make up double the amount of time missed outside of school hours. This is required in addition to the academic penalties that are assessed for an unexcused absence.

If a serious problem arises for a student, which requires immediate attention and possibly interferes with class attendance, it is the student's responsibility to bring this matter to the attention of the grade level dean or principal before missing a class. Absence from class for an emergency will be considered unexcused if prior notification is not given. If notification is made *after the fact,* the penalties for a cut class will be assessed.

**Excessive Absences**

Students who are absent for more than 10 school days or more than 10 class blocks in one semester (six absences for half-block classes) will receive no credit for courses in which such absences have accumulated. Both excused, and unexcused absences count toward the maximum allowable absence of 10 school days or 10 class blocks. Absences, which result from approved field trips and school-sponsored activities, are not counted in the 10 day maximum.

1. Students will receive a letter of notification when they reach five absences.
2. Once students have been absent eight times, the parent or student will need to notify the office and the appropriate dean if they are going to miss school.
3. If students exceed ten absences (or six in an "A" or "B" class), parents may submit a written appeal to the school administrator within one week of the eleventh absence documenting the extenuating circumstance and requesting an extension of the 10-day maximum. The administrative team will review the appeal and rule on the request.

**Tardy to School**

Students arriving at school after 8:10 a.m. must go directly to the Deans' Office and obtain a tardy pass before going to class. Tardies will be recorded on the student's permanent record, and the student will be assigned to a detention. Students who are chronically late to school may lose course credit and may be placed on probation.

1. Students will be allowed two late-to-school tardies per semester without consequence.
2. On the third and fourth late-to-school, students will receive a lunch detention.
3. Additional late-to school will result in further consequences.
4. Every seven tardies will be counted as an absence.

**Tardy to Class**

Students are expected to be in the classroom by the start of each block. Students arriving after the beginning of the block without a written pass from a teacher, college and career counselor, dean or administrator are considered tardy. The tardy student must complete the "Tardy to Class Form" and return it to the teacher. Teachers have the responsibility to deal with tardy students directly and will assign make-up time outside of class time. Teachers can inform the Deans of chronic offenders and other disciplinary actions can take place at the Deans' discretion.

# RESPECT

## Respect for learning

***Class time:*** The amount of time students and teachers work together in a classroom productively is the life-blood of education. Therefore, students need to make respect for class time a high priority. This respect begins with the recognition that teachers are in charge and that students need to put their personal agenda aside for maximum learning efficiency. Teachers will continue to be sensitive to the specific needs of individual students. However, students will have to make every effort to conform to the accepted manners, which demonstrate respect to all persons in each classroom. It is expected that students will demonstrate respect by:

- raising hands to be recognized at all times.
- listening attentively to others who are speaking.
- preparing adequately for class.
- asking productive questions in class.
- refraining from monopolizing class time.

Students who divert the teacher's attention away from the rest of the class and the lesson, or who demand too much of the teacher's time and energy, demonstrate a lack of respect for the classroom community. As a result, students who consistently violate this principle will be removed from the class for an appropriate period of time, receive a zero for the day, and parents will be contacted by the teacher. Readmission to the class will depend on the student's written agreement to assume a positive change in behavior.

***Electronic Devices:***

- *Laptop computers and tablets* are permissible at school. Students may only connect to the student wireless network. Connection to outside networks while on campus is forbidden.
- *Cell phones* must be "off and away" while class is in session, unless otherwise instructed by a teacher.
- *Cell phones* with wireless internet access may only be used to connect to the student network while on campus.
- *MP3 players of any kind, or cell phones which play music*, must not be used while class is in session, unless otherwise instructed by a teacher.
- Electronic devices confiscated by teachers and administrators will be returned directly to parents, not to students.
- Repeated violations will incur detentions and/or additional consequences.

***Hall Passes***: Students must have a pass in hand and be heading toward a specific destination when moving quietly through the halls during class time. Passes are given at the teacher's discretion and only in emergencies. The teacher responsible for the student must complete a pass stating the student's name, date, period and destination. Students, who wander the halls during class time or who disturb teachers and classes, will lose pass privileges and will be assigned make-up time outside of school hours.

***Quality of learning:*** The main emphasis at school is to focus on learning through reading, writing, and exploring the various facets of God's creation in a variety of ways. Since God our Creator is perfect, God expects us to strive for excellence in all of our endeavors at school; and we should be satisfied with nothing less. Students will be continually challenged by the faculty to produce quality assignments and to strive for excellence in academics, as well as in the arts, athletics, and all other program areas.

***Integrity:*** All students attending Eastern Christian High School are expected to demonstrate the standards of academic honesty and respect for the work of others. Information, perspective, ideas, and all material collected from other sources must be appropriately cited and documented. Students who cheat or plagiarize, misrepresenting the work of others as their own, will receive a zero "0" for the assignment/test/paper, plus an additional quarter grade reduction of two percentage points. Parents will be notified and student status will be evaluated.

## Respect for the Community

***Dress Code:*** Student dress should reflect Christian standards of modesty and good taste. Students must also be conscious that the standards and expectations of the broader supporting community of parents, grandparents and others also influence what is viewed as acceptable dress at Eastern Christian High School. Just as the business community sets its standards of acceptable dress, so does the school.

Clothing should be clean, neat and appropriate for school. Students may wear dress shorts provided they are "finger tip" in length and suitable for school. Skirts must also meet the "finger tip" minimum length. Students may not wear clothing that is immodest or that proclaims offensive or immoral thoughts, language, products or ideas, which are inconsistent with our Christian standards. Specifically, the following are considered inappropriate:

- tops which expose the midriff while standing or sitting
- visible undergarments of any kind (boxers for boys; bra straps for girls)
- sleeveless shirts for boys, tops with spaghetti or narrow straps for girls (straps must be two inches minimum in width, on the shoulder and cover bra straps)
- tight-fitting clothing. Leggings must be covered with finger tip length shorts, etc.
- pants, skirts or tops with holes, rips or frayed edges, even with patches
- clothing which advertises products and services not permitted at school (i.e. liquor, beer, tobacco, violence, etc.)
- clothing promoting or advertising musical groups or individuals. Since it is extremely difficult to evaluate the moral standards of popular musical groups, all such clothing is considered inappropriate.
- hats/hoods are not to be worn anywhere in the building during the school day.
- body piercing of any kind (i.e. hoops, rings, studs, etc.), with the exception of earrings
- visible tattoos
- clothing which is associated with a particular life-style that is offensive to the Christian community
- pajamas or dorm pants or any garments that could be considered sleepwear
- slippers
- hair colors that are not natural, including tips and streaks

***Field Trip Dress Code***: Students, who participate in interscholastic athletic team competitions, music ensemble concerts, and field trips to the theater, museums, and other public places, must dress-up for these events - specifically shirts, ties, and dress pants and dresses. Casual attire, such as t-shirts, shorts or jeans, is not permitted. Students who do not meet these standards may not represent Eastern Christian at these special events. (Faculty sponsors may adjust these standards for specific occasions when the rules are deemed inappropriate.)

***Dress Code Consequences:*** Students dressed inappropriately will be sent to the Nurse to complete a yellow Dress Code Summons and receive a change of clothes.

- Appropriate EC shirt and shorts will be loaned.
- Students will sign out and wear the gray shirt or shorts for the school day.
- Alternate solutions are not acceptable.
- Clothing is to be returned to the Deans' Office at the end of the school day.
- Students failing to return the borrowed clothing to the Deans' Office will be charged a replacement fee.
- Repeated dress code violations will result in parent notification.

Since the teacher has an opportunity to see the student in different classroom activities where modesty is challenged, the teacher's call is final. Students who refuse to comply will be suspended.

The administration will challenge the acceptability of particularly bizarre fashions and hair styles not specifically outlined in the dress code and require that students conform to the spirit of the written dress code. Student appeals may be made in person, in the questionable attire, to the Governance Committee of the Eastern Christian Board of Directors. In the interim, the student must abide by the administrator's decision.

***Language:*** The language used by students on campus and wherever they are seen as representatives of Eastern Christian gives all listeners a general impression of our school's standards. The use of vulgar language and swearing, which is also a personal affront to God, is unacceptable behavior for Eastern Christian students. Students who do not show respect to the school community by their choice of language will be confronted directly by school personnel. Parent conferences will be held when students consistently use inappropriate language and probation may result.

***Public Display of Affection (PDA):*** The public display of affection between students at school is limited to holding hands. PDA, which goes beyond this limit, is inconsistent with the idea that school is a community rather than a collection of individuals or couples. In addition, PDA often makes other students feel uncomfortable, and it promotes an image in the broader community, which challenges our Biblical standards. Couples who do not conform to the PDA limit will be challenged by teachers, counselors, and the administration to live within this requirement. Parent conferences will be scheduled when students refuse to cooperate.

***School Building:*** The school building and all of its equipment has been purchased by our generous supporting community. (It does not exist because of tuition dollars.) Students are expected to keep it clean by placing waste materials in the proper containers and diligently following all recycling efforts. Students who deface or abuse the structure or any equipment will be held accountable for all replacement and cleaning costs. In addition, the inconsiderate actions involving destruction of school property will result in suspension from school and possible expulsion.

***Lockers***: Lockers should not be decorated with photos, advertisements, etc., which are not appropriate for open display at school. Please use masking tape ONLY (NO scotch tape!). *(*For standards, see Student Dress*)*. If someone else damages or defaces your locker, it is your responsibility to tell your grade level dean or the principal or dean immediately. If you don't, you will be assessed for the damages. Locker clean-out and inspections will be scheduled periodically throughout the school year.

- The lockers must be locked with the combination lock mounted in the door. The administration will not pursue items taken from lockers which are not locked.
- Clothing and valuables must be locked in physical education lockers during gym classes and at all practices. Do not leave purses and wallets unless they are locked in a secure place. You may use any lock for gym lockers, but you must remove it at the end of each period. Locks for gym lockers are available in the high school front office.
- The school has no insurance to cover the loss of personal items.

***Student ID Cards and Building Security*:** The security of the Eastern Christian High School community is maintained with exterior doors that are fitted with electronic locks. All exterior doors will remain locked at all times to limit entry into the high school building. Access to the building is available to students and the staff through "key cards" that include photo ID's. Each ID key card has a memory chip containing a number that is unique to the person pictured on the ID.

Students and staff are required to:

- Have their ID key cards on their person while at school**.** Lanyards and belt clips are provided.
- Keep the card secure**.** Do not give the card to anyone else to use.
- Notify the Main Office staff immediately if the ID Key Card is missing. The cost to replace an ID Key Card is $25.00.

***Visitors***: Students may not bring guests to school under any circumstances during the school day. However, we welcome students who are actively considering admission to Eastern Christian High School to spend a day at school visiting classes and interacting with EC students. Visitor passes are issued only by the admissions office to students who are formally applying to Eastern Christian and actively seeking admission. Visitors are required to wear a visitor identification badge during their stay at school. This restriction was instituted as a result of the distractions caused by an excessive number of visitors, particularly during vacation periods of other area schools.

***School Campus***: Once students arrive at school, they are not permitted to leave the campus until the end of the school day. In addition, the woods surrounding the school and all areas with parked cars and buses are off limits. Students who leave school during the day must have permission from a dean or principal (before making arrangements with parents for transportation) and sign out personally with the student services assistant in the Deans' office. Students who do not comply will be considered unexcused for the periods missed and subject to the penalties stated in the section titled "Attendance".

***Lunch Rules***: Students are expected to display good manners and to be considerate of others when eating lunch. This includes cleaning up after eating, recycling all trash in the proper containers and refraining from throwing food. Lunch is provided for students in the cafeteria each school day at a reasonable cost. The following regulations are in effect for lunch:

- The service line forms along the windows and circulates past the serving window counter-clockwise in single file.
- After eating, trash must be placed in the proper recycling containers.

Since the cafeteria will only seat three-quarters of the student body, additional areas for eating lunch will be posted in the cafeteria for each season of the year. Food may not be consumed in any other place on campus. The auditorium, backstage area, parking lots, parked cars and wooded areas on campus are off-limits during lunch.

***The Media Center*:** The Media Center is designed to encourage research and academic pursuits. The computers in the Media Center provide students with a variety of options for learning. In addition to the usual books and periodicals, the computers enable students to complete assignments, research topics through databases and on-line services.

The Media Center is an academic work area. It is not a student commons or a place to pass the time socializing with friends or playing games on the computers.

- The Media Center resources are to be used for productive work and research.
- All books, periodicals, and other media must be signed out and returned on time. Do not take any materials without signing them out. Taking materials is unfair to other students who may need to access them and basically demonstrates a lack of respect for other students who also need to use this resource.
- Absolutely no food or drink is allowed in the Media Center, including bottled water.
- Students who do not comply with the Media Center rules will be restricted from using the facility for a minimum of one week.

## Respect for Each Other

God created us at the highest point in His creation. We have been created bearing God's image, which means that we have the responsibility to love each other as modeled for us in the life of Jesus Christ. At the heart of our love for each other is God's spirit who knows no distinction in age, skin color, race, sex, ancestry, national origin, place of residence, social status, economic position or disability. We are all created as equals and are mandated to demonstrate that equality in our respect for each other.

***Discrimination***: Students and adults at school may never show any discrimination based on our differences. Harassment and abuse of each other, which always grows out of discrimination, will not be tolerated at Eastern Christian High School. The teachers, counselors, staff and principal are dedicated to confronting discrimination, harassment, and abuse, and eliminating it.

Since discrimination, which often leads to harassment and abuse, usually occurs outside the classroom (in a hall, on a bus, at school events, during lunch, etc.), students themselves must take action to confront it. Assistance will be provided to encourage students to be intolerant of harassment and confront it directly before it develops into a serious problem. The most effective way to develop a positive school climate, which honors diversity and is free from harassment, is consistent, positive peer pressure.

Some examples of discrimination are:

- sharing demeaning jokes.
- using slang expressions that are demeaning.
- threatening a person with actions or words.
- engaging in improper physical contact and unwanted touching.
- unwelcome sexual advances, requests or comments.
- verbal harassment or abuse of any kind.
- display of lewd or compromising photos or pictures (i.e. on locker doors).
- writing and/or distributing sexually explicit notes.
- Accessing/viewing pornography on school computers.
- behaving in any way which creates an intimidating, hostile, or offensive learning environment.

It is important for all members of our community to understand that harassment and discrimination are not simply face-to-face offenses, but can be offenses done through the use of the internet or a cell phone. Cyber bullying, or other forms of virtual harassment, along with "sexting", are equally offensive to God, just as hurtful to others, and just as illegal as inappropriate live interactions.

Discrimination must be confronted by every student. Simply say**:**

- "No!" or "Stop!"
- "That's offensive to me."
- "Don't threaten me."
- "Don't touch me!"

If we are all consistent in being intolerant of discrimination and harassment, it will most likely stop immediately. If it continues, you must get some assistance from the principal, either directly, or with the help of a teacher or counselor. All allegations of discrimination, harassment and abuse will be investigated immediately. Students who violate the right of others by discrimination, harassment and abuse will be subject to disciplinary action, including suspension and possible expulsion from school. Criminal charges will be filed with civil authorities when appropriate. Here are some steps to take if harassment continues:

- Don't ignore harassment. It does not go away. If it makes you feel uncomfortable, scared, or intimidated, do something about it.
- Keep a written record of a continuing harassment, including the names of witnesses. Save notes or pictures sent by the harasser.
- If it is difficult to communicate with the harasser directly, ask a teacher or a counselor to assist in writing a letter protesting the harassment. List in detail all events and have an adult deliver the letter. Make sure to keep a copy of the letter.
- Even though the initial reactions to confrontation may be upsetting and unpleasant, the goal of a school free from discrimination and harassment is worthy of our effort. Let's commit ourselves to a school environment permeated with God's love.

***Weapons***: Eastern Christian High School is firmly committed to having no tolerance towards any action that threatens physical or emotional harm to others. The following are absolutely prohibited at school: firearms and guns (including paint guns, water guns, BB guns, etc.), fireworks, knives, devices which jeopardize the safety of others. Any student who endangers the well-being of others through possession or use of these items will be subject to immediate suspension from school, arrest by civil authorities and possible expulsion from school.

## Respect for Self

Our bodies are the temple of the Holy Spirit and as such, we need to care for them. We struggle with many influences in our culture that encourage misuse of our bodies. The following guidelines outline our procedure for keeping students accountable to use their bodies in a God-honoring way.

***Health concerns***: The nurse's office provides emergency care when you are sick. It is a place you can go for questions or concerns on health issues. All health information provided by either parents or physicians is kept strictly confidential. The nurse performs the following screenings as required by law:

- Height/Weight/Blood Pressure (Grades 9–12)
- Scoliosis (Grades 9 & 11)
- Vision Screening (Grade 10)
- Hearing (Grade 11)

No medication (Advil, Tylenol, Tums, Benadryl, etc.) will be dispensed after the nurse leaves for the day during 3rd block. Students will be dismissed from Block 4 class only for a medical emergency.

***Tobacco***: Tobacco and products containing nicotine use is prohibited in the school building and on the school campus during the school day and during all school-sponsored activities (for example, practices, field trips, athletic events, etc.). Use of these products is also prohibited while riding the buses.

Students who use tobacco at school will be assessed a $25.00 fine ($5.00 is sent to the American Cancer Society and a $20.00 to the Eastern Christian School Association Tuition Aid Fund), and a parent conference will be held. Persistent tobacco users will be suspended from school and placed on probation for an extended time period upon their return to school.

***Substance Abuse*:** God in His Word describes the body as the temple of the Holy Spirit. Therefore, as Christians, we believe that our bodies should not be abused by the misuse of alcohol and drugs. Furthermore, the American Medical Association has stated that chemical abuse/dependency is an illness often preceded by misuse. As a result, Eastern Christian High School has established the following procedures in order to intervene early in the disease process.

*Referral:* Students will be referred for assistance by the school administration, faculty, other students, parents, church leaders or other community agencies whenever a student's actions or performance shows symptoms of alcohol or drug misuse. Referrals may involve a student's direct misuse or that of a family member.

1. Procedure when a student confides in a staff member that he/she or a family member has a chemical abuse problem:

   a. The staff member should indicate concern for the student and suggest that a self-referral be made to the student assistance counselor or guidance counselor.

   b. If the student is resistant to the above, the staff member shall consult with the student assistance counselor or guidance counselor.

2. Procedure when a student demonstrates signs of chemical misuse:

    a. As a result of extensive chemical misuse in our culture, teachers must be alert to the variety of changes in appearance, behavior, attitude and academic progress, which may be related to drug misuse. A course of action will be pursued, including an immediate supervised drug screen and required assessments at outside facilities, whenever symptoms of drug misuse arouse concern. The actions taken do not depend on a finding that the student is under the influence of, possession of, or distribution of a drug on school premises.

    b. When observable behaviors exist that may indicate chemical misuse, the referring staff member shall consult with the student assistance counselor or dean. When necessary, a written, confidential report on the student's behavior shall be requested from respective staff through the use of an appropriate instrument to indicate a drug-related problem. The administrative team shall then meet to assess the reported behavior and gather any additional information they may deem necessary.

    c. If, as a result of the administrative team's assessment, it appears probable that the student's behavior is caused by a drug use problem, the principal shall be notified of such finding. A conference will be arranged with the student, parent(s), and student assistance counselor and principal. The focus of the conference will be the development of a plan of action. The student may be referred to an outside resource, recommended by the State Department of Health, for a drug dependency assessment and urinalysis. The student must comply with the action plan and with any recommendations made by the agency making the assessment.

    d. After the diagnostic assessment and urinalysis, the clinician/agency shall send a written report to the student assistance counselor outlining findings and therapeutic recommendations. The administrative team shall review these findings and recommend appropriate actions.

    e. If it is determined that the student is in need of a more extensive evaluation and/or treatment for a chemical use problem, the principal has the authority to mandate that this requirement be met as a condition for remaining in school.

    f. Requirements for continued enrollment will be outlined in a contract between the family and the school, and may include random drug testing, ongoing counseling, and impact on participation in extra-curricular activities. Student relapse during a contractual period may result in the principal’s recommendation for student dismissal to the Board of Directors.

3. Procedure when it appears to a staff member that a student may be under the influence of alcohol or drugs during the school hours or during school activities. (N.J.S.A. A-11)

    a. The staff member shall immediately notify the principal or, in the principal’s absence, a faculty member designated by the principal.

    b. The principal shall arrange for a staff member to escort the student to the principal’s office. The transfer of the student shall be made in an orderly and tactful fashion and in as discrete a manner as possible.

c. The principal shall notify the student's parent/guardian and arrange for an immediate medical examination of the student. This examination, at the nearest hospital or lab, must include obtaining a supervised urine specimen for drug screening. The student will be transported by a parent or guardian, if available, or by a member of the school staff designated by the principal. If the student is uncooperative, and/or it appears that the student will be difficult to transport, then the local police will be called and asked to transport the student to the hospital. A written report of the examination of the student shall be furnished by the examining physician to the student's parent and the principal before the student may return to school.

d. More extensive evaluations may be required of a student once found to have been under the influence of a substance in order to determine the extent of the student's substance use and its effect on his or her school performance.

*Note:* When a student continues to attend school under the influence of alcohol or drugs and/or refuses the services offered through the student assistance program, further administrative action, including expulsion, might result. (N.J.S.A. 8A:37-2)

4. Procedure when a student is involved in the trafficking or possession of alcohol or drug(s). (N.J.S.A. 2C:33-15; N.J.S.A. 18A:40-4.1)

   a. The student must be reported to the principal.

   b. The principal must immediately notify the parent/guardian. The student shall be suspended from school; and before returning to school, must meet with the student assistance counselor and the principal. The student shall be referred to an outside resource approved by the school to conduct a diagnostic assessment for chemical abuse. The student may not return to school until the results of this examination have been forwarded to the principal.

   c. The principal will notify the superintendent, the local police, and file a formal complaint.

   d. If it appears that the student is under the influence of alcohol or drugs, Procedure 3 set forth above will be followed.

*Outreach to Parents**:*** An outreach program will be provided for the parents of students enrolled in Eastern Christian School and will include:

- recommendations which parents may use to enhance, reinforce, and supplement substance abuse instruction.
- information on the pharmacology, physiology, psychological and legal aspects of substance abuse.
- instruction in the identification of the symptoms and behavioral patterns that might indicate a substance abuser.

*Confidentiality:* In all cases involving drugs and/or alcohol, student disclosures will be kept confidential, except in cases of disciplinary action due to possession or being under the influence at school or school functions. All such notations shall be expunged when they are no longer required for the counseling or discipline of the student or when the student leaves the school. Information regarding a student's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with 408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act (21 U.S.C. 1175) and implementing regulations (42 CFR Part 2). Even under the strictest of confidentiality laws, a counselor is required to report students believed to be suicidal, under the influence of drugs, or in need of emergency medical treatment; and cases of assault (murder, rape, armed robbery intent), or abuse to the appropriate authorities.

# INTERNET ACCEPTABLE USE POLICY

The Eastern Christian School Association (ECSA) offers internet services to students and staff for educational purposes. The Internet is a tool for life long learning and only begins to open the door to many advanced tools. Eastern Christian Schools will educate all students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

**Condition and Rules for Use:**

**1. Acceptable Use**

a. The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the ECSA. Access to Internet is made possible through an appropriate provider to be designated by ECSA at its sole discretion. All users of the Internet must comply with existing rules, and the terms of conditions for use of the Internet which are incorporated into this document and are available at the Association office.

b. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.

c. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**2. Privilege**

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege. The ECSA Board of Directors, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user. Also, The Board may discipline or seek legal prosecution for any student who violates the agreement and/or the terms and conditions for use of the Internet.

**3. Monitoring**

The Board of Directors reserves the right to review any material and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate.

**4. Network Etiquette**

a. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

b. Be polite. Do not get abusive in your messages to others.

c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.

d. Do not reveal your personal address or phone numbers.

e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.

f. Do not use the network in such a way that you would disrupt the use of the network.

g. All communications and information accessible via the network should be assumed to be private property and therefore subject to all copyright regulations.

**5. No Warranties**

ECSA makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board and its representatives will not be responsible for any damages a user

suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by ECSA's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. ECSA's Board of Directors specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

**6. Security**

a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
b. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
c. Do not use another individual's account.
d. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
e. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to Internet.

**7. Vandalism and Harassment**

a. Vandalism and harassment will result in cancellation of user privileges and other disciplinary action.
b. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user to Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

**8. Procedures for Use**

a. Student users must always get permission from their instructors and/or Media Specialist before using the network or accessing any specific file or application. The user must follow all written and oral instructions.
b. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.
c. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities. In addition, users shall not waste nor take supplies, such as paper and printer cartridges.

**9. Encounter or Controversial Material**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by the ECSA Board of Directors to restrict access to Internet material shall not be deemed to impose any duty on the Board to regulate the content of material on the Internet.

**Penalties for Improper Use:** Any user violating these rules, applicable state and federal laws, or posted classroom and Eastern Christian School rules are subject to loss of network privileges and any other ECSA disciplinary options.

**EASTERN CHRISTIAN SCHOOL ASSOCIATION**
**INTERNET ACCEPTABLE USE PERMISSION FORM**

**Any user violating this agreement, the terms and conditions for use of Internet, applicable local, state and federal laws or posted classroom rules is subject to loss of network privileges and other Board disciplinary action.**

**The Eastern Christian Board of Directors reserves the right to suspend or terminate all access to the Internet if any local, state or federal government agency or entity imposes, by statute, rule or regulation, any criminal liability on the Board, its schools or representative concerning Internet access.**

USER: **I understand and will abide by the Acceptable Use Agreement and terms and conditions for use of Internet. I further understand that any violation of the above Acceptable Use Agreement or terms and conditions for use of Internet are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be removed, and disciplinary action and/or appropriate legal action may be taken against me.**

USER:

_____ _____ _____
**(Print Name)** **(Signature)** **(date)**

PARENT OR GUARDIAN:

_____ _____ _____
**(Print Name)** **(Signature)** **(date)**

Students under the age of 18 years must have their parent/guardian signature on this agreement form.

**Adopted 11/27/01**

# TRANSPORTATION

***Cars:*** Students who drive to school are requested to observe the following regulations:

- Drivers must yield to pedestrians in parking lots and at all building entrances.
- Drive slowly when entering and leaving the campus, and follow one-way directions. The maximum speed on school grounds is 10 mph.
- Parked cars are off-limits during the school day.
- Parking permits must be displayed in the driver's side rear window. Permits are given for $50.00 in the high school front office. All cars parked on campus must be registered.
- Arrive at school on time. Drivers and passengers who arrive late for any reason will be considered tardy.
- Students must park in designated spaces in the lots adjacent to the cafeteria and behind the school. The lot by the front entrance is reserved for faculty, staff and visitors.

Violation of the rules will lead to restriction of driving and parking privileges on campus and possible suspension of these privileges.

***Buses:*** It's a tough job driving a bus safely in New Jersey. We ask your cooperation with these simple rules to make sure our drivers can do their jobs well and everyone rides safely.

- No smoking, eating, or drinking on any bus.
- You must be seated when the bus is in motion. No standing or walking is permitted, nor are you allowed to throw anything, or lean, out of bus windows.
- Electronic devices without earphones create distractions for the driver and interfere with the rights of others, and are therefore not allowed.
- We expect you to show courtesy and respect to other passengers and their belongings and to the drivers. We do not allow abuse in word or deed.
- You are entitled to one seat on the bus. You must hold your personal belongings on your lap or put them under the seat.

If you abuse your bus riding privilege, you may be assigned a seat by the driver or you may be suspended from riding the bus by the transportation coordinator. Persistent violation of these safety rules may result in complete loss of bus transportation privileges.

***Bicycles*:** Bicycles and mopeds must follow all traffic directions required of cars and buses. Please lock your bicycle or moped. The school has no responsibility or liability for any damage or loss. Bicycles are off-limits during the school day. Violations of these rules may result in confiscation of the bike and/or denial of the use of the bike on school property.

# CONFLICT

Even within a Christian community conflict will occur. We have developed some specific guidelines that everyone, parents, students, and teachers, should follow whenever there is a problem or conflict at Eastern Christian High School. The guidelines reflect biblical principles for growing in Christian maturity. This process involves admonition or confrontation in love, confession of wrong doing, restitution by making it right, and reconciliation or forgiveness.

***Principles:*** Speak directly and personally to the person who you think has done something wrong. This must be done in a spirit of love rather than judgment. Ask for confirmation (is it true?) and an explanation (maybe there was a good reason and the act makes sense after it's been explained). It is unbiblical and unfair to other people for you to talk to all your friends about how badly someone has behaved toward you without having discussed it with the person involved. Gossip is often a lie, and willful lie-telling is sinful. If it's just too hard to face another person, get help from someone who can wisely guide you. Your teachers, student assistant counselor, dean and principal will gladly advise you and assist you in learning this important biblical method of dealing with sin.

Your parents have delegated their responsibility for you to your teachers and principal while you are at school. If we confront you it is because we take that responsibility seriously. We care about what happens to you. We don't ignore harmful or wrong behavior. To do so is to deny God's claim on all of us as members of His family.

You are your brothers' and sisters' keeper. If you do something wrong, you should expect someone to talk to you about it, person to person, privately, and with firmness, fairness, gentleness and love.

***Consequences:*** There are always consequences for wrong doing. Because we're looking for growth and change, we believe that the consequences of wrong doing should help to achieve that growth and, wherever possible, correct or repair the harm that has been done. Sin against people almost always requires personal confession and apology and forgiveness in order for reconciliation to take place. Sins against property may require restitution. So if you make a mess in the cafeteria or anywhere else, you can expect to spend extra time in school cleaning up a mess somewhere. If you've wasted time in class, you may be asked to serve a detention. If you abuse a privilege, you may lose that privilege for a while.

- ***Parent Contact:*** If doing wrong seems to be habit or a pattern, or if the deed seems especially willful or serious, we will contact parents. We may request a conference with parents to discuss the problem and some solutions. We encourage teachers and parents to call each other about any problem involving a student.
- ***Detention:*** Detentions can also be assigned as a next step when a pattern of behavior has continued even after a student has been warned. It provides a student with an opportunity for the student to reflect on his or her actions. Detentions can be assigned before school, after school, at lunch or on Saturdays.
- ***Suspension:*** A student can be suspended from school only by the principal. Removing a student from the student body is only done when there has been either a recurring problem that remains virtually unchanged in spite of our best efforts and most earnest prayers, or when a student is judged to have seriously jeopardized the safe and normal functions of the school (acts of violence, vandalism, threats to the lives and property of others).

- ***Probation:*** A student with a history of irresponsible behavior may be placed on probation. Probation always means that a student's work and/or behavior is being closely monitored. Violation of the terms could mean immediate suspension. It may also mean that the student may not represent the school in any public function, such as field trips, performances or games. Probation allows a student to continue in school under the specific terms of a contract for a specified time. A student may be placed on probation by the principal in consultation with teachers, counselors, parents and the student.

  The terms of the probation contract must be in writing, with signatures by the student, parents and the administrator. A copy of the probation contract is reviewed by the superintendent.

  At the end of the contract period, a subsequent meeting will be scheduled to evaluate the student's progress. One of the following options will be decided:

  - restoration to full-student status.
  - extended probation with a re-negotiated contract.
  - expulsion or recommended withdrawal from school.

  Issues involving probation, which cannot be resolved between the administration and parents, will be brought to the superintendent for adjudication. Parents have the option of challenging a suspension or expulsion decision before the Executive Committee of the Eastern Christian School Board of Directors.

- ***Expulsion:*** The Board of Directors can expel a student based on a recommendation to the Education Committee by the principal. This is a last resort, and would be used only if a student has consistently resisted every effort to be motivated to responsible action, or if a student is a threat to the safety and well being of others.

**Eastern Christian High School**

# Crisis Plan Overview
# For Parents and Guardians

**Action Priorities in order**:

1. Maintaining a safe environment for each student.
2. Moving to an alternate safe site if conditions warrant.
3. Meeting the physical and emotional needs of each student.
4. Communicating with parents and guardians.
5. Providing after care for all students and faculty.

**Kinds of extraordinary events and responses**:

1. National or Local Event – Building remains safe – No immediate danger to students.
   - Maintain school program as routinely as is possible.
   - Keep students well informed during the crisis via intercom and memo.
   - Set up central information centers in all offices for incoming calls.
   - Provide supervised cell phone call areas for students.
   - Follow directives of local police concerning release of students.
   - Maintain accurate accounting of students released to parents or guardians.
   - Secure the building only after every student has been released.
   - Post follow up plans on school website and voice messages.

2. Local Event – School building is not safe.
   - Evacuate the building immediately and move to a safe environment.
     a. First Option – Athletic Field on Oakwood Avenue North Haledon
     b. Second Option – Mary Help of Christians Academy
        659 Belmont Ave. North Haledon, NJ
     c. Third Option – Covenant Christian Reformed Church
        400 North Haledon Ave. North Haledon, NJ
   - Set up central information centers off site in host building.
   - Keep students well informed during the crisis
   - Provide supervised cell phone call areas for students.
   - Follow directives of local police concerning release of students.
   - Maintain accurate accounting of students released to parents or guardians.
   - Vacate the site only after every student has been released.
   - Post follow up plans on school website and voice messages.

**Eastern Christian High School**

# Crisis Plan FAQ's

1. *Why not dismiss school as quickly as possible and have parents pick up their children?*
    - Our highest priority is to accurately account for each student.
    - Most families need considerable lead-time to pick up their son/daughter.
    - The school is legally obligated to insure the safety of released students.

2. *Why are students restricted to using cell phones in a designated supervised area?*
    - We value the ability of students of students with cell phones to assist in the communication process providing accurate and timely information is being communicated.
    - Adults need to be present to help students' process information that may be upsetting.
    - Students may not network communications for other students independently.

3. *Why is it essential that school personnel release students directly to a parent/guardian or to the emergency contact person?*
    - It's the law. School personnel are directly responsible to parents/guardians.

4. *Will students with cars on campus be permitted to transport themselves home without being released to parents?*
    - Initially it will not be an option. In an emergency, local authorities are in charge and will determine if cars may be driven.
    - If students are permitted to drive their cars they will not be permitted to take passengers. All students must be released directly to parents/guardians.

5. *Where will parents/guardians meet students being picked up?*
    - Options depending on site **1.** Front door of ECHS on the circular driveway, **2.** Rear driveway along the athletic field, **3.** Cafeteria at Mary Help of Christians Academy,
      **4**. Front entrance to Covenant Christian Reformed Church.

6. *How will students be transported to an off campus site in an emergency?*
    - Via EC busses which are always parked on campus during the school day.
    - Drivers are NJ certified bus drivers from the ECHS faculty.

7. *How can we best support school personnel during a crisis?*
    - Be patient! First we must be absolutely sure that all of our students are safe. Then we will attempt to meet the specific needs of individual families.
    - Be patient! We must meet our legal responsibility to diligently account for each and every student.
    - Pray for all school personnel as we make your children and families, not our own, the primary focus of our care.