



**EASTERN CHRISTIAN
SCHOOL**

**2016-2017
Student-Parent Handbook**

**Eastern Christian High School
50 Oakwood Ave, North Haledon, NJ**

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.

Core Values

In pursuing the character of Christ, we will...

Seek Truth • Serve Others • Embrace Community • Exhibit Compassion • Develop Responsibility • Strive for Excellence

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.

Graduate Profile

Utilizing Biblically informed inquiry and strong academic knowledge, an Eastern Christian graduate will think critically, exhibit curiosity and develop the discernment that will enable him/her to confidently and intentionally strive for excellence in every endeavor.

Having studied the message of Jesus Christ and having experienced models of Christian servanthood in community, the Eastern Christian graduate develops a healthy self-image. Recognizing and responding to the will of God, and seeing in humanity the image of God, the graduate embraces diversity, exhibits compassion, offers respect, and is forgiving and open to others.

The Eastern Christian graduate is prepared to be a person of Christian vision and influence and seeks to contribute cooperatively and responsibly to God's mission of renewing all of creation

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Eastern Christian High School
Telephone Directory



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

Main Office Ruth Kuder, Principal Ext. 4204
 . Lynda Pasqueretta, *Office Manager*, Ext. 4200
 Jeanne Veenstra, *Bookkeeper*, Ext. 4201
 Cathy Lagerveld, *International Host Family Coordinator, International Administrator*, Ext. 4202

Athletic Office Barry Veenstra, *Athletic Director*, Ext 4101
 Jeff Botbyl, *AD Assistant and School Security*, Ext. 4102

College and Career Office Amy Shepley, *Student Services Assistant*, Ext. 4300
 Jesse Struck, *College and Career Counselor*, Ext. 4301
 Paige Visser, *Student Assistance Counselor*, Ext. 4312

Deans' Office Sandra DeMarco, *Student Services Assistant*, Ext. 4206
 Christina Bucci, *Freshman and Sophomore Dean*, Ext. 4250
 Phil Verrengia, *Junior and Senior Dean*, Ext. 4217

Health Office Diane DeRooy, Ext. 4207

Association Offices **973-427-6244**
Fax 973-427-9775

Association Office

Thomas Dykhouse, Executive Director and Head of School
 John Belanus, Director of Operations
 Nancy Hemrick, Executive Assistant

Marketing and Enrollment Office

Rudi Gesch, Director of Marketing and Enrollment
 Sheri' Blands-Pearson, Enrollment Coordinator
 Sherrie Kuiken, Enrollment Coordinator
 Justin Van Dyke, Webmaster and Visual Communications Coordinator

Business Office

Eric Fenchel, Chief Financial Officer
 Geraldine Gallagher, Business Office Assistant
 Maribeth Vriesema, Business Office Assistant

Foundation/T.R.I.P. Office **973-427-9294**
Fax 973-427-9775

David Visbeen, Executive Director, Foundation for ECSA
 Beth Milkamp, Foundation Coordinator
 Katie Tarta, Events and Alumni Coordinator
 Sharon Spoelstra, T.R.I.P. Coordinator

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



EASTERN CHRISTIAN
SCHOOL

Eastern Christian High School
2016 – 2017 Calendar

August

31 First Day of School

September

02 Freshmen Survival Day
05 Labor Day – NO SCHOOL
12 Senior Portrait Retakes
13 Underclass Photos
15 ECHS Back-to-School Night
21 College Application Information Night

October

01 SAT
04 Senior Breakfast
07 Faculty In-Service Day– No School
10 Columbus Day – NO SCHOOL
15 PSAT
18 Underclass Photo Retakes
20 National Honor Society Induction
21,22,23 Homecoming Weekend
22 ACT

November

04 1st Quarter Ends
05 SAT
05 Dress Rehearsal for HS Drama
06 Daylight Savings Time Ends
10,11,12 HS Drama Performances
23 Half Day of School, Alumni Chapel
24,25 Thanksgiving Vacation – NO SCHOOL

December

01 Winter Athletics Begin
02 Christmas Festival
03 SAT
10 ACT
23-1/2 Christmas Vacation – NO SCHOOL

January

03 First Day of School in 2017
12 ECHS Music Concert & Art Show
16 Martin Luther King, Jr. Day-NO SCHOOL
17,18,19 ECHS Exams
20 First Semester Ends – NO SCHOOL
21 SAT
23 Semester Break – NO SCHOOL
24 First Day of Second Semester
25 ECHS Back-to-School Night 2

February

01 Athletic Beefsteak Dinner
04 ACT
08 Junior Parent Night
17 Faculty In-Service Day – NO SCHOOL
20 Presidents' Day – NO SCHOOL
22 ECHA Association Meeting

March

03 ECHS Dance
04 Spring Sports Begin
04 SAT
04 Dress Rehearsal for HS Musical
8,9,10,11 ECHS Musical Performances
12 Daylight Savings Time Begins
27-31 Spring Break

April

07 Third Quarter Ends
08 ECHS Talent Show
14 Good Friday – NO SCHOOL
16 Easter
28 Faculty In-Service Day – NO SCHOOL

May

4-6 Senior Class Trip to Washington DC
06 SAT
11 Middle School Concert @ ECHS
18 Senior Celebration Night
25 ECHS Music Concert & Art Show
29 Memorial Day – NO SCHOOL

June

01 EC Athletics SLAMFEST
02 ECHS Service Day and Picnic
03 SAT
05 Yearbook Dedication
5,6,7,8 Senior Exams
08 Junior-Senior Banquet
10 ACT
12,13,14 ECHS Underclass Exams
12 Senior Cruise
13 Senior Breakfast & Graduation Practice
14 ECHS Graduation
15 ECMS Graduation



EASTERN CHRISTIAN
SCHOOL

**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	<i>Break</i>
10:25 - 11:45	Block 2
11:45 - 12:15	<i>Lunch</i>
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	<i>Break</i>
9:55 - 11:25	Block 2
11:25 - 11:55	<i>Lunch</i>
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	<i>Break</i>
11:25 - 12:20	Block 2
12:20 - 12:50	<i>Lunch</i>
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, and the junior and senior dean and the principal. Any student or parent who wishes to speak with one of the team members 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. Immediate support is always available when a crisis arises.

Each class has its own 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 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 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

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.

COURSE CATALOG

The current edition of the Eastern Christian High School Course Catalog can be found online at www.easternchristian.org. Click on Academics, Curriculum and then high school to view or download the 2015-2016 Course Catalog.

GRADUATION REQUIREMENTS

- A. 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. Study hall receives NO credit.
- B. Required Courses for an Eastern Christian diploma:
- | | |
|------------|---|
| 4 courses: | English is required each year of attendance |
| 3 courses: | Mathematics is required for three years |
| 3 courses: | Laboratory Science is required for three years |
| 4 courses: | Social Studies is required each year of attendance |
| 1 course: | World Language and two years suggested for college entrance |
| 4 courses: | Bible is required each year of attendance, for the equivalent of 2.5 credits |
| 4 courses: | Physical Education and Health are required each year, for the equivalent of 2.5 credits |
| 1 course: | Art (5 credit course) |
| | or |
| 2 courses: | Music (2.5 credits) |
| 1 course: | Career and Technical Education (Required in 9 th grade) |
| 1 course: | Financial Literacy |
| 50 hours: | Faith in Action is required; 40- 45 hours out of school, 5-10 hours in school (2 credits) |

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.
- The final deadline for senior year is Christmas Break.
- New students in grades 10-12 who wish to use service hours from a previous school must earn a total of 50 hours.

If you have any questions, please see your 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.
- ◆ 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 Room. A course dropped after two weeks will be reflected on the transcript as "withdrawn".
- ◆ After 5 weeks students may no longer drop a class.

Repeating a course

- ◆ If a student fails a course, 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 does not meet the prerequisite grade for the next course in sequence and takes a class again, the new grade is reflected on the transcript but is not 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 Honors Course

- ◆ Because of the demands of the 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.

Credit Recovery

- ◆ 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 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 with approval from their Dean 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. Release time is not available for international students.

HONORS 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 honors 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:	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
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 and 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.

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 deposit equivalent to the price of the course 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 Course Catalog.

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 and career 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 patterns 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.
- ◆ Junior Parent Night is sponsored by the College and Career Office in February.

Grade 12:

- ◆ Consider taking the SAT and/or ACT again in the fall.
- ◆ College Application Night is sponsored by the College and Career Office in September.
- ◆ 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.
- ◆ Financial Aid Night is sponsored by the College and Career Office, in 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 contact 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 in the College and Career Office, or online. You may help yourself to these forms at any time:

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.

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.

College and Career Questionnaire: To ensure that teachers and other recommenders have sufficient information to craft a high quality recommendation letter.

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 and career 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 deans, 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 dean or 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 dean or 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 or online classes 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

	Required	Optional
Grade 9	MAP, WraP	
Grade 10	MAP	PSAT, SAT, ACT, Subject Tests, AP
Grade 11		PSAT, SAT, ACT, Subject Tests, AP
Grade 12	WraP	SAT, ACT, Subject Tests, AP

GRADES

GRADING SCALE

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

Grade	Percent	Grade Points
A	96 - 100	4.00
A-	93 - 95	3.67
B+	91 - 92	3.33
B	87 - 90	3.00
B-	85 - 86	2.67
C+	83 - 84	2.33
C	79 - 82	2.00
C-	77 - 78	1.67
D+	75 - 76	1.33
D	72 - 74	1.00
D-	70 - 71	.67
F	Below 70	
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 3.000 – 3.590
- No Cs, Ds, Fs or Incompletes

High Honor Roll

- Grade point average above 3.600
- No Cs, Ds, Fs 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. 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. 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.

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 , Parking Fees 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 smaller than 150, 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 during his or her time at Eastern Christian. 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 inconsistent 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 consistent 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

Excused Absence from School

An excused absence is granted for illness, death in the family, family emergencies, college visits, and family vacations. **For unplanned absences like illness or a family emergency, the parent or guardian must call the Deans' Office (973-427-0900, ext 4901) before 8:10 a. m. on the day of the absence.** However, for planned absences like a family vacation or a college visit, the parent or guardian should make the request to the Deans' Office via phone or a note at least one week in advance of the absence. Additionally, the student has the responsibility to contact his or her dean and each classroom teacher at least one week prior to the absence to make arrangements to complete class requirements. The student is responsible to make up all work missed upon returning to school. Daily class assignments are posted on Realtime.

For planned absences, the student and parents or guardians should understand that it is impossible to recreate the educational experiences that are forfeited when 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 for each semester.

Unexcused Absence

An unexcused absence will be levied for the following reasons; when the above conditions of the excused absences are not met, when the student is suspended from school, or when the school is not contacted to explain the reason for an absence. Unexcused absences will be recorded on the student's attendance record. 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 or guardian must personally sign the student out in the Deans' Office. If the student drives to school, a note or phone call must be provided by the parent or guardian requesting the dismissal. If these verifications are not in place, the absence will be considered unexcused.

Cutting School

A student who cuts 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. An unexcused absence will be recorded on the student's attendance record for each class cut. 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 their dean or principal before missing a class.

Excessive Absences

Students who are absent for more than ten school days or more than ten blocks per class in one semester (six absences for half-block classes) will not receive academic credit for courses in which such absences have accumulated. Both excused, and unexcused absences count toward the maximum allowable absence of ten school days or ten blocks per class for each semester. Absences which result from approved school functions like class-related trips or mandatory school-sponsored activities are not counted in the ten-day maximum. College visits, whether planned by a student's family or sponsored by school personnel are not considered school functions.

Once a student reaches five absences, letters of notification will be sent to the parent or guardian. If a student's absences exceeds ten blocks per class in one semester (six for a half-block class), the parent or guardian may submit a written appeal to the school administration within one week of the eleventh absence documenting the extenuating circumstance and requesting an extension of the ten-block maximum. The administration will review the appeal and rule on the request.

Late to School and Tardy to Class

Excused and Unexcused Late to School

A student arriving to school after 8:10 a.m. must go directly to the Deans' Office, sign in, and obtain a late pass before going to class. A late to school is considered unexcused if the parent or guardian does not contact the Deans' Office before 9:00 a.m. with the reason for the lateness on the day the student is late. An unexcused late to school will be recorded on the student's attendance record and the following consequences will be imposed:

1. A student is allowed two unexcused lates to school per quarter without consequence.
2. On the third and fourth late to school, the student will receive lunch detentions. Additional lates to school will result in further consequences.
3. Every seventh late to school whether excused or unexcused will be counted as an absence from a student's first class of the day. Students who are chronically late to school may lose academic credit for their first class of the day and may be placed on probation.
4. If a student is late to school and signs in at the halfway point of his or her first class of the day, he or she will be marked absent for that block.

Excused and Unexcused Tardy to Class

Students are expected to be in the classroom by the start of each block. A student arriving after the beginning of the block without a written pass from a teacher, college and career counselor, dean, nurse, or administrator must fill out a tardy to class form. If the teacher deems the tardy to be unexcused, the following consequences will occur:

1. A student is allowed two unexcused tardies to class per quarter without consequence.
2. Lunch detentions will be assigned for the third and fourth tardies to class with further consequences for additional tardies to class.
3. Every seventh tardy to class whether excused or unexcused will be counted as an absence for the class.
4. Students who arrive to class after the halfway point of the block will be marked absent for that block.

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.

ECHS BYOD Policy

1. Recommended/Permitted Devices

A BYOD device is a privately owned portable wireless piece of equipment that includes laptops and tablets with the following requirements:

a. Baseline requirements

The device must be able to access the internet.

The device must have the Chrome browser installed.

If the device is a tablet:

1. It must have the apps to be able to access Google Drive, Docs, Sheets, Presentation, Forms, and Classroom, and be able to edit within each app.
2. It is highly recommended that students have a physical keyboard.

The device is NOT a smartphone.

The device must have long battery life (8+ hours is highly recommended).

b. Device recommendations

Since ECHS uses Google Apps for Education for many instructional activities, a Chromebook is a good basic device. It works very well with all of the Google Apps and is reasonably priced. Any laptop with the Baseline Requirements listed above can be used, whether it runs Chrome OS, Windows OS, Apple OS, iOS, or Android OS (operating systems). A smartphone is not necessary. While it could sometimes be used in class (with teacher permission) in place of a laptop, it cannot be the primary BYOD device.

Chromebooks do meet all of the requirements for Google Apps, the Chrome OS

Be forewarned that tablets may not have the ability to use other lesser known Google Apps, especially in the future.

School-owned Devices will be provided only for students involved in graphic intensive activities and classes that require advanced software and/or processing power (ie - Graphic Design, 3D printing, filmmaking, etc.). If students desire to use their own device, it must have the requisite processing power and student owned applications already installed on the device for the class or activity.

c. Other recommendations

Physical protection: Backpack, messenger bag, laptop case or other means of protecting your student device while at school.

Antivirus protection

A plan to have the device fully charged at the beginning of the school day

2. Security

a. Device security

Each student has full responsibility for his or her device. It is highly recommended that students never loan their own devices to other students. ECS is not responsible for the security of student devices.

b. ECS Administration rights

Administration reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Eastern Christian School Policies and Rules, or has engaged in other misconduct while using their personal device.

c. EC Students or EC Equip networks

Students will use the **EC Students** or **EC Equip** networks while in school. Each student is responsible for any activity that occurs on his or her network login. Students should not allow other students to use their device to go on the internet and should never give their **EC Students** network or **EC Equip** network name and password to any other students.

d. gmail

The privacy of each student's gmail account is important. Students should never give their gmail password to anyone else and should always log off on a device that is not their own.

e. Posting online

Students may not use their device to record, transmit or post photos or videos of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time on Social Network websites such as Instagram or any other website without the express permission of the ECHS Principal or Yearbook Faculty Advisor.

3. Support

a. Forgotten or uncharged devices

Fully charge your device at home. A few charging stations will be available in the Cafeteria and the Media Center on a first-come basis.

A loaner device will be provided (up to 2x per month) on a first-come basis if a device is forgotten at home or is not charged when needed. This loaner device should be checked out before the school day begins or before the class in which it is needed. (see Loaner Device Policy)

b. Student-owned device issues

ECS staff will assist the student in getting connected to our network. Students are required to use the **EC Students** or **EC Equip** networks whenever they are on campus; no other networks are allowed, including VPNs and hotspots.

The student is responsible for the proper care of their personal device, including updates, any costs of repair, replacement or any modifications needed to use the device at school.

Support for student-owned devices is the responsibility of the owner; ECS staff will not be responsible for any technical issues regarding a personal device even while on campus.

A loaner device will be provided (up to 2x per month) on a first-come basis, should a personal device be unusable for any reason. This loaner device should be checked out before class begins. (see Loaner Device Policy)

4. App expectations

a. School owned apps

Any school owned apps will be provided on school-owned computers. If a student chooses to use their own laptop, the student must purchase the equivalent app, with teacher approval, at their own cost.

b. Other apps

For some instructional activities, teachers may require an app, browser extension or add-on for their class. The app, browser extension or add-on should be installed before the first class.

5. Summary of Student Expectations ([ECHS BYOD Policy: Student Short Form](#))

- You may only use your device at the discretion and direction of the classroom teacher.
- Your device should be put away unless the teacher has requested its use.
- Phones should never be out unless requested by a teacher.
- Your device may be used in the classroom for instructional purposes only, not for making phone calls, messaging, emailing or other electronic communications or games without teacher permission.
- Your devices must be silenced at school.
- You may not use your device to record, transmit or post photos or videos of a person or persons on campus.
- You may only access the EC Students or EC Equip networks; no other networks are allowed, including VPNs and hotspots.
- You are responsible for your own tech support. ECS employees are not able to assist you.

- You must charge your device at home, bring it to school fully charged.
- You are allowed to use ONLY your device or a school device checked out to you.
- You are responsible for the security of your device.
- You should never share your password information for the network, for your gmail account, or for your device with others.

6. Classroom Teacher Rights

- a. Teachers reserve the right to direct the use of technology within their own class.
- b. Teachers may take a student's device away and/or take other disciplinary action if it is not being used as directed.

7. Internet Acceptable Use Policy

This BYOD Policy supplements the ECS Internet Acceptable Use Policy.

8. Policy Violations

Violations of the ECS Internet Acceptable Use Policy, the [Loaner Device Policy](#), the ECHS BYOD policy, and/or any school rules involving a student's personally owned device or Loaner Device may result in the loss of use of the device in school and/or other disciplinary action.

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.

Academic Integrity Policy

As Christians we are called to reflect integrity in all aspects of our lives. Eastern Christian honors this calling by outlining clear standards and concrete expectations for modeling ethical character in the classroom. Supporting the core values of the institution, we strive for excellence, develop responsibility, and seek Truth. Through these pillars, Eastern Christian students must conduct themselves accordingly, demonstrating integrity through honest academic work. Honesty is defined as upholding and speaking truth. Integrity is fulfilling the core values with or without the presence of others. Ethical character is foundational to the education of our young people. Seeking after our Savior’s example, Eastern Christian deeply values and upholds integrity in all aspects of our professional academic environment, culture, and community.

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Despite temptations and/or pressures to receive good grades, students are expected to focus upon mastery of the material to the best of their personal abilities. Violations of academic integrity will not be tolerated and will be handled firmly and consistently as outlined below.

Violations of Academic Integrity

A. Plagiarism

Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is unintentional or deliberate. It is not a defense to claim that one has ‘forgotten’ to document ideals or material take from another source.

Examples include, but are not limited to, the following:

- I. Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer-mediated communication;
- II. Knowingly failing to use proper citation for information obtained from print sources or the internet according to citation criteria specified by the instructor or, in cases where instructor guidance is not given, by standard manuals of style (e.g. MLA)
- III. Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences;
- IV. Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs, without placing quotation marks around the borrowed material in the approved style;
- V. Presenting an assignment as one’s own that has been partially or wholly prepared by another person or business

B. Cheating

Cheating occurs when individuals copy the work of another or use electronic devices when the use of such is prohibited. Examples include, but are not limited to, the following:

- I. Communicating information about assessment or assignments verbally or through writing, social media, or any forms of technology (ex: texting, Facebook, email);
- II. Having or using unauthorized materials, information, or an unauthorized device at an examination, test, or quiz;
- III. Copying from another student an assignment, paper, lab report, project, homework assignment, or assessment;
- IV. Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, or assessment;
- V. Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
- VI. Having another person act as proxy to take an examination, test, or quiz, or to have another person complete an assignment, paper, computer program or project.

C. Unapproved Collaboration

Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.

D. Other Violations of Academic Integrity

Additional violations of academic integrity include, but are not limited to, the following:

- I. Falsification, which occurs when individuals make false statements that mislead others. Examples of falsification include, but are not limited to, the creation of a false or misleading citation or the manipulation of data for an academic assignment;
- II. Submission of a paper or project to more than one course during the time in which a student is attending Eastern Christian High without the explicit permission from all the instructors involved;
- III. Submission of work previously done in another school, whether modified or not, without permission of the instructor.
- IV. Using plagiarized material for one's own personal notes as a source of information for an assignment, paper, lab report, project, or assessment.

Consequences

Any student who violates the academic integrity policy will receive a zero for the assessment, assignment, or project. In addition, the student's dean and parent/guardian will be notified; the offence will be recorded by the dean on the student's discipline record. Repeated offenses will result in school suspension, 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 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): School is an academic environment. Public display of affection is a distraction to learning. It is not permitted at school and students are expected to act appropriately at school-sponsored events. PDA often makes others feel uncomfortable, and it promotes an image in the broader community, which challenges our Biblical standards. Students who do not conform to the PDA expectations 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 dean or the principal 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 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.

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.

HARASSMENT, INTIMIDATION, & BULLYING (HIB) POLICY

ECSA prohibits acts of harassment, intimidation, or bullying (HIB). ECSA strives to prevent and eliminate this kind of behavior in school, recognizing that each person is created in the image of God. HIB is a conduct that, at a minimum, disrupts students' ability to learn and the school's ability to educate in a safe environment, and more importantly, is a violation of God's Word regarding community living. Demonstration of appropriate behavior, treating others with civility and respect in the image of God, and refusing to tolerate HIB is expected of all students and faculty of the school.

HIB is any type of gesture or any written, verbal or physical act, or any electronic communication (social media internet site, cell phone, telephone, fax or other device), whether it be a single incident or a series of incidents, that

is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or disability. Such behavior is considered HIB whether it takes place on or off school property, at any school-sponsored function or, on a school bus.

HIB is conduct that meets the following criteria:

- Disrupts or interferes with orderly operation of the school or the rights of others;
- Has the effect of insulting or demeaning others; or
- Creates a hostile environment.

Some examples of HIB include, but are not limited to:

- 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 (e.g. on locker doors or the internet).
- writing and/or distributing sexually explicit notes on paper or the internet.
- behaving in any way which creates an intimidating, hostile, or offensive learning environment.

ECSA expects students and adults to heed Scriptural admonition and behave with respect toward all people, regardless of the aforementioned characteristics of person(s). 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.

Since bystander support of HIB can support inappropriate behaviors, the ECSA also prohibits both active and passive support of HIB. Students are encouraged to walk away from these acts when they see them, constructively attempt to stop the acts and/or report them to the proper authority.

The principal is responsible for receiving complaints alleging violations of this policy. Parents, students, and employees should report suspected HIB to the principal promptly and in writing. This reporting can be done in an anonymous fashion. The principal will ensure that fear of retaliation is alleviated by acting confidentially and punishing any acts of retaliation to the reporting. Furthermore, individuals asserting false accusations can be punished.

Any person who suspects he or she has been a victim of HIB by the principal, should report promptly and in writing to the Head of School or president of the Board of Directors. This reporting can be done in an anonymous fashion. Each report will be given serious consideration and investigated appropriately in a confidential manner. Individuals asserting false accusations can be punished.

Behavior consistent with the definition of HIB can result in immediate suspension or expulsion. In some cases, criminal charges can be filed with authorities where appropriate. Consequences and remedial action for a student will be unique to the individual incident. It will vary in method and severity according to the nature of the behavior, the age of the student, and any history of inappropriate behaviors. Remedial actions are intended to correct inappropriate behavior, prevent another occurrence and protect victim(s) of the act.

ECSA also desires reconciliation between offenders and those offended, when appropriate. This process does not mean that inappropriate behavior is minimized, but it may acknowledge that forgiveness plays a vital role in healthy community living and also in healing for both the offender and the offended person. Any reconciliation requires two willing parties and will be pursued by the school whenever it is in the school's determination to be appropriate. In some cases, longer term support services for the offenders or victims may be encouraged. The school provides a student assistance counselor who can aid in this process, either directly or by referring the famil(ies) to appropriate resources.

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: The use of tobacco and products containing nicotine 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. 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.

ACCEPTABLE USE FOR USING THE COMPUTER NETWORK

7.19

Eastern Christian School recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. Eastern Christian School supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. Eastern Christian School directs the administration to effect annual training of staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

Eastern Christian School also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using board approved standards. Eastern Christian School therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

Eastern Christian School provides access to computer networks/computers for educational purposes only. Eastern Christian School retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

1. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer networks/computers in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school for commercial purposes, financial gain, or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades privacy of others;

- i. Posts anonymous messages;
- j. Possesses any data which is a violation of this Policy; and/or
- k. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, Eastern Christian School shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Head of School or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyber bullying awareness and response. Eastern Christian School will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - ECS Acceptable Use Policy. Any changes in ECS Acceptable Use Policy since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

School District Provided Technology Devices

District electronic devices a student uses may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

Consent Requirement

No pupil shall be allowed to use the school district's computer networks/devices and the Internet unless they have filed with the Principal or designee a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in ECS Acceptable Use Policy and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of device privileges;
5. Revocation of device privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Federal Communications Commission: Neighborhood Children's Internet Protection Act



EASTERN CHRISTIAN
SCHOOL

AGREEMENT FOR ACCEPTABLE USE OF THE ECS NETWORK

Student Last Name _____ Student First Name _____

District electronic devices a student uses may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

STUDENT

I acknowledge that Eastern Christian School grants permission to me for academic, non-commercial use of district computer facilities, district software, and electronic information resources referred to as the ECS network (Eastern Christian School Network). I also acknowledge that policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Eastern Christian School cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally inappropriate material. **Therefore, I will not hold Eastern Christian School responsible for any inappropriate material acquired from this network.** In addition, I understand that the Eastern Christian School does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites.

- I agree not to use the ECS network, including any of its communication facilities, in any way, which deliberately diminishes or interferes with the use of the network by others. This includes, but is not limited to:
 - Unauthorized access to restricted files, directories or information
 - Attempts to gain access to restricted files, directories or information
 - Deliberate attempts to crash or obstruct another's use of a system or network
 - Theft of hardware, software, and computer related supplies
 - Intentional activities around the computer that result in damage to computers, software or information
 - Wasting finite resources
- I understand that only software authorized by Eastern Christian School will be used on the ECS network; therefore, I will not install or copy any unauthorized software on any district computer. Furthermore, I acknowledge the right of Eastern Christian School staff to immediately remove any files or programs placed upon the network not intended for educational use.
- I agree to use the ECS network and all devices on it in accordance with acceptable conduct as defined in Board of Directors policy. Unacceptable conduct includes, but is not limited to:
 - Using the ECS network to acquire, copy, transmit, display, receive or print lewd, indecent, vulgar, offensive or inappropriate text, pictures, audio or video
 - Using the ECS network to acquire, copy, transmit, display, receive or print harassing, demeaning, or offensive speech or materials.
 - Transmitting or posting any material in violation of local, state, or federal law including copyrighted materials, and threatening or obscene materials

- Using another's account and/or password
 - Sharing of one's account and/or password
 - Commercial or illegal use of the ECS network for financial gain or fraud
 - Accessing materials which the administration considers inappropriate
 - Attempting to bypass system filters and monitors to gain access to content normally not allowed
 - Attempting to violate the privacy of others by using the ECS network to obtain private information about others, post private information about another person, or repost a message that was sent to them privately without permission of the person who sent the message;
 - Revealing or displaying my personally identifiable information, including the name, address, photographs, social security number, or other personal characteristics that would make me easily identifiable, unless supervised by appropriate school personnel and with the consent of my parent/guardian
 - Revealing or displaying any personally identifiable information about another student, including the name, address, photographs, social security number, or other personal characteristics that would make the student easily identifiable.
 - Engage in other activities that do not advance the educational purposes for which the computer network/devices are provided.
- I understand that the use of the ECS network is a privilege, not a right, and that inappropriate use may result in my suspension of those privileges in varying degrees and my suspension from school by the building administrator. Eastern Christian School may deny me future computer privileges at all facilities and I may be subject to further disciplinary, as well as legal actions for violation of copyright and/or licensing laws.
 - Users will be personally charged for any unauthorized costs incurred in their use of the ECS network and held responsible for any damages caused by their misuse of the ECS network equipment.
 - I agree to report any knowledge of policy violations that I am aware of to the building's staff and/or administration.

Disciplinary action as a result of any violation of the regulations set forth in the Eastern Christian School's Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the ECS network
- School disciplinary actions including detention, suspension and/or expulsion
- Legal action, including criminal prosecution
- Reimbursement of expenses

(Student signature)

(Date)



EASTERN CHRISTIAN
SCHOOL

EASTERN CHRISTIAN SCHOOL
50 Oakwood Avenue • North Haledon, NJ 07508 • 973.427.0900

AGREEMENT FOR ACCEPTABLE USE OF THE ECS NETWORK

PARENT OR GUARDIAN

As a condition of _____ being permitted to use the ECS network, I have read the policy and this agreement. I understand that access to electronic information, which includes the Internet, is designed for educational purposes. Policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Eastern Christian Schools cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally-inappropriate material. Therefore, I will not hold Eastern Christian School responsible for any inappropriate material acquired from this network. In addition, I understand that Eastern Christian School does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites. The use of on-line information retrieval and sharing is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege and/or disciplinary action.

I give my son/daughter permission to use all ECS network functions including the use of the network and access to remote sites.

Please sign below and return to your child's school.

(Parent/Guardian signature)

(Date)

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 are required for all vehicles parked on campus from 8:00am until 4:00pm. Permits are available in the High School Office for \$50.00. This fee is not pro-rated whether the vehicle is registered in September or May.
- ◆ 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 Governance Committee of the Eastern Christian School Board of Directors.

- ◆ **Expulsion:** The Board of Directors can expel a student based on a recommendation 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.
 - 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. *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.

6. *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.