



# EASTERN CHRISTIAN SCHOOL

## ECES Parent Handbook 2017-2018

“You also, like living stones, are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ.” 1 Peter 2:5

**EASTERN CHRISTIAN ELEMENTARY SCHOOL  
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## STATEMENT OF FAITH

### We Believe . . .

. . . the basis of the Eastern Christian School Association is the Scriptures of the Old and New Testaments, the infallible Word of God, as explicated in Reformed creedal standards.

. . . that the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God, that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

. . . that the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

. . . that Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

. . . that Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons, that the endowments and calling of young persons are God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians, and that only with constant attention to such pedagogical concerns will education be truly Christian.

. . . that because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents, but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

### (from the ECSA STATEMENT OF CHRISTIAN PHILOSOPHY)

**Home, Church and School:** Children attending Eastern Christian have three families: the home, the school, and the church. It is important that these three families present a unified nurturing influence in each child's life. It is for this purpose that Eastern Christian was established many years ago and continues today. To continue that strong tradition, these families must cooperate with and support one another. Church worship and instruction, family devotions and caring, classroom instruction and discipline must all complement one another to raise up Christian adults who are mature spiritually, socially, and intellectually. For this reason, it is important that your family participates in your local church. We strive in our school programs to support family and church activity.

It is also important that the school receive strong support at home. Encourage your child in his/her school work. Encourage your child's teacher. Keep the channels of communication open. Bear in mind that your child's teacher has many families with whom to stay in touch. A weekly bulletin is usually sent home; conferences and progress reports are planned regularly. One of the best ways you can support the school is by getting involved in its mission. There are many opportunities to do so throughout the year.

Please help your child understand that God has given different gifts and abilities to his children and that all people deserve respect and kindness. Also, doing one's best work consistently is a way of thanking God for his gifts to each of us.

Since we are a community working together to nurture the children who attend Eastern Christian, we ask that you report any unbecoming conduct of an E.C. student to that child's teacher or a school principal.

**Your Responsibility to Uphold the School:** Everyone in any way connected with ECSA is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers and staff members, and pleasant and well-disciplined students will promote our school. Everyone must seek the best interests of the school and bear a responsibility for its advancement. Most families new to Eastern Christian come to us through the recommendation of one of our own families.

Matthew 18:15 is quite clear about the importance of taking matters of concern or disagreement directly to those responsible. This applies to your relations with the school as well. If you are uneasy about any matter involving your child's teacher, a principal, or the school generally, please speak about it with the person responsible first.

## EC STAFF DIRECTORY

Website.....[www.easternchristian.org](http://www.easternchristian.org)

Main Office.....201-445-6150

*Fax: 201-445-0488*

Mrs. Sandra Bottge, Principal.....[sandrabottge@easternchristian.org](mailto:sandrabottge@easternchristian.org)

Miss Karyn Baitzel, Preschool Director.....[karynbaitzel@easternchristian.org](mailto:karynbaitzel@easternchristian.org)

Mrs. Linda Van Grouw, Office Manager.....[lindavangrouw@easternchristian.org](mailto:lindavangrouw@easternchristian.org)

**Nurse's Office**.....201-445-6150

Mrs. Susan Vander Pyl..... [susanvanderpyl@easternchristian.org](mailto:susanvanderpyl@easternchristian.org)

### **Classroom Teachers:**

Mrs. Donna Holly, Kindergarten.....[donnaholly@easternchristian.org](mailto:donnaholly@easternchristian.org)

Mrs. Nancy Johnston, Kindergarten.....[nancyjohnston@easternchristian.org](mailto:nancyjohnston@easternchristian.org)

Mrs. Jill Battle, Grade 1.....[jillbattle@easternchristian.org](mailto:jillbattle@easternchristian.org)

Mrs. Ellen Ritsma, Grade 1.....[ellenritsma@easternchristian.org](mailto:ellenritsma@easternchristian.org)

Mrs. Christie McGowan, Grade 2.....[christinamcgowan@easternchristian.org](mailto:christinamcgowan@easternchristian.org)

Mrs. Taylor Sinclair, Grade 2.....[taylor Sinclair@easternchristian.org](mailto:taylor Sinclair@easternchristian.org)

Miss. Kelly Breur, Grade 3.....[kellybreur@easternchristian.org](mailto:kellybreur@easternchristian.org)

Mrs. Allison Dalessandro, Grade 3.....[allisondalessandro@easternchristian.org](mailto:allisondalessandro@easternchristian.org)

Mrs. Carol Byma, Grade 4.....[carolbyma@easternchristian.org](mailto:carolbyma@easternchristian.org)

Mrs. Donna Hoogerhyde, Grade 4.....[donna Hoogerhyde@easternchristian.org](mailto:donna Hoogerhyde@easternchristian.org)

### **Owl's Nest - Learning Differences**

Miss Gina Marocco, Gr. 3 & 4.....[ginamarocco@easternchristian.org](mailto:ginamarocco@easternchristian.org)

Mrs. Cynthia Visbeen, Gr.1 & 2.....[cynthiavisbeen@easternchristian.org](mailto:cynthiavisbeen@easternchristian.org)

### **Specials Teachers:**

Mr. Daniel Bautista, Media Specialist.....[danielbautista@easternchristian.org](mailto:danielbautista@easternchristian.org)

Mrs. Cathy Clark, Gr. 3 & 4 Violin Teacher.....[cathyclark@easternchristian.org](mailto:cathyclark@easternchristian.org)

Mr. Robert Flim, Chapel Worship Leader & Grade 2-4 Music.....[robertflim@easternchristian.org](mailto:robertflim@easternchristian.org)

Mrs. Melissa Macy, PK-Gr. 2 Music & Gr. 2 Violin.....[melissamacy@easternchristian.org](mailto:melissamacy@easternchristian.org)

Mrs. Teresa Sippel, Gr. 4 Support.....[teresasippel@easternchristian.org](mailto:teresasippel@easternchristian.org)

Mrs. Stephanie Tanis, Educational Technology Specialist.....[stephanietanis@easternchristian.org](mailto:stephanietanis@easternchristian.org)

Mrs. Jaci Turner, Art.....[jaciturner@easternchristian.org](mailto:jaciturner@easternchristian.org)

Mrs. Debra Veenstra, Physical Education/Head Teacher.....[debraveenstra@easternchristian.org](mailto:debraveenstra@easternchristian.org)

Mrs. Melody Zacharias, Media Specialist.....[melodyzacharias@easternchristian.org](mailto:melodyzacharias@easternchristian.org)

### **Instructional Aides:**

Mrs. Sue Boonstra, Morning Kindergarten.....[sueboonstra@easternchristian.org](mailto:sueboonstra@easternchristian.org)

Mrs. Kathy Kooistra, All Day Kindergarten.....[kathykooistra@easternchristian.org](mailto:kathykooistra@easternchristian.org)

Mrs. Nancy Martin, Grade 1 & 2.....[nancymartin@easternchristian.org](mailto:nancymartin@easternchristian.org)

Mrs. Paige Visser, Grade 3 & 4.....[paigevisser@easternchristian.org](mailto:paigevisser@easternchristian.org)

**ECES Parent-Teacher Organization**.....[espto@easternchristian.org](mailto:espto@easternchristian.org)

Website.....[www.ecespto.com](http://www.ecespto.com)

**m**

Mrs. Lynette Matthews, President.....201-857-4289  
Mrs. Pam Reitsma, Vice President.....973-636-0098  
Mrs. Thelma Minnaar, Treasurer.....201-825-4737  
Mrs. Maria Hanson, Co-Treasurer.....201-820-5724  
Mrs. Nikki Waples-Stupienski, Secretary.....201-689-2129  
Mr. Ken Ritsma, Playground Coverage Coordinator.....973-942-9316  
Mrs. Shannon Dalton, Helping Hands Coordinator.....210-845-2654

**Association Office**..... 973-427-6244  
*Fax 973-427-9775*

Mr. Thomas Dykhouse, Head of School.....thomasdykhouse@easternchristian.org  
Mrs. Ruth Kuder, Chief Educational Officer.....ruthkuder@easternchristian.org  
Mr. Jeff Botbyl, Director of Operations/Security.....jeffbotbyl@easternchristian.org  
Mrs. Nancy Hemrick, Executive Assistant.....nancyhemrick@easternchristian.org

**Admissions Office**.....973-427-4729

Mr. Rudi Gesch, Director of Marketing & Enrollment.....rudigesch@easternchristian.org  
Mr. Ernie Pastor, Community Connections Coordinator.....erniepastor@easternchristian.org  
Mrs. Sheri` Blands-Pearson, Enrollment Coordinator.....sheriblands-pearson@easternchristian.org

**Business Office**.....973-427-6244

Mr. Eric Fenchel, Chief Financial Officer.....ericfenchel@easternchristian.org  
Mrs. Geraldine Gallagher, Business Office Assistant.....geraldinegallagher@easternchristian.org  
Mr. Steven Knorr, Senior Accountant.....stevenknorr@easternchristian.org  
Mrs. Maribeth Vriesema, Business Office Assistant.....maribethvriesema@easternchristian.org

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

Mr. David Visbeen, Executive Director.....davidvisbeen@easternchristian.org  
Mrs. Katie Tarta, Events Director.....katietarta@easternchristian.org  
Mrs. Beth Milkamp, Events & Alumni Coordinator.....bethmilkamp@easternchristian.org  
Mrs. Sharon Spoelstra, T.R.I.P. Coordinator.....sharonspoelstra@easternchristian.org  
Mrs. Janyce Bandstra, Foundation Assistant.....janycebandstra@easternchristian.org

**Transportation Office** .....973-427-2309

Mrs. Judy Bruinooge, Transportation Coordinator.....judybruinooge@easternchristian.org

## SCHOOL POLICIES

**Attendance Regulations:** Regularity of attendance is **essential** for steady progress throughout a child's school career. If a child is ill, however, **please do not attempt to send him/her to school**. Rest and care at home may lead to rapid recuperation. If a child is sent to school while ill, his/her accomplishment may be slight, and other students may be affected. On the other hand, keep in mind that there is no adequate substitute for class time. Keeping up on homework assignments is not an adequate substitution for interaction in class. The school nurse reviews reports of student absences and may contact you if your child has been chronically absent or has a contagious illness which must be reported to the NJ Dept. of Health. Students absent for more than 20 days may be retained in a grade if their academic performance is slipping. A determination for retention is not based solely on the number of days absent. Absences for vacation or other personal reasons are **very strongly discouraged**. Consideration of the child's educational development should be carefully weighed before a child is kept out of school. In case of absences, the parent is responsible to contact the teacher for makeup work or assignments, and to make certain that all requirements are completed. Please keep in mind that makeup work entails additional duties for the teacher.

### **EC Elementary School's Daily Schedule:**

Half-day Kindergarten: 8:20 am – 11:45 am

All-day Kindergarten and Grades 1 - 4: 8:20 am– 3:00 pm

Morning Recess; 10:15 - 10:30 am

Lunch: 12:05 p.m. to 12:20 pm

Lunch Recess: 12:20 – 12:50 pm

**Absence Procedure:** For the protection of your child, whenever a child is absent, a parent **must** notify the school office by a phone call (201-445-6150) or email ([lindavangrouw@easternchristian.org](mailto:lindavangrouw@easternchristian.org)) by **8:45 a.m.** This call should be very brief and you should state the child's name, class and reason for the absence. You may also leave a message on the school's answering machine at any time. Written excuses for such absences are not necessary. For an early dismissal, a written request in advance must be made.

**Tardiness:** School begins at 8:20. Students are expected to be in their classroom by the 8:25 late bell. Students who arrive after this 5-minute grace period are marked tardy and cause a disruption for the entire class, usually during devotion time. If your child is going to be late for school, please call the office before school begins. When you arrive at school, walk your child into the office and sign him/her in. Students will miss 5 minutes of recess each time they accumulate 5 unexcused tardies.

**Cars at School:** Please park only in the designated spaces and areas. It is important for safety reasons and consideration for our neighbors to observe the **25 mph speed limit** on Baldin Dr., and **10 mph** in our parking lot! Students not riding buses will be dismissed from the building as soon as the buses leave the school parking lot. This is for your own safety and the safety of your child. Children may not cross the parking lot while buses are loading or moving.

**Dropping off Children:** Children may be dropped off near the playground before school begins. If school has already begun, please walk them to the front office and sign them in. Please do not walk a child to the classroom, as this is disruptive to classes already in session.

**Daily Transportation Changes:** *If there is a change in your child's usual dismissal procedure, a dated note must be sent in with your child to both the classroom teacher and to the office. Occasional friends are welcomed to ride home with your child. A parent note must accompany the 'friend' to inform the school secretary and the bus driver.* A **dated** note must then be sent in with the child. If any changes come up after your child has left for school, please call Transportation and the school office as soon as possible. If your child usually takes the bus but is to be picked up, please call the school office **as early in the day as possible**.

**Picking up Children:** Please **stay to the right when entering the parking lot.** To avoid causing an accident, do not enter the parking lot on the left side. This is an exit only. For safety reasons, cars may not leave the parking lot until all buses have left, unless previous arrangements have been made. If an appointment requires your child to leave the school before 3:00, please send a note in as to what time you will be picking him/her up, and stop in the office. Your child will then be called down to the office to meet you.

Parents who pick up their children may park their cars and wait at the bottom of the stairs for students to be walked out. **Please do not enter the building and wait by the classroom doors** as it is distracting to the students. You may also choose to wait in line in your car behind the buses. After the buses leave, the line of cars will pull up as far as the cone near the stairs. Students whose parents are waiting along the sidewalk will be ushered down to their cars. Children should enter their cars quickly so the line of cars may exit the parking lot promptly. If you need to talk to a teacher or parent, you must park your car and walk to the stairs.

Please make every effort to **pick your children no later than 3:10.** If you must arrive after 3:10, please drive past the cone at the stairs to avoid blocking the bus lane. Students not picked up by **3:20** will be brought to the After School program and charged the appropriate fee.

**Visitors:** Visitors are always welcome at school, but all visitors must stop in the school office first. There are special times when parents and others are invited, such as chapels. If you would like to confer with the principal or teacher, please make an appointment rather than assume that a teacher will have time to visit, or that there will be a place to speak privately if you drop in unannounced. When dropping off something for your child, please bring it to the office, not the classroom, so the office manager may bring it down at a time when learning will not be interrupted. In addition, if you are picking your child up from school or dropping your child off late, please go to the office not to your child's classroom.

**Security Procedures:** All outside doors are locked during the school day. Visitors must be buzzed into the building and check in at the office. The playground is supervised with four adults during recess. Each adult carries a two-way radio for quick and easy communication with the office and nurse. We practice one fire drill and one security drill each month in conjunction with the local authorities. The Midland Park Police Department conducts unannounced walkthroughs on a regular basis.

**Dress Code:** Student attire and appearance is a very important part of the self-image that a student presents. Because appearance is important and has an influence upon others, Eastern Christian is concerned that students reflect Christian standards in this area. For this reason, the following dress code is essential:

- A. Student dress should reflect Christian standards of modesty. Clothing should be clean, neat, and appropriate for school.
- B. Specifically, bare midriffs, halters, tank tops, unusually short skirts and shorts, low-rise pants that expose torso or bottoms, T-shirts depicting unwholesome products or concepts, concert T-shirts, etc. are not approved for school.
- C. Shorts of appropriate length (to the end of the fingertips) may be worn only in the 1<sup>st</sup> and 4<sup>th</sup> quarters.
- D. The decision of the principal regarding appropriateness of clothing or the appearance of students is final.
- E. For less offensive cases, students and parents will be warned about a particular problem. In more offensive cases, the parents will be notified to remove the child from school or bring appropriate clothing to school.
- F. Students do not change clothes for gym classes, and we encourage active play during recess. Students should dress accordingly.



- G. When winter weather comes, students must be prepared for play outside. Boots, hats, gloves and snow pants are mandatory for playing in the snow. It is a very good idea to send in an extra set of clothes to be kept at school.

**Toys at School:** Many students share the playground at one time. To ensure a safe playground environment, toys should be left at home, not only for safety's sake, but to prevent loss, damage, squabbling, coveting, etc. Radios, personal stereos, iPods, handheld games, and toy guns may not be used at school. The school provides a variety of playground equipment that can be used at school. However, students who wish to bring sports equipment may do so if it is safe and clearly marked with names. Hard bats (wood or aluminum), baseballs or other hard balls are not allowed. Only roll-up plastic sleds may be brought in winter.

**Cell Phones:** Students may bring cell phones to school at their parent's request; however, cell phones may only be used on the bus or in cars on the way to school or home from school. Cell phones must be turned off and kept in backpacks while at school. The first time a cell phone is taken out of the backpack during the school day the teacher will give the phone to the principal. The student may go to the principal's office at the end of the day to pick up the phone. The second time a cell phone is taken out of the backpack during the school day the teacher will give the phone to the principal. The student's parents will come to school to pick up the phone from the principal. If a cell phone rings in the backpack during the school day, the teacher may choose to give the phone to the principal if it is a distraction in the room. The student may pick it up from the principal's office at the end of the day.

**Fairness:** Parents are very strongly urged to be concerned about the feelings of all our students. When planning a birthday party, feel free to ask your child's teacher for a class list to be sure that all the boys or all the girls, or the whole class is invited. Such a "minor" event can be the major event of the year for a child. When one or a few students are left out, the name of Christ and the aim of love are ill-served. The same is true for Valentine's Day cards, birthday treats, etc. Teachers go to great lengths to treat students fairly and parents are urged to do the same.

When sending **birthday treats** into school, please clear it with the teacher in advance so she can inform you of any food allergies if there are any and also so it is not interfering with other events in the classroom. Make sure you have enough for the entire class. Treats must be in compliance with our Healthy Food Policy and come from the list of approved treats.

**Student Photos:** There are many opportunities to take photos at school. Please be considerate of the privacy rights of our families and do not post photos of any children other than your own on Facebook or any other online source.

**Sending Money, Orders, Etc. Into School:** Whenever money for fees is sent to school, it is very important that it be placed, with the form, in an envelope with your child's name, class designation (i.e. KJ,1R) and reason for sending (class trip, book order, milk, pizza, etc.). This helps to ensure that the child for whom it was sent in gets proper credit for it. Please do not just send a check or cash without instructions enclosed.

**Volunteering:** There are many opportunities to get involved in the education of the students here at ECES. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. Some of the ways to get involved are playground supervisor, library helper, classroom aide, class mom/dad, etc. Please notify the school office if you would be able to fill a need at school. We appreciate our volunteers!

**Eastern Christian Elementary School  
Behavior Expectations**

	Classroom	Restroom	Hallway	Playground
Look for God (Seek Truth)	Seek God through prayer, reading the Bible, devotions, chapel and classroom discussions.	Respect God's resources. Keep water in the sink. Don't waste water.	Walk safely and be alert to others.	Show love for others knowing that they are made in God's image.
Be Respectful to Everyone (Serve Others)	Listen to your teacher. Avoid distracting others so they can learn.	Respect other students' privacy.	Keep your hands to yourself. Avoid touching work hanging in the hallway.	Encourage others during games and activities. Show good sportsmanship.
Work as a Team (Embrace Community)	Listen to your classmates' ideas. Work cooperatively and collaboratively. Respond to teacher clap with appropriate clap and silent attention.	Take turns using the restroom.	Walk on the right hand side of the hallway. Older students should let younger students dismiss first for recess.	Abide by the rules of playground games. Include others. Use your words to resolve conflicts. Ask for adult help when needed.
Be Kind and Helpful (Exhibit Compassion)	Be polite. Offer to help your classmates when appropriate.	Report problems to adults. Inform adults when restroom supplies are low.	Walk quietly in the hallway without talking.	Help others who are lonely or hurt.
Be Responsible (Develop Responsibility)	Arrive at school on time. Complete your work. Take care of furniture, technology and classroom supplies.	Flush toilet after use. Wash your hands. Throw paper towels in the trash.	Carefully use water fountains without spilling water.	Use playground equipment properly. Put equipment away properly.
Do Your Best (Strive for Excellence)	Always put your best effort into your work.	Use the restroom during recess.	Use inside voice when working in the hallway. Do your best work.	Play hard and have fun.

## **Eastern Christian Elementary School Discipline Policy**

At Eastern Christian Elementary School, we have a biblical approach to discipline with the goal of teaching students how to live and behave in a way that honors God and builds positive relationships with others. Students are expected to abide by the ECES Behavior Expectations whether they are in the classroom, restroom, hallway or playground. Romans 3:23 teaches us that, "...all have sinned and fall short of the glory of God," therefore; everyone is in need forgiveness and grace.

Teachers and instructional aides will handle most discipline issues. Students will be sent to the principal for more serious matters or issues involving students from several different classrooms. ECES has a zero tolerance policy regarding harassment, intimidation and bullying; including but not limited to verbal harassment, hitting, kicking and punching. Consequences for misbehavior will be based on the nature of the behavior, behavior patterns from prior incidents, the age of the student and the circumstances surrounding the incident. Potential consequences for misbehavior include:

1. Conference with the principal
2. Writing an apology note
3. Phone call to parents
4. Recess detention
5. Exclusion from an activity
6. Behavior contract
7. In school suspension
8. Out of school suspension
9. Out of school counseling

Discipline conferences with teachers or the principal will include a discussion of the situation, recognition of each student's contribution to the situation, confession, apology, forgiveness and prayer. Students will apologize to anyone whom they have hurt with the understanding that the the words, "I'm sorry" mean, "I feel badly that it happened **and** I won't let it happen again." Students who have been hurt will be encouraged to forgive their peers, understanding that the words, "I forgive you" mean, "I understand that you made a mistake **and** I won't continue to hold it against you." We recognize that God does not hold our sins against us so we should be willing to forgive others. Students will pray aloud to confess their sin and ask for God's forgiveness. Depending on the age or maturity level of the student, the teacher or principal will model a prayer of confession for the student.

## HEALTHY FOOD POLICY

“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies” 1 Corinthians 6:19-20.

At Eastern Christian, we want to model and teach how to take care of our bodies and honor God with our bodies. In order to teach our students about the importance of taking care of their bodies, we have implemented a Healthy Food Policy. Public schools have recently implemented changes based on Federal Guidelines (<https://www.gpo.gov/fdsys/pkg/FR-2013-06-28/pdf/2013-15249.pdf>).

At Eastern Christian, we have two main goals with this policy:

1. Enable our students to become accountable to God in treating their bodies as temples of the Holy Spirit
2. Empower our students to develop lifelong healthy habits that will impact their overall health

The following components are part of our Healthy Food Policy:

1. Snack day and Pizza hot lunch snacks will provide students with healthy food options.
2. Class parties will have limited sweets and will include healthy options
3. Student birthday treats must come from an approved list of healthy choices

Teachers are not expected to monitor food that parents send to school for their children. Parents must be aware of classrooms that are nut-free so all students are safe at school.

### Approved Birthday Treats

1. Fruit (fresh, canned, frozen, or dried)
2. Vegetables (may include low-fat dip)
3. Unsweetened applesauce cups
4. Rice cakes (any flavor)
5. Low-fat popcorn
6. Baked tortilla chips (may include salsa)
7. Pretzels
8. Low-fat yogurt
9. Low-fat cheese/cheese sticks
10. Low-fat pudding
11. Low-fat frozen yogurt
12. Nut free trail mix (low-fat granola, whole grain cereal, sunflower seeds, pumpkin seeds, dried fruit)
13. Low-sugar smoothies
14. Popsicles (100% fruit juice)
15. Graham crackers
16. Whole grain crackers
17. Jello
18. Low-fat granola bars
19. Low-fat cottage cheese with fruit
20. Whole grain mini muffins

## HEALTH CONCERNS

**Health and Insurance:** A physical examination is required at the point of entry in our school system. A school nurse is on duty every day. She is responsible for the school health program (height, weight, and vision and hearing screenings) and keeps records of immunizations as required by NJ State Law. The nurse counsels children on general health care and renders first aid. Health classes are taught by the P.E. teacher.

For the welfare of one's own child and in consideration of the other children, parents are urged to carefully check the child's health before sending him/her to school. Your child **should not** attend school with any of the following conditions: vomiting; fever 100 degrees or higher; red, itching eyes with discharge; excessive coughing, sneezing, or runny nose. **Your child must be fever free (without the aid of a fever reducing medication) and symptom free for 24 hours before he/she may return to school.** Students recovering from chickenpox must have intact scabbing before returning to school. Any child having had head lice must remain home until after the first treatment and exam. Please report any of these conditions to the school nurse.

It is essential for each family to give our office with the name and phone number of someone in addition to the parents who can be reached in an emergency.

Students requiring **prescription medication** at school must present a written statement from the physician who identifies the drug, dosage, time schedule, purpose of the medication and possible side effects. **In lieu of the written statement**, it will be permissible to accept the prescription bottle as the physician's request, provided that the bottle is labeled with the physician's name, the child's name, name of the drug and the dosage schedule. Students also must present a written statement from his/her parent or guardian giving permission for the school nurse (or authorized personnel) to administer the medication prescribed by the physician or to administer the nonprescription medication as requested by the parent, and relieving the Board and its employees of liability for administration of the medication.

With regard to communicable diseases and immunizations, each parent is responsible for providing accurate and current records and for meeting state health requirements. If there is a problem with your child's health record, you will be contacted by the school nurse. Please act promptly. It is important that you inform the school of any communicable disease your child may have.

Pupils may be insured during the school day with a low-cost accident insurance from Bollinger Company. This is optional. During the first week of school, applications for this insurance are sent home.

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 cyberbullying 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



## ACADEMICS

**Curriculum Guide:** The current edition of the Eastern Christian Elementary School Curriculum Guide can be found online at [www.easternchristian.org](http://www.easternchristian.org).

**School Supplies and Fees:** All textbooks and many school supplies are provided by the school. Pencils and crayons specially designed for young children are provided for kindergarten students. Other students will receive sufficient supplies to accomplish most planned activities unless you are notified otherwise. During the first week of school, students will need to bring the school supplies requested on the list that can be found on the EC website. Teachers may request additional items after school begins. Fees or donations for other items such as insurance, milk, hot lunch, etc. are optional.

**Chapel:** Chapel will be held on **Tuesday at 8:30 a.m.** for the entire student body. Each grade produces a special program each year to correspond to a particular holiday or theme. Parents, grandparents and friends are always welcome to join us for chapel.

**Computers:** Computer instruction is provided by ECES for all students in the Media Center. ECES provides networked computers in every classroom and a computer lab in our Media Center. Every classroom has direct access to the Internet. Students whose parents have signed the Internet Acceptable Use permission form will be allowed limited supervised online learning experiences. **Students will not have the capacity to sign on individually.** Internet access will be password and filter protected. Once online, a student, under close supervision by an adult, will be able to access a specific and approved website already screened by the teacher. Contact the office if you have not signed a permission form. Alternative assignments will be given to students whose parents have not given permission to access the Internet.

**Library:** A time in the library is scheduled for each class once every week. Classes may visit the library at other times at the discretion of the teacher and the media specialist. Our library books are checked out for a two-week period. Please return all books on time so that others may use them.

**Physical Education:** P.E. is provided for all grades K-4 two times per week. **IT IS IMPORTANT THAT CHILDREN HAVE SNEAKERS FOR ALL P.E. CLASSES;** for safety reasons students will not be permitted to participate without sneakers. An extra pair may be left at school.

**Music:** Music is provided for kindergarten students once a week and 1<sup>st</sup> – 4<sup>th</sup> grade students two times per week. Fourth grade has chorus once per week, and recorder is taught to 4th grade students during music classes. This gives the child a chance to use his/her knowledge of reading treble clef (introduced in 3rd grade), as well as a chance to try an instrument. Violin lessons are offered beginning in second grade in place of one of the two sessions of music.

**Art:** Art is provided for Kindergarten - 4th grade. Each child should have an art smock (an old t-shirt works just fine) to assure your child's clothing is protected during projects. Smocks are to be sent in to your child's regular classroom.

**After School Program:** The After School Program is a safe, structured, fun place for ECES students who attend on either a drop-in or regular basis. Each afternoon students, supervised by a teacher and an aide, enjoy a snack, do their homework, play games and do crafts. Attendees must be picked up by 6:00 p.m. Parents are billed at an hourly rate by ECSA. The program follows the ECES calendar, and in the case of a school closing, early dismissal or school holiday, the After School Program does not meet. For more information, contact the After School Program Director, Miss Elizabeth Mulcock at [elizabethmulcock@easternchristian.org](mailto:elizabethmulcock@easternchristian.org).

**Homework:** Students in kindergarten will not normally receive daily academic homework. First through fourth grade students will be assigned about 10 minutes of homework per grade level on a daily basis; for example, first graders will receive 10 minutes of homework, second graders 20 minutes, etc. Also, on occasion, there will be long term assignments in grades 2-4. We offer the following suggestions:

1. Take an active interest in your child's schoolwork.
2. Provide a quiet atmosphere and suitable time for assignments.
3. Encourage your child to complete work independently, regularly and neatly.
4. Encourage the ongoing assignments (when appropriate to the grade level) to read, practice math facts, review spelling words and Bible memory verses daily.
5. Accept your child's own best work.

**Reporting Student Progress:** The program for reporting progress includes two parts: (1) progress report, and (2) parent-teacher conferences. Conferences in grades PK-4 are given after the 1st and 3rd marking periods and progress reports after the 2<sup>nd</sup> and 4<sup>th</sup>. Work samples of current activities are sent home each week in the Friday folder. Weekly classroom bulletins are sent home to acquaint parents with current and future classroom projects and activities. By request, a conference may be arranged at any time during the school year.

**Standardized Testing:** Measures of Academic Progress test is given to students in grades 2-4 in the fall and again in the spring, primarily for assisting teachers in professional assessment. Please **do not** plan appointments or trips that will take students out of school for one or more days during the testing period.

## TRANSPORTATION

While Eastern Christian has been blessed by God with careful drivers and a good safety record, each family is requested to impress upon their own child his/her individual responsibility for safety by observing the **SAFETY RULES FOR BUS RIDERS** that was sent home during the summer. For the safety of your child and others, we need parental cooperation in urging children to follow these rules. The principal, after consultation with the bus driver, has the right to suspend a pupil from riding the bus for violation of the bus safety rules. The child and his/her parents will be warned if this action is considered necessary. Further misconduct may result in removal from the bus entirely.

Children should be at their bus stop 10 minutes before their scheduled pick-up time. Any alterations in a child's regular bus schedule must be cleared *IN ADVANCE WITH THE TRANSPORTATION OFFICE* (973-427-2309). A note to the driver will **not** suffice. If a pupil is not to go home on the bus, parents **MUST** send a note indicating the alternate transportation arrangements to the classroom teacher. A note must also be sent if the child is to get off the bus at a scheduled stop other than his usual one or riding on a different bus.

### SAFETY RULES FOR SCHOOL BUS RIDERS

1. No fighting or hitting on the school bus.
2. No throwing objects out the school bus window.
3. No smoking, lighting matches or cigarette lighters on the school bus.
4. No spitting on others or out of the school bus windows.
5. No throwing objects at others while on the school bus.
6. No yelling out of the school bus windows.
7. No taunting others to provoke a fight or argument.
8. No playing personal stereos at high volume.
9. No standing in the aisles or at seats while the school bus is in motion.
10. No cursing or using vulgar language.
11. No littering on the school bus.
12. A warning will be issued for failure to heed repeated warnings to follow the school bus rules.

**Class Trip:** As an important facet of learning about God's entire world, field trips are arranged for each class during the school day. We usually schedule two or three trips per class, depending upon the distance and cost of the trips and their relevance to instructional objectives. Children are accompanied by teachers and class parents. A fee (if applicable) will be collected for the payment to the venue. Class trip consent forms must be signed by the parent and sent back to school in advance of the trip, or the student will not be permitted to go.

## INCLEMENT WEATHER AND EMERGENCY PROCEDURES

Eastern Christian School Association uses an automated call system which calls the phone numbers on record of every EC family whenever there is an emergency school closing. When you get an automated call, there is a slight 2-3 second delay after you have answered before the recording begins. After saying hello, you must wait silently so the system can detect whether a live person or an answering machine has picked up.

The following notification options are also available:

- **Log on** to Eastern Christian's website ([www.easternchristian.org](http://www.easternchristian.org)) - click on School Closings.
- There will be a **recording on the phones** at the Elementary School (201-445-6150), Middle School (201-891-3663), High School (973-427-0900), Transportation (973-427-2309), Development (973-427-9294) and Association Offices (973-427-6244) as long as answering machines can be accessed by school personnel. If there is any delay or closing, it will be stated following the greeting. Check after 6:00 a.m.

**Delayed Opening:** In the case of a delayed opening, school will begin **2 hours later** than usual. Your bus, therefore, should arrive 2 hours later than your usual pick-up time. Remember that in the case of a delayed opening, weather conditions may subsequently get worse instead of better, so please check again prior to sending your child to the bus stop or driving her/him to school.

**Early Dismissal:** When hazardous weather conditions necessitate closing school after it is in session, the automated phone system will go into effect. Parents who are not home during the day should make **prior** arrangements for and with their children in the event of an early dismissal. Specific instructions should be provided to the classroom teacher in writing. For this and other purposes, it is very important that the school office is informed any time there is a change in your home or work phone numbers or in your emergency party's phone number even if that change is only for a short time. It is important that a contingency plan is in place **before** the need arises. **WATCH THE WEATHER and BE PREPARED BEFOREHAND!** There is **NO AFTER SCHOOL PROGRAM** when an early dismissal is called.

## MISCELLANEOUS INFORMATION

**Weekly Home Bulletin:** The home bulletin will be emailed to parents the last day of the school week. It is the **best way for you to stay informed** about the happenings in the elementary school and the rest of the EC community each week. Information about days off, special events, half days, conferences, snack days, hot lunch, etc. is given. It is very important that you **read the home bulletin** each Friday and make special note of information that pertains to you and/or your child.

**Milk Program:** White, low fat milk, for a fee payable by the year (**\$55.00**), is available to each student during lunch time. Money will be collected for milk in September. All students will receive milk if they would like it during the first week of school at no charge.

**Lost and Found:** The Lost & Found is located in the main lobby entrance. Whenever you visit school, please check for your child's belongings. Having names on clothing will ensure your child gets his/her belongings back if misplaced. All lost and found items not claimed will be donated to ditto.

**Hot Lunch:** Pizza is served every Thursday by the ECES PTO. Hot lunch may be ordered from Select Catering on a monthly basis for Monday, Tuesday, Wednesday and Friday.

## ECES Drop Off and Pick Up Procedures

### Morning Drop Off:

- **All** vehicles must enter through Baldin Dr. and turn **right** into the parking lot.
- Parents may drop off students in grades 1-4 at the curb between the ramp and the right side of the building. Please do not leave your car unattended at the curb.
- Parents who choose to walk their grade 1-4 students to the playground must park in the center or right side of the parking lot and walk across the parking lot at the crosswalk.
- All grade 1-4 parents must exit via Baldin Dr. and avoid driving into the designated PK/K section of the parking lot.
- Kindergarten parents must enter through Baldin Dr. and turn right into the parking lot. Drive past the front of the school to enter the PK/K section of the parking lot.
- For quick drop off of Kindergarten students, please pull up to the curb near the preschool entrance to let your child exit the car. Please do not leave your car unattended at the curb.
- Parents who choose to walk their Kindergarten student to the playground must park in the designated PK/K parking spaces and carefully walk their children across the parking lot.
- Kindergarten parents must exit the parking lot through the Orchard St. exit. Please note this is a one-way driveway.

### Afternoon Pick Up:

- Kindergarten parents who pick up their children between 11:45 and 3:00 must enter through Baldin Dr., park in the parking lot and enter the building through the Preschool Entrance.
- Bus students are dismissed at 3:00. Pick up students are dismissed after the buses leave the parking lot.
- Kindergarten parents may park in the PK/K parking lot to pick up their children at 3:00 and exit the parking lot through Orchard St.
- Grade 1-4 parents may park their cars in the center and right side of the parking lot and wait at the bottom of the stairs for students to be walked out.
- K-4 parents may choose to wait in the line of cars behind the buses. After the buses leave, the line of cars will pull up to the curb. Students whose parents are at the curb will be ushered down to their cars. Children should enter their cars quickly so the line of cars may exit the parking lot promptly. Please exit through Baldin Dr.

## Volunteer Opportunities

We are so thankful for our partnership with parents at Eastern Christian and for the supportive EC community.

It's a pleasure to serve with you as *One Body In Christ*. We appreciate our parent and grandparent volunteers. We know that your children benefit from your involvement in their education and your presence at school. For the safety of our students, all volunteers must have a background check before they are able to assist in the school. Below is a glimpse of ways you can volunteer to help us and help your children. A comprehensive list is available on [www.ecespto.com](http://www.ecespto.com) under Volunteer.

**PTO:** If you are a family at EC you are a part of the PTO. The PTO will meet on October 3, 2017, January 16, 2018, April 24, 2018, immediately following chapel. There are many ways for all parents to get involved and contribute ideas. Please review all opportunities on our website [www.ecespto.com](http://www.ecespto.com) or contact your PTO on [espto@easternchristian.org](mailto:espto@easternchristian.org).

**CLASS PARENT:** Class moms and dads are needed to assist the teachers with class trips, parties and special events. Please sign up on [www.ecespto.com](http://www.ecespto.com) under Volunteer.

**COLLABORATION:** All teachers are involved in collaboration meetings on Wednesdays from 12-12:50. Parents are needed to supervise classes during lunch from 11:55-12:25 or 11:55-12:50 on rainy days. Please sign up on [www.ecespto.com](http://www.ecespto.com) under Volunteer.

**PLAYGROUND SUPERVISOR:** Parents volunteer to supervise the playground before school from 7:45 – 8:20 am on Mondays and Tuesdays. All teachers will be able to attend Monday morning staff devotions when we have parent playground supervisors. Please sign-up on [www.ecespto.com](http://www.ecespto.com) under Volunteer.

**LIBRARY HELPER:** Volunteers are needed to assist in the library book check-in and check-out. E-mail your PTO if you are interested at [espto@easternchristian.org](mailto:espto@easternchristian.org).

**SNACK DAY SERVER:** Parents and grandparents can volunteer to hand out snacks on the 1st and 3rd Wednesday of each month from 9:30-10:30. Please sign-up on [www.ecespto.com](http://www.ecespto.com) under Volunteer.

**PIZZA HOT LUNCH:** Parents and grandparents can volunteer to distribute pizza to students on Thursdays from 11:30-12:30. Please sign up on [www.ecespto.com](http://www.ecespto.com) under Volunteer.