

# 2019-2020 Middle School *Family Handbook*

Engaging. Nurturing. Transforming.



**EASTERN CHRISTIAN  
SCHOOL**

# Family Handbook

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## Section 1.0 - Introduction to Christian Education

# 1.1 Philosophy of Christian Education

### 1.1.1. 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.

### 1.1.2. CORE VALUES

*In pursuing the character of Christ, we will:*

**Seek Truth**

**Serve Others**

**Embrace Community**

**Exhibit Compassion**

**Develop Responsibility**

**Strive for Excellence**

### 1.1.3. STATEMENTS OF BELIEFS

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.

#### **1.1.4. WORLDVIEW COMPONENTS**

##### *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.

This is appropriate, for we believe that Christ, through the agency of human beings, wants to restore everything in the world to His definition of how it should be. We, therefore, engage culture, familiar and unfamiliar, and do so in the confidence that God is in control.

#### **1.1.5. 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.

## 1.1.6. GOALS OF EASTERN CHRISTIAN SCHOOL

*Develop within each student a knowledge of God and His world.*

*Develop an awareness of the Lordship of Jesus Christ over all areas of life.*

*Educate the whole child — mind, soul and body.*

*Develop an awareness and sensitivity to the cultural diversity in which the child lives.*

*Encourage students to think independently, based on Biblical guidance.*

*Prepare students for additional training in academic or vocational endeavors.*

*Enable students to identify and cultivate their God-given talents for ministry and service.*

*Serve as an extension of the Christian home and a partner with the Christian Church.*

## Section 2.0

# Campus Specific Rules, Routines, and Practices

## 2.1. BEHAVIOR EXPECTATIONS

### 2.1.1. Code of Conduct (Ethics)

We believe that true community demands reasonable boundaries that promote respect for one another and for an environment that maximizes learning. At the same time, we recognize that rules disconnected from relationships can promote rebellion rather than community. Therefore, we desire to encourage partnership and cooperation with students and parents for the common goal of providing a learning community for all.

We desire to nurture the God given strengths of our students, encourage growth in knowledge and depth of insight, as well as provide a safe and secure learning environment. Our Code of Ethics provides rewards and consequences designed to influence students to respond to encouragements and warnings we hope will maintain a sense of open community.

### Merit

A merit is gained for character or behavior deserving special recognition or approval. It cannot be requested, nor can a student act with the intention of receiving a merit. An individual teacher awards a merit when he or she observes evidence of character or behavior that is “above and beyond,” thus deserving special recognition or approval.

A student will know when he or she receives a merit when a small certificate is given indicating the reason for the merit. A student is not to flaunt the certificate or boast that he or she received a merit. A merit will be revoked when a student flaunts or boasts. A merit is meant to be a private recognition or approval between the assigning teacher and receiving student.

### Red Flag

A Red Flag is a warning for an unacceptable behavior that negatively affects the individual, classroom, and/or school community. A Red Flag allows the student to make a positive change,

correcting the specific behavior for which he or she received the warning. The accumulation of three (3) red flags in one category will lead to an appropriate disciplinary action. There are instances at which time an immediate consequence is required.

### *2.1.2. Code of Conduct (Responses)*

#### **Red Flag**

A Red Flag is a notice for an unacceptable behavior that negatively affects the individual, classroom, and/or school community. A Red Flag allows the student to make a positive change, correcting the specific behavior for which he or she received a red flag. The accumulation of three (3) red flags in one category will lead to an appropriate disciplinary action. There are instances at which time an immediate consequence is required.

#### **Lunch Conference**

A Lunch Conference is for the purpose of correcting a pattern of behavior that has been noted through red flags. After receiving two red flags for a behavior in one of the four categories within a time period of less than one (1) week, a student may be scheduled to meet with the Dean of Students during their lunch or recess. This meeting will allow for conversation concerning the red flags and how to better exemplify our Core Ethical Values. This will also be notification that a third red flag in the same category will result in attending After-School Solution Center.

#### **After-School Solution Center**

A student will attend After-School Solution Center if he or she receives three or more red flags for recurring behavior in one of the four red flag categories, within a period of one week. After-School Solution Center takes place immediately after school from 3:05-4:15 on Thursdays only, during which time the student will meet with the Dean of Students and reflect on their behavior through a formal response form. After-School Solution Center may also be assigned for extreme behaviors and the accumulation of 10 "Late to School" occurrences within a semester.

#### **Campus Restriction**

During a Campus Restriction, a student will be confined to the conference room before school, during lunch and recess, and after school. Campus privileges may be restricted when students engage in excessive hitting, pushing or shoving, without the intent of causing physical harm. Campus Restrictions are also given when a student demonstrates a pattern of tardiness or reaches 7 "Late to School" occurrences within a semester.

#### **Saturday School Solution Center**

When a pattern of behavior that contradicts our Core Ethical Values remains unchanged after being addressed with both student and parents, Saturday School Solution Center may be assigned. During Saturday School Solution Center, students will work with the Principal or Dean of Students from 7:00 am - 9:00 am, and work together on behavior reflection and character education.

#### **Suspension**

In-School and Out-of-School Suspensions are reserved for extreme incidents of disrespect, violence, untrustworthiness or direct contradictory behavior to the ECSA Core Ethical Values. Please refer to Disciplinary Phases IV and V.

## **Section 2**

### 2.1.3. Red Flag Categories

There are Four Categories for Red Flags:

***Preparedness, Character, Homework,, and Self-Control***

#### Red Flag: *Preparedness*

<b>Unprepared for Class</b>	This includes, but is not limited to, not having the required materials to be able to participate in class.
<b>Late to Class</b>	A student must be in his or her assigned classroom and assigned seat at the appropriate time, as indicated by the bell schedule.
<b>Dress Standards</b>	In order to reflect an intentionally academic learning Community, a student's attire must comply with the ECMS Dress Standards and Expectations. If a student's attire does not abide by the standard, a student can be sent to the front office or Dean of Students, at the discretion of the teacher. The student will be provided with alternate attire until an acceptable replacement can be brought to school.
<b>Gum Chewing</b>	Students may not chew gum during school hours.
<b>Food and Drink</b>	Food or drink must be consumed at appropriate times and in appropriate places. Food and drink can be consumed during lunch and specified snack times.

## Red Flag: *Character*

<b>Disrespect</b>	Out of a desire to live in true Community, all students will demonstrate respect for all community members. Disrespect includes, but is not limited to, disrespectful words, gestures, actions and tone directed toward a student or teacher. Disrespectful words include, but are not limited to, verbal attacks or threats based on physical appearance, sexual orientation, academic ability, physical or mental disability, socioeconomic status, gender, race, religion or ethnicity.
<b>Dishonesty</b>	Reflecting our Core Value of Seeking Truth, students are expected to communicate in an honest fashion, both verbally and through their actions.
<b>Language</b>	A character demerit for language will be given for communication that is inconsistent with our Core Values in a manner that is disrespectful, vulgar, obscene or inflammatory.

## Red Flag: *Homework*

<b>Homework</b>	Reflecting our Core Values of Excellence and Responsibility, homework must be completed in the assigned time period, in a way that is consistent with the ECMS Worthy Work rubric.
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## Red Flag: *Self-Control*

Disruption	Out of respect for fellow community members, a student is expected to refrain from purposeful disruptive actions; those that cause instructional time to pause and/or stop.
Talking	While we value individual expression and communication, all students are expected to remain silent during instructional time. In addition, a student is expected to resume silence when a teacher requests the individual or class to be silent.
Inappropriate Touch	A student is expected to conduct him or herself in a way that demonstrates respect for themselves and all members of the school community. With harmful intent or simply in jest, a student must respect the personal space of all community members.
Not Following Directions	A student is expected to comply to a teacher's instructions, following his or her directions immediately and completely, to the best of his or her ability.
Hallway Behavior	Learning in a Community, a student is expected to conduct him or herself in a way that ensures a safe and respectful school environment.
Computer / Chromebook Misuse	A student is expected to use his / her chromebook in compliance with the guidelines outlined in the Chromebook Policy / Acceptable Use Policy. <b>Note: 3 red flags over an undetermined amount of time (not within one week) will result in After School Solution Center.</b>

#### 2.1.4. *Dress Standards and Expectations*

Because the way that we dress often reflects and influences our feelings and attitudes, all work environments set appropriate dress standards to maximize productivity. Extremes in style and grooming are not appropriate for a learning environment because they seek or cause undue distraction from our purpose. Therefore, we believe that setting clear standards for how we dress for school influences the tone of our learning community.

Students are expected to abide by ECMS dress standards at all school functions unless otherwise specified. Administrators and teachers have the authority to judge whether or not students are in accordance with the EMCS Dress Standards.

- School clothing should be neat, clean and modest.
- Clothing must be free of rips, holes, and frays including cut-offs of any sort.
- Clothing or accessories that promote things that are contrary to our core values will not be permitted; including offensive images, or unhealthy products, thoughts, sayings or ideas (alcohol, drugs, smoking, etc.)
- Except in Physical Education class, students will not wear athletic shorts.
- Boys pants must be worn above the hips, so as not to reveal underwear. If necessary, a belt may be required.
- Girls' tops must demonstrate modesty by overlapping with pants or skirts under all circumstances.
- Tops should not reveal undergarments or cleavage. Sleeveless tops covering the full shoulder are permitted. Halter-tops, tank tops, low-cut tops will not be permitted.
- Shorts, skirts, and dresses, shorter than fingertip length will not be permitted.
- Leggings may not be worn on their own. Girls may wear leggings beneath a skirt or dress that meets length requirements.
- Clothing that is see-through, made of fishnet or spandex materials, or excessively tight fitting will not be permitted.
- Sweatpants and athletic pants/shorts may be worn to school. Please be advised that pajama bottoms are not included in this policy.
- Students may not wear head coverings (hats, bandanas, hoods, etc.) or coats in the building between the hours of 8:15 and 3:00.
- Hair colors that are not natural, including tips and streaks, are not permitted.
- No earring(s) may be worn by boys. Body and facial piercing or tattoos will not be permitted.
- Pre-existing tattoos must be covered at all times on campus and during all school sponsored trips.
- Any shoes with wheels are not permitted.
- Students should not write on themselves or any other student with pen, marker, or any other kind of writing utensil.

Students not adhering to the above dress standards will be asked to wear clothing provided by the school until appropriate clothing can be brought to school.

Students will be warned regarding improper dress by being given a red flag. The accumulation of 3 red flags will result in After School Solution Center. Repeated willful lack of adherence will result in additional discipline.

## **Section 2**

### *2.1.5. Public Displays of Affection*

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.

## **2.2. ACADEMICS**

### *2.2.1. Academic Integrity*

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.

### *2.2.2. Violations of Academic Integrity*

#### **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 ideas or material taken from another source.

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

- 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;
- 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)
- Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence;
- Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs, without placing quotation marks around the borrowed material in the approved style;
- Presenting an assignment as one's own that has been partially or wholly prepared by another

person or business.

### **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:

- Communicating information about assessment or assignments verbally or through writing, social media, or any forms of technology (ex: texting, Facebook, email);
- Having or using unauthorized materials, information, or an unauthorized device at an examination, test, or quiz;
- Copying from another student an assignment, paper, lab report, project, homework assignment, or assessment;
- Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, or assessment;
- Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
- 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.

### **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.

### **Other Violations of Academic Integrity**

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

- 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;
- 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;
- Submission of work previously done in another school, whether modified or not, without permission of the instructor.
- Using plagiarized material for one's own personal notes as a source of information for an assignment, paper, lab report, project, or assessment.

#### *2.2.3. 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.

#### *2.2.4. Homework*

### **Homework Standards: Rationale**

## **Section 2**

Eastern Christian Middle School assigns homework to be an extension, practice and enrichment of academic learning experiences. Our assignments are designed to be meaningful and relevant, providing review and application for the learning process. A general rule of thumb is that homework should take approximately 10 minutes / grade level / night (i.e. 5th grade = up to 50 minutes, 6th grade = up to 60 minutes, etc.).

### **Homework Standards: Student, Parent, and Teacher Roles**

Most students should be able to complete homework with minimal assistance from parents. Assignments are designed for students, not parents. Students should be able to complete short-term and long-term assignments on their own.

For excused absences, students will be responsible for arranging with teachers a plan to make up homework. Students will usually have a maximum of three assignments per school night, excluding long-term assignments. Parents can be most helpful by creating a home environment and routine in which a student can do nightly work independently.

Teachers will monitor and modify homework to maximize the learning process. Teachers will provide feedback on homework to students in a timely manner. Parents can check homework assignments on Realtime.

### *2.2.5. Physical Education*

#### **Physical Education Standards: Student Role**

Physical Education requires cooperation and teamwork. Students are expected to:

- Wear a complete ECMS gym uniform to physical education class. This includes appropriate shorts, shirt, socks, and sneakers. Sweatshirts and sweatpants are permitted in cool weather, but your gym uniform must also be worn. Failure to have a complete gym uniform will prevent participation in PE class.
- Exercise respectful locker room behavior.
- Change clothes in the proper locker room before class. Lockers should be used to hang and store clothing. Sufficient time is given at the end of class for changing.
- Provide a note from a parent or guardian if, for good reason, he or she cannot participate in class.
- Provide a note from a physician if he or she cannot participate in class for a longer period of time.

## 2.2.6. Grades & Report Cards

### Grading Scale

A 96-100	C 79-82
A- 93-95	C- 77-78
B+ 91-92	D+ 75-76
B 87-90	D 72-74
B- 85-86	D- 70-71
C+ 83-84	F 69 and below, failing

### Grade Descriptors

A - High level of performance on and understanding of learning standards for this marking period; work shows extra care and preparation.

B - Above average level performance on and understanding of learning standards for this marking period; work shows care and preparation.

C - Basic level performance on and understanding of learning standards this marking period; work shows minimal care and preparation.

D - Performance on and understanding of learning standards did not meet all requirements this marking period; an improvement plan is needed; a parent/teacher conference is suggested.

F - Performance on and understanding of learning standards did not meet minimal requirements this marking period; an improvement plan is needed; a parent/teacher conference is needed.

### 2.2.7. Graduation Honors

Students who graduate from ECMS with a grade point average of at least 3.7 will receive recognition for their high academic achievement during the Middle School graduation ceremony. Additionally, one student from among this group will be selected to speak during the graduation ceremony, addressing their class.

### 2.2.8. Honor Roll

Eastern Christian Middle School recognizes academic achievement, in addition to other student achievements. Students who achieve between a 3.6 and 4.0 grade point average and earn a "B" or higher in all academic classes are placed on "High Honor Roll." Students who achieve between a 3.0 and 3.59 grade point average and earn a "B" or higher in all academic classes are placed on "Honor Roll."

### 2.2.9. Worthy Work

Student work (worksheets, reports, homework, essays, assessments etc.) presented for evaluation in any ECMS class will meet the minimal standards of "worthy work" as designated in the charts included in the Appendix of this Family Handbook. Teachers may revise these expectations for

specific assignments. Other than specifically revised assignments, all student work presented for evaluation by the teacher will meet these expectations.

### **2.3. TECHNOLOGY**

Students are expected to abide by Eastern Christian School's Acceptable Use Policy whenever they are using an electronic device at school. The Chromebook policy outlines expected use guidelines for students while they are using their assigned or classroom Chromebook. The Chromebook handbook is located on the ECMSNest.

### **2.4. CHAPEL & SMALL GROUPS**

Students participate in Chapel on alternating Tuesdays. Students are expected to demonstrate self-discipline, exhibiting behavior appropriate for a worship setting. Parents/guardians are welcome to attend chapel.

Students participate in Small Group meetings on alternating Tuesdays. Students are expected to demonstrate self-discipline, exhibiting behavior appropriate for a small group setting. An adult will provide constant spiritual encouragement and will facilitate small group discussions with the help of a student leader.

### **2.5. MEDIA CENTER**

Students are expected to check out all books and materials properly, under the supervision of the Media Specialist or a designated Media Center parent volunteer. Students are assessed a fine of \$.10 per day for overdue materials checked out from the Media Center.

### **2.6. PHOTOS OF STUDENTS**

At the time of enrollment, parents or guardians give or withhold permission for their child to be photographed or videotaped for marketing or communication purposes. Further, parents give or withhold permission for their child's name to be revealed by descriptive text or commentary for public relations purposes. Most of the time, there will be no names attached to pictures or videos, and if there are, it will be first names only. Students are not compensated when they are photographed or videotaped..

Further, please be considerate of other families and do not post photos of any children other than your own on social media or online.

### **2.7. LOCKERS**

Students are expected to care for their locker, keep their locker clean, and prevent unnecessary damage to it. Lockers must be fully closed when not in use. Students are encouraged to keep valuable items, such as large amounts of cash, in his or her possession or in the temporary possession of the front office, as Eastern Christian Middle School will not be responsible for items lost or stolen.

### **2.8. LOST AND FOUND**

Eastern Christian Middle School places lost and found items in the hallway between the Music and Art classrooms, adjacent to the Faculty room. Unclaimed items will be donated to ditto at the end of each quarter marking period.

### **2.9. NURSE**

Students who require the assistance of the school nurse are expected to obtain a pass from their assigned teacher, and may see the nurse between 9:00 a.m. and 2:30 p.m. A student's parent or guardian will be contacted if the nurse determines the student should be sent home, as school transportation will not be provided. New Jersey State Law prohibits the dispensing of medication in a school without a written doctor's order and written parental consent. (See below for full Health Policy)

### **2.10. POSTERS**

Students wanting to display posters or flyers in the school building must have them approved and initialed by the Principal or Dean of Students before hanging them up. Students are expected to remove posters after the advertised activity.

### **2.11. RECREATIONAL EQUIPMENT**

Students are able to use school recreational equipment during recess time. Students are expected to return recreational equipment at the end of recess. Students are expected to reimburse Eastern Christian Middle School for recreational equipment that is lost, intentionally damaged or destroyed.

### **2.12. RESTRICTED AREAS**

Students are not permitted in the faculty room, supply room, copy room, boiler room, teachers' closets and desks, parking areas, the front oval, Faith Community Church property, the rock wall, and the woods.

### **2.13. SAFETY DRILLS**

Eastern Christian Middle School, in accordance with the state and for the safety of our school, completes several types of safety drills throughout the school year. These include, but are not limited to, fire drills and school evacuation drills, shelter-in-place drills, and school lockdown drills. Students are expected to follow the directions of all school employees during the course of any drill.

### **2.14. SERVICE TEAMS**

Students will have an opportunity during the year to be a member of a Service Team.

### **2.15. SCHOOL PICTURES**

All Students will have individual and class pictures taken at the beginning of the school year. A student's parent or guardian may order copies of individual and class pictures, using the appropriate order form.

### **2.16. SPECIAL EVENTS & CELEBRATIONS**

All students have the privilege of participating in special events and celebrations throughout the school year. To participate, it is necessary for all students to have completed their school work. For students who have incomplete assignments, Study Hall time will be provided in order to facilitate students getting necessary work completed.

### **2.17. SKATEBOARDS**

Students are not permitted to use a skateboard on school grounds.

### **2.18. TEACHER COMMUNICATION**

The school provides students and the student's parent or guardian with the school email addresses of all teachers and telephone numbers of many teachers. All teachers also have a voice mailbox on which a message may be left. Voicemails are delivered via email to teachers' school email accounts.

For urgent school matters only, a student and a student's parent or guardian may call a teacher prior to 9 p.m. Monday through Saturday. He or she may not call a teacher's home on Sunday for any reason.

For school matters that are not urgent, a student and a student's parent or guardian is encouraged to email a teacher at their school-provided email address. It is expected that teachers will respond to most emails within 24 hours, accounting for a Sunday rest. However, realize that undue circumstances may warrant a longer period for response.

### **2.19. TELEPHONE USE**

Students may use the telephones in the front or teacher offices only with permission from a staff member. Students should not use cell phones for making calls during school hours from 8:10 am -3:00 pm, unless directed by a teacher for learning purposes.

### **2.20. TEXTBOOKS & COURSE MATERIALS**

Students are expected to care for textbooks and other course materials. Students are expected to reimburse the school for the cost of the textbook or course material if it is damaged or destroyed.

### **2.21. VISITORS**

Student visitors must receive approval by the Principal and the Director of Admissions at least one day prior to the visit.

### **2.22. FAITH-IN-ACTION**

Faith in Action (FIA) is an opportunity for students to serve as the hands and feet of our Savior. The intention of this program is to inspire community service from a Christian perspective. Using the eyes of Christ, we encourage students to explore opportunities to stretch beyond individual comfort zones to help restore His Kingdom.

#### **Requirements**

FIA is a graduation requirement for all ECMS students. Each 5th grade student entering ECMS is required to complete 20 hours of Faith in Action service before entering high school, with a minimum of two separate experiences.

ECMS recommends five hours to be completed by the end of each school year. Student progress will be noted in each student's 4th quarter report card. Students will receive a pass/fail report card grade for completion of their Faith in Action hours at the end of the 3rd quarter of their 8th grade year.

Required FIA hours for students entering ECMS is as follows:

GRADE	TOTAL Hours Needed by Graduation
Enter as a 5th Grader	20
Enter as a 6th Grader	15
Enter as a 7th Grader	10
Enter as a 8th Grader	5

### Logging Hours

All students must create a MobileServe account and connect with their graduation class (using Sub-Org Code). When the school is made aware of FIA opportunities, they are posted on MobileServe so that all students may take advantage of these opportunities. Students are to seek out the many opportunities all around us as well, both in and out of school, to serve others with a Christlike spirit.

All FIA hours must be documented on MobileServe. We urge students to log their hours as soon as possible after completing a service activity and add a photo whenever possible. Students must follow these guidelines for logging hours:

- Log their hours, service, and a reflection to share their story.
- The reflection must discuss how their faith was impacted or how the experience was a tangible representation of our core values at EC.
- Service must be verified through a legible e-signature or supervisor's email confirmation.
- If students do not have a supervisor email address or e-signature, they may verify hours by completing two (2) of the verification options below on MobileServe:
  - Kiosk check-in (available only for events posted by EC on MobileServe; must be done while on-site at the service activity/event)
  - Location verification (this may be done at any time)
  - Upload photo of service activity/event to MobileServe

### Deadlines

- FIA completed during the summer must be logged and verified on MobileServe by the last school day of September.
- FIA that is completed during the school year must be logged and verified on MobileServe by the last school day of May. (Exception: Service that occurs in the last two weeks of school in June may be logged until the last day of school.)

## Section 2

### Approved Service Details

- Students are encouraged to log all service hours (even after base requirement has been met) to help share the story of their identity, character, and intentional reflection of Christ.
- Students should log all activities. One log entry can be used for an event up to 24 hours (e.g., missions trip, VBS counselor, summer volunteer, etc.). Please note, students are required to experience at least two service opportunities, even if one event exceeds the requirement of 20 hours.
- For required service hours, older students in grades 7 and 8 should serve others beyond their immediate family. Activities such as doing yard work or chores at home, helping a parent at his or her small business, visiting Grandma, etc., are viewed as familial responsibilities in normal circumstances and do not fulfill FIA requirements.
- Recurring service, such as serving at church every Sunday, should be logged quarterly or by semester. In the description, please include all the dates and hours the service occurred. Up to 24 hours can be logged in one entry. Select the most recent date of service as the official log date when entering the hours.
- Service must not be credited in a class, in a certification, or on a student's transcript as an official EC program activity; additionally, service must not be done for pay or be deemed a responsibility or requirement of participation. For example, attending rehearsals for a community group is an expectation of participation; training a fellow athlete may be part of participation as a team player. However, if you are part of an association and serve that organization beyond the normal purview of responsibility, such service is approved.
- Ideal service avenues support nonprofit organizations, ministries, and others focused on serving "the least of these."
- Participating during Hands Dirty Day and in your individual MAD group assignments or required events do not count as FIA hours. If you participate in events or service beyond your assigned/required project, then service hours may be logged. For example, optional service on a Saturday that is related to your project would be acceptable.

## Section 3.0

# School Wide Student Policies

### 3.1. STUDENT CODE OF CONDUCT BELIEFS STATEMENTS

The Eastern Christian Board of Directors believes that a Christ centered learning community demands reasonable boundaries that promote respect for one another and a safe and secure environment that maximizes learning. At the same time, we recognize that rules disconnected from relationships can promote rebellion rather than community. Therefore, the Executive Director and Head of School in consultation with staff members, parents or legal guardians, and, where appropriate students, shall develop an age appropriate Student Code of Conduct for each campus that exemplifies Eastern Christian School Core Values and encourages partnership and cooperation with students and parents or guardians for the common goal of providing a learning community for all. At Eastern Christian we are committed to the following statement of Eastern Christian Core:

#### Values

In pursuing the character of Christ, we will: Seek Truth, Serve Others, Embrace Community, Exhibit Compassion, Develop Responsibility, Strive for Excellence. Eastern Christian students will be taught that their identity comes from

a relationship with their Creator through faith in Jesus Christ. It is from that identity that all behavior, language, dress and attitudes flow. 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 increasingly 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. Actions that are inconsistent with biblical Christian conduct include but are not limited to the following:

- 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,
- Harassment, intimidation or bullying as defined by Policy 7102,
- Physical behaviors that display same sex attraction,
- Physical behaviors that display affection between heterosexual couples,
- Use of illegal substances as defined in Substance Abuse Policy 7107,
- Disrespect of property,
- Deliberate theft or destruction.

### **3.2. STUDENT CONDUCT AND DISCIPLINE POLICY**

The Board of Directors believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for school and community persons or property.

This Board policy shall be aligned with the Board approved core values and code of student conduct which establishes Christian values, standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Executive Director and Head of School has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved code of student conduct. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to state law or state statute or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The Board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Board policy requires each student of this school to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are assigned for infraction of those rules. The Executive Director and Head of School shall provide to students and their parents/guardians the rules of this school regarding student conduct and the sanctions that may be imposed for breach of those rules.

No person employed or engaged in the Eastern Christian School Association shall inflict or cause to be inflicted corporal punishment upon a student. Every resolution, by-law, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending a school shall be void.

### **3.3. HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

Eastern Christian School prohibits acts of harassment, intimidation, or bullying (HIB). Eastern Christian School 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;
- sexual advances, requests or comments;
- verbal harassment or abuse of any kind;
- display of lewd or compromising photos or pictures;
- writing and/or distributing sexually explicit content in any form;
- behaving in any way which creates an intimidating, hostile, or offensive learning environment.

Eastern Christian School 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, Eastern Christian School 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.

Eastern Christian School 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.

#### **3.4. TOBACCO / SMOKING POLICY**

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.

#### *3.4.1. Electronic Smoking Devices (Vaping)*

Over the past decade, electronic smoking devices (e-cigarettes/vapes/juuls) have become the most commonly used form of nicotine delivery system among youth in the United States. Electronic smoking devices can be altered to vaporize and deliver a wide variety of illegal substances and narcotics. Given the uncertainty of which substances are contained in these odorless devices, students who are discovered in possession of or using an electronic smoking device will be automatically subject to our substance abuse policy (i.e.--immediate suspension from school and athletic participation, mandatory drug screening, possible expulsion).

### **3.5. SUBSTANCE ABUSE POLICY**

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.

**Procedure when a student confides in a staff member that he/she or a family member has a chemical abuse problem:** 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. If the student is resistant to the above, the staff member shall consult with the student assistance counselor or guidance counselor.

#### **Procedure when a student demonstrates signs of chemical misuse:**

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.

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.

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.

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.

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.

Requirements for continued enrollment will be outlined in a contract between the family and the school, and may

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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.

**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)**

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

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)*

**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)**

The student must be reported to the principal.

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

**3.5.1. ADMINISTERING AN OPIOID ANTIDOTE**

New Jersey's "Overdose Prevention Act" asks schools to adopt procedures to administer an opioid antidote (NARCAN) to any person believed to be experiencing an opioid overdose. In accordance with New Jersey law, a school nurse acting in good faith may administer NARCAN to overdose victims and shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of N.J.S.A. 24:6j-1 et seq. If you would like more information on our state-mandated opioid overdose prevention preparedness, please ask the nurse or principal.

**3.6. CONCUSSIONS AND HEAD INJURIES--PREVENTION AND TREATMENT**

A concussion is a traumatic injury that can have life-changing effects. For students with concussions, our top priority is the student's health, not academics or athletics. It is important for students and parents to realize that a concussion and the recovery process can have real effects on academic performance that are not the fault of the student or the school. The school will do everything in its power to make reasonable accommodations, but the fact remains that there may be negative consequences for grades that are not able to be prevented or changed. The deans and teachers will partner with the student and parents/guardians to ensure that appropriate learning is occurring, but the primary goal is a safe and gradual return to normalcy for the student. Allowing a student to return to class or athletics before recovering from a concussion increases the chance of a more serious brain injury.

### **3.7. SUSPENSION AND EXPULSION POLICY**

The Board of Directors recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over her/him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to discipline and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over a student
- Actions that constitute a continuing danger to the physical well-being of other students;
- Physical assault upon another student, teacher, or any school employee with or without a firearm or other weapon;
- Taking, or attempting to take, personal property or money from another student whether by force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- Inciting others to take part in an unauthorized occupancy;
- Inciting other students to truancy;
- Truancy and class cutting; leaving school property without permission;
- Poor attendance and lateness;
- Use or possession of unsafe or illegal articles;
- Use of any tobacco product on school property;
- Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- Use of profanity or abusive language;
- Turning in a false alarm;
- Tampering with or damaging property of other students or staff members;
- Selling or buying lottery tickets or any other gambling paraphernalia on school property.
- Harassment, intimidation or bullying;
- Actions that constitute a willful breaking of the campus Code of Conduct Policy stated in the Student Handbook.

For the purposes of this policy, "suspension" means the temporary removal of a student from the school and all related activities.

For the purposes of this Policy, "short term suspension" means a suspension for a term of three consecutive school days or less and "long term suspension" means a suspension for more than three consecutive school days. Long term suspension shall require the approval of the Board of Directors.

Any student who is convicted or adjudicated delinquent for possession of a weapon or a crime while armed with a weapon or found knowingly in possession of a weapon on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school pending hearing before the Board of Directors to expel the student.

Any student who commits an assault with a weapon other than a firearm, on any school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's education program and placed in an alternative education school or program, pending a hearing before the Board of Directors.

Any student who commits an assault not involving the use of a weapon or firearm, shall be immediately suspended

from school consistent with procedural due process pending expulsion proceedings before the Board of Directors.

Whenever there is an allegation of an assault on school property or at a school sponsored event by a student, the Principal shall file a written report with the Executive Director and Head of School. The Executive Director and Head of School, upon receiving such report shall report the alleged assault to the Board; although the name of the student may be confidentially disclosed to the Board members.

A student may be suspended only by the campus Principal, who shall report any suspension to the Executive Director and Head of School as soon as possible. The suspended student may be reinstated by the Principal or by the Executive Director and Head of School at any time, except that no student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within ten calendar days of the suspension, to consider that student's expulsion from school.

In each instance of a short-term suspension, the student and their parent(s) or legal guardian(s) will be provided oral or written notice of the charges and an informal hearing conducted by the campus Principal or designee. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. Expulsion from school shall be only at the direction of the Board of Directors. The Board may delegate that responsibility to the Governance Committee or other appropriate Board committee, which shall hold a hearing (generally within ten calendar days) to receive the recommendation, hear from the student and/or parents or guardians, and make a final determination.

Students on home suspension shall be counted absent (excused). While Eastern Christian School will provide access to educational resources, it will not provide academic instruction, either in school or out of school, to suspended students. At the completion of a suspension, the student shall be returned to the education program when eligible.

The records of a student disciplined by suspension will be immediately expunged if the student is found innocent of the charges levied. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of the school; any such student will be designated by code.

### **3.8. INTERNET ACCEPTABLE USE POLICY**

The Board is committed to providing access to the district's system of electronic communication including access to the Internet for students. The computer system, including all software, are property of the district. Therefore, the district retains the right to monitor all access to and use of the Internet, and requires a written agreement from students and parent/guardian for access and use. The terms of the agreement define safety practices, prohibited activities, system limits, and expectations for all users. Any parent/guardian may deny a child access by notifying the building principal in writing. The Internet constitutes an unregulated collection of resources, so it is not possible to totally predict or control the information that users may locate. Although the Board will ensure the acquisition and installation of blocking/ filtering software to deny access to certain areas of the Internet, it cannot guarantee the accuracy of resources or the appropriateness of materials that a user may encounter. The Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or financial obligations arising through the unauthorized use of the system. The Board designates the Executive Director and Head of School to provide for the coordination of the district system. He/she shall appoint qualified staff to serve on a district Technology Committee to ensure:

- The system is maintained;
- Individual and class accounts are provided for access to the Internet;
- A process for virus protection is instituted.
- Each principal shall provide oversight of the district system and approve all activities for that building. He/she will ensure that:
  - Teachers receive proper training in the use of the system;
  - Students are adequately supervised when accessing the system;
  - User agreements are executed and maintained;
  - This policy and the "Acceptable Use of Technology Agreement" are reviewed annually at the building level.

This policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as defined in each Student Handbook Code of Conduct.

### *Acceptable Use of the Computer Network 7110*

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 students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. Eastern Christian School supports access by students 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 students 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 student access to computer networks/ computers at any time, for any reason. School 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 student engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

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, or 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.

Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

Using the computer networks/computers in a manner that:

Intentionally disrupts network traffic or crashes the network;

Degrades or disrupts equipment or system performance;

Uses the computing resources of the school for commercial purposes, financial gain, or fraud;

Steals data or other intellectual property;

Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;

Gains or seeks unauthorized access to resources or entities;

Forges electronic mail messages or uses an account owned by others;

Invades privacy of others;

Posts anonymous messages;

Possesses any data which a violation of this policy is; and/or

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 Policy 2361, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school, 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 school as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the internet the safety and security of minors when using electronic mail, social media, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized

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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 student regarding appropriate online behavior, including students 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 – Eastern Christian School Acceptable Use Policy. Any changes in Eastern Christian School Acceptable Use Policy since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

#### *School Provided Technology Devices*

School provided 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 equipment is issued to a student for use outside the school, 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 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 student shall be allowed to use the school school's computer networks/devices and the Internet unless they have filed with the principal or designee a consent form signed by the student and his/her parent(s) or legal guardian(s).

#### *Violations*

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

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of device privileges;
- Revocation of device privileges;
- Suspension from school;
- Expulsion from school; and/or
- 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*

### **3.9. SOCIAL NETWORK POLICY**

As we seek to daily demonstrate our Core Value of Embracing Community, Eastern Christian is committed to effectively fostering responsible and meaningful community between staff, students and families. Given the exponential growth of social networking technology such as Facebook, YouTube, Twitter, etc., Eastern Christian School has developed the following policy standards for employees' use of social networks.

- A student may not engage in social network friendship with any teacher unless it is through a dedicated professional or classroom account. Students may NOT interact with employees through personal social network accounts or internet gaming.
- Students may only make a friend request with a teacher through the teacher's approved separate professional social network account.
- Only Eastern Christian students, parents and administrators may be accepted as virtual friends in an employee's approved professional social network account. Any other friendship requests must be ignored.
- Because many social networks establish the minimum age of 13 (typically 7th grade), an elementary or early middle school teacher wishes to initiate a professional classroom account for parent communication, he or she may

- establish virtual friendships with parents but not with students under the age of 13.
- Students under the age of 13 will be permitted to participate in an approved virtual classroom tool (Edmodo, Canvas, Schoology, etc)
- Any online presence or environment must maintain the high standards of integrity that are outlined in the Eastern Christian School Personal Conduct Policy.
- Exceptions to this policy may be granted by the building administrator for a compelling reason. All exceptions must be presented in writing to the administrator.

### **3.10. TRANSPORTATION**

Permission to use student transportation vehicles for all approved school activities will be granted, provided such use does not interfere with normal transportation vehicle functions. On these occasions only properly licensed Eastern Christian School drivers will be used.

All uses of the student transportation fleet shall be coordinated through the Director of Transportation. In no case should student transportation vehicles be used without express approval from the Director of Transportation or the Director of Operations.

Charges for use of student transportation vehicles shall be determined before the beginning of each school year. Rented Eastern Christian School student transportation vehicles shall be operated by Eastern Christian School employees.

#### *Pupil Assignment to School Buses*

All students who are transported by bus shall be assigned to specific buses for the purpose of transportation to and from school. Permanent changing from one bus to another shall not be permitted unless assignment is made by the Director of Transportation. Complaints from parents relating to bus assignment will also be handled by the Director of Transportation.

In the event an equitable agreement cannot be made by both parties, the Director of Transportation shall seek the advice of the Director of Operations. If this fails, the matter should be resolved by the Executive Director and Head of School.

Suspensions from riding on a school bus can only be made with the concurrence of the Director of Transportation, Director of Operations, and the school bus driver if the behavior of a student seriously disrupts the safe operation of a bus.

### **3.11. DEPARTMENT OF ATHLETICS**

#### **Athletic Pillars**

All EC athletes are expected to uphold the following six pillars for athletic success with the support of the athletic director, coaches, and parents:

- Glorify God - the most important measure of our success. Colossians 3:17a
- Strive for Excellence - exhibit a heart for hard work, passion, enthusiasm, and energy. Colossians 3:23
- Exemplify Christian Character - attitude, behavior, sportsmanship, exhibiting a God-honoring lifestyle. 1 Corinthians 6:19b-20
- Run the Race to Win - compete at the highest level. 1 Corinthians 9:24b
- Compete as One - what is best for the team always comes first. Philippians 2:4
- Be Committed - showing up and honoring your word is the norm. 1 John 2:5b

The Eastern Christian athletic program exists to glorify God by developing Christian character and competitive excellence in its student athletes.

#### **STATEMENT OF PHILOSOPHY**

At Eastern Christian High School a diverse athletic program enables students so inclined to develop, enhance and use their God given physical and mental gifts. Opportunities are available for both individual and team participation. Athletics offer a unique and effective environment in which to learn some of the Christian life's most valued lessons. These can include sacrifice, diligence, perseverance, respect, and putting the good of the group ahead of what is good for oneself.

Ideally, every student would be involved in the athletic program and experience all that competitive sports have to offer. Realistically, however, not all students are equally gifted and/or interested in this pursuit. Additionally, space on most

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teams should be limited to provide students who are most qualified the adequate opportunity and attention needed to fully realize their potential.

As with any quality academic program, the athletic program allows students to progress and compete at a level consistent with their ability regardless of age or grade level. Every effort is made to encourage and involve students who desire to be part of the program. Sports such as track and field or cross country provide opportunity for students with a range of abilities, including those with little or no experience. Other sports, such as soccer, volleyball, basketball, baseball and softball, offer junior varsity teams that allow less skilled players the opportunity to participate and develop.

In the pursuit of excellence, our varsity teams provide an opportunity for those students demonstrating the highest level of ability, as evaluated by their respective coach, to compete against the best athletes other schools have to offer. Our memberships in an established league, county association, and state athletic association provide the teams with such opportunities. While we are committed to this pursuit, we also recognize that winning is merely the object of the contest, not the sole purpose of the competition. Our goals for competing include building school spirit, teamwork, self-esteem, confidence in a competitive environment, and the ability to win humbly or lose graciously. A desire to win is healthy; the need to win is not.

In a society that often encourages and honors those who would use athletics for selfish gain, we at Eastern Christian seek to use sports for the reason we believe they were intended for: to bring out our best as we celebrate God's gifts to us.

### **GENERAL SPORT CODE OF ETHICS**

Expectations for Athletes:

- Represent the school and team with the highest standards of respectful behavior and conduct.
- Abide by the rules of the game and the guidelines of the coaches and athletic director.
- Demonstrate good sportsmanship while being humble in victory and gracious in defeat.
- Support the decisions and judgment of the coach.
- Respect the decisions and judgment of the officials.
- Refrain from using obscenities, profanities or inappropriate gestures.
- Strive for maximum achievement in scholastic and athletic endeavors.
- Practice good health habits, including abstaining from use of unhealthy and illegal substances.

Expectations for Parents:

Supportive parents are one of the hallmarks of a successful athletic program. Their witness on the sidelines and in the stands at home and away games can often speak more about our school community than the conduct of our athletes themselves. With this in mind, we thank our parents for adhering to the following guidelines:

- Support the team through positive talk and enthusiastic encouragement, not just for your own athlete but for their teammates as well. Never criticize any athlete (including your own) out loud.
- Support the coaches by accepting their decisions regarding strategy, lineups and playing time. Never call or approach a coach after a game unless it is to compliment and congratulate. Concerns should be addressed the following day at practice by the athlete first, then by the parent if deemed necessary. If still unresolved, the athletic director can be called.
- Respect the officials by understanding they are very experienced and educated in high school rules interpretation, are not biased against our school, and like us, are imperfect and make mistakes. While a reactive groan or "NO" is understandable at times, personal attacks, berating and collective booing of an official are viewed as embarrassments at a school that bears our Lord's name. Parents who do so will be asked to leave without further incident.

### **Problems or Concerns**

The cooperation, encouragement, time and effort parents provide for our programs should never be taken for granted and are truly appreciated by administration, coaches and teams alike. The Athletic Department is dedicated to providing the best athletic opportunities for the students of Eastern Christian School Association. This objective may be best attained if there is a climate of mutual trust and understanding on the part of the Athletic Department, coaches, athletes and parents. Board Policy 3.10 addresses the importance of Godly communication and the lines established for such communication. When parents have problems or concerns, the line of communication is:

**Athlete/Parent ---> Coach ---> Athletic Director ---> Principal ---> Superintendent ---> Board**

It should be understood that the Principal of the building might be contacted to begin the communication process if the athlete and or parent sees the need.

### **ELIGIBILITY RULES AND REGULATIONS**

#### **Enrollment:**

To be eligible to participate in the interscholastic athletic program, one must be formally enrolled at Eastern Christian High School and have parent/student signatures acknowledging the Eastern Christian Athletic Code of Ethics.

#### **Age:**

An athlete becomes ineligible for high school athletics if he/she reaches the age of 19 prior to September 1 of an academic year. Any athlete reaching the age of 19 on or after September 1 is eligible for that school year.

#### **Credits:**

A student entering 9th grade is immediately eligible for the first semester. To be eligible for the first semester, all 10th, 11th and 12th grade athletes must have earned 31.25 credits, with passing grades, during the immediately preceding academic year. To be eligible for the second semester, all athletes must earn 15.625 credits, with passing grades, at the conclusion of the first semester.

#### **Semesters of Eligibility:**

Starting with the 9th grade, a student will have four consecutive years of eligibility. No student shall be eligible for high school athletics after the end of eight consecutive semesters of high school athletics. If a student misses a school semester or an academic school year, continued eligibility may be available upon petitioning the NJSIAA for an exemption.

#### **Transfer Students:**

- A student, whose transfer from one high school to another is necessitated by a change of residence by his/her parents or guardians who have moved from one public school district to another, will be eligible immediately as long as other eligibility requirements are met.
- A student who transfers from one high school district to another without such change of residence by parents or guardians is ineligible to participate in any sport in which they earned a Varsity letter in their previous school. The period of ineligibility shall be established by the NJSIAA.

#### **Physical Exams:**

A student must have a physical examination by a certified doctor and be approved for athletic competition by the School Nurse and or the Athletic Director. A physical examination is valid for a one-year period from the date of the physical. Additional forms that must be completed can be accessed at [www.easternchristian.org](http://www.easternchristian.org). A Sports Physical Update Form is required for each additional sport in which a student participates and can be found in the same place. Only registered students with current physicals, approved by the High School Nurse, may participate in tryouts and practices.

#### **Practice Schedules:**

Athletes must complete six (6) full days of official practice before they can compete in any scrimmage or athletic event. The official starting dates for each sport season are set by the NJSIAA.

#### **Awards:**

The Athletic Director and Head Coach of a sport will establish the criteria for earning a Varsity certificate in that sport. Under unusual circumstances, an athlete who has not met the criteria may be awarded the Varsity certificate based upon the recommendation of the Head Coach and approval by the Athletic Director.

Special senior awards from county, state, or other athletic associations are given. The Varsity Club Award is also presented to the male and female with the most Varsity awards. In addition, the Golden Eagle Award is presented to those athletes who participate in all twelve (12) seasons of their athletic eligibility.

Completion of the sports season, including all post-season games, tournaments and practices, is required in order for the student to be eligible for any awards mentioned above. Injured athletes are exempt from actual participation, but not from finishing out the season by attending practices and games unless specific permission is given by the Coach and Athletic Director.

During the course of a season, various newspapers will often feature articles highlighting individual athletes or teams. These papers also choose various all-star teams. The Eastern Christian Athletic Staff often provides input to these

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papers. It should be realized, however, that what appears in these articles, or who is chosen to these all-star teams, is the work of the reporter.

#### STUDENT BEHAVIOR CODE

- New Jersey State Interscholastic Athletic Association (NJSIAA) rules and regulations will be followed in all situations concerning athletes.
- Athletes are expected to abide by all rules and regulations as established by the Athletic Department. Any violation of the rules and regulations will be handled cooperatively by the Athletic Director and the Coach. Parents will be informed during the process.
- Commitment to the Team and Attendance: Students are expected to be in school in order to participate in an athletic contest/practice for that day. Exceptions can be made for medical appointments, college visits and extenuating family circumstances, subject to the approval of the coach. Absence due to family vacations, work, etc., will be viewed as unexcused. An athlete must realize his/her obligation to the team and refrain from scheduling any conflicting activity during the season. Athletes who participate on outside club and AAU teams must give priority to their high school team's practice and game schedule when conflicts arise. Athletes requesting an exemption for an absence must receive approval from the Athletic Director prior to the absence. Unexcused absence from a scheduled contest and/or practice will result in:
  1. notification by the coach to the Athletic Director
  2. removal from athletic participation for a period of time as determined by the Athletic Director and the Coach of that sport
  3. subsequent violations leading to suspension from team and/or further athletic participation for the year
- Switching Sports: Switching from one sport to another in the same season requires the approval of the Athletic Director and both coaches involved.
- Transportation: Athletes must travel to contests and practices in school-provided vehicles. Only the Athletic Director may grant exceptions to this rule. Athlete Transportation Waivers, signed by the athlete and parents, must be on file with the Athletic Director for an athlete to drive his/her own car to practice or an event.
- Equipment: Athletes must care for and are responsible for all equipment issued to them by the school and must return such equipment at the end of the season (or when leaving the team). In addition, the athlete is responsible for the proper use of all non-issued school equipment. Failure to abide by this will result in monetary reimbursement to the school.
- Sportsmanship: Athletic sportsmanship is to be promoted at all times. Disrespectful conduct towards an opponent, teammate, coach or official will result in benching, possible suspension, or dismissal from the team. NJSIAA requires any athlete disqualified for unsportsmanlike flagrant misconduct, either physical or verbal, to be disqualified from the next two regularly scheduled games/meets of that sport. Disqualification is a judgment call by the official and cannot be appealed.
- Early Dismissals: Teams are occasionally dismissed from school before the end of the day for athletic events. Athletes are responsible for all schoolwork missed. Generally, such early dismissals will be known in advance to allow the athlete the opportunity to see the teacher prior to leaving school.
- Injuries/Insurance: The Coach must report all injuries to the Athletic Director and school nurse using the Injury Report form. Insurance coverage is the responsibility of the athlete and parents. Extra coverage is available through the 24-hour Round the Clock Bollinger Student Insurance Policy that can be purchased through the school at the beginning of the school year. An athlete, who has been injured and has required medical treatment, may not participate in any practice or athletic event at Eastern Christian until a medical doctor provides a medical clearance. The medical clearance must be on file in the nurse's office prior to participation.
- Training Rules: The Athletic Department of Eastern Christian has established training rules and expectations for all athletes both in and out of season. These include but are not limited to:
  1. Abstaining from the use of tobacco, nicotine-dispensing products (vapes/e-cigarettes), alcohol, illegal drugs and steroids (unless medically documented).
  2. Conducting himself/herself in such a manner at all times on and off campus, during and after school hours in a way that reflects the values and standards of the team, school and community. Failure to observe the above rules will result in the following discipline:

First Offense: Immediate suspension from their next two athletic contests in the current or subsequent sport. Notification to the parents will be made. During this time, the athlete must attend all practice sessions and games unless otherwise instructed by the coach. In cases of illegal substance abuse, the student is suspended from all athletic participation and subject to protocols outlined in other policies of the family handbook.

Second Offense: Immediate suspension from the next four athletic contests in the current or subsequent sport. Notification to the parents will be made. During this time, the athlete must attend all practice sessions and games unless otherwise instructed by the coach.

Third Offense: Immediate suspension from all athletic participation for the remainder of the school year. Spring athletes can be suspended from participation from all or part of the following Fall and Winter seasons at the discretion of administration. In the case of an underclassman, the student athlete would have to reapply the following year to seek permission to participate. The Athletic Director, working with the deans and coach, would make that determination.

Eastern Christian School Association and NJSIAA policies concerning drug and/or steroid violations will be followed. The above stated disciplinary action will not supersede the Eastern Christian School Association or NJSIAA policies.

Failure to observe the other listed training rules will result in a conference with the Athletic Director and Coach. Subsequent discipline may follow. All violations will also be subject to the rules and regulations as set forth in the ECHS Student/Parent Handbook.

- 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 School." (Eastern Christian High School Student/Parent Handbook)
- Athletes represent Eastern Christian when they visit other schools. Team members may be asked to dress according to specific standards as outlined by the Athletic Director and/or Coaches. Specific standards will be communicated to the team members who will be expected to comply.

## Section 4.0

# Governing Policies and Parent / Guardian Information

### 4.1. ADMISSION TO EASTERN CHRISTIAN SCHOOL

#### 4.1.1. Steps for Admission

In addition to completing an online application, Eastern Christian School requires recommendations from the applicant's church and current school. These recommendations are online forms completed at the applicant's request. The applicant's current school will be advised to send a summary record that includes an IEP report (if applicable), report cards, standardized test scores, copy of health records and immunizations, etc.

Once Eastern Christian has received all documents, forms, and fees, the school will contact the applicant family to schedule an interview. The interview will be conducted in person at Eastern Christian School with the student and at least one parent attending. For those applying to Preschool or Kindergarten, the child need not attend.

If all admissions requirements are satisfied, the EC Admissions Office will notify the parent that the student has been accepted as a new student.

After acceptance, the following will then be required to complete the enrollment process.

- Physical Examination Form
- Copy of Student Birth Certificate
- Variable Tuition Submission (if participating)
- Smart Tuition Form (for tuition payments)
- Transportation Form(s) (if participating)

Enrollment is complete once a financial contract is signed and the tuition deposit is submitted to Eastern Christian School. All new students entering Eastern Christian High School must schedule an appointment with the Guidance office for class scheduling and to complete a math placement test and a writing essay. Students entering all grades will be contacted by the school regarding important dates for orientation, teacher assignments, supply lists, back to school night, etc.

#### 4.1.2. Non-Discrimination Statement

Eastern Christian School admits students of any race, color, national or ethnic origin to all the rights, programs and

activities made available to students of the school. It does not discriminate on the basis of color, national or ethnic origin in the administration of its educational policies, admissions policies, athletics or any other school administered programs.

#### *4.1.3. Eastern Christian School Enrollment Office Wait Pool Policy*

Eastern Christian School has been blessed with growing enrollment and with a large number of applicants every year. We value our small class sizes and low student/teacher ratio. Therefore, we have developed a “hard cap” classroom capacity for every grade in our school.

Eastern Christian School has developed the following process for any family pursuing enrollment in a grade level currently at enrollment capacity:

- Applicants must complete the entire application process including:

All application forms, recommendation forms, any academic support documentation and all necessary transcript information

An in-person interview with acceptance

- Upon acceptance, families will be notified that they have been accepted, but cannot be enrolled until space becomes available for their child/ren
- The Enrollment Office will notify families in the wait pool that they have been selected on a per-student basis as seats become available. Our annual re-enrollment deadline for currently enrolled families is March 31st.
- Upon selection, accepted families have one week to sign their contract and pay their non-refundable tuition deposit to guarantee their spot.
- Families in the wait pool receive the same non-discrimination status as all families in our school. This statement reads, “Eastern Christian School admits students of any race, color, national or ethnic origin to all the rights, programs and activities made available to students of the school. It does not discriminate on the basis of color, national or ethnic origin in the administration of its educational policies, admissions policies, athletics or any other school administered programs.”

#### **4.2. FINANCIAL POLICY**

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#### **4.3. CHAIN OF COMMUNICATION PROCEDURE**

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.

To effectively and efficiently address concerns in the best interest of the student or parent, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

##### **Parent - Teacher - Campus Administrator - CEO - HOS - Gov. Committee**

- Parent/guardian addresses/communicates concern to teacher or appropriate staff member
- Parent/guardian addresses/communicates concern to Campus Administrator
- Administrator facilitates communication between parent/guardian, teacher and/or appropriate school personnel
- Parent/guardian addresses/communicates concern to Chief Education Officer
- Parent/guardian addresses/communicates concern to Head of School
- Head of School facilitates communication between parent/guardian and Governance Committee of Board

##### **Student - Teacher - Dean or Vice Principal - Campus Principal - CEO - HOS**

- Student addresses/communicates concern to teacher or appropriate school personnel
- Student addresses/communicates concern to Dean or Vice Principal
- Student addresses/communicates concern to teacher or appropriate school personnel
- Student addresses/communicates concern to Principal
- Student addresses/communicates concern to Campus Principal
- Student addresses/communicates concern to Chief Education Officer
- Student addresses/communicates concern to Head of School

##### **Teacher or Supervisor - Student - Parent/Guardian - Campus Administrator - CEO - HOS - Gov. Committee**

- Teacher/Supervisor addresses/communicates concern with student involved

- Teacher/Supervisor addresses/communicates concern with parent/guardian
- Teacher/Supervisor addresses/communicates concern with a school administrator
- Administrator facilitates communication between parent/guardian, Teacher, and appropriate school personnel
- Administrator addresses/communicates concern to Chief Education Officer
- Chief Education Officer addresses/communicates concern to Head of School
- Head of School addresses/communicates concern to Board Governance Committee

#### 4.4. Student Insurance Policy

Eastern Christian requires each student to have valid health insurance coverage. The Board of Directors shall designate an insurance firm and authorize it to act as agent for the issuing of insurance coverage to those resident students who desire to secure such insurance. Parents/Guardians of students who have valid health insurance coverage and choose to not purchase health and accident insurance through the Eastern Christian designated insurance firm must complete a waiver form demonstrating adequate coverage annually.both coaches involved.



## Section 5.0 Appendix

### 5.1. DISCIPLINARY RESPONSES

The ECMS Code of Ethics operates on a one week Character Cycle. At the end of each week every student receives a clean red flag record and it is our hope that students will take advantage of this opportunity to work toward continuing to reflect our Core Ethical Values in their attitude and behavior.

Professional counseling may be recommended or required for action(s) that result in an out-of-school suspension. The Dean of Students or Principal will make referrals based on the actions(s)

#### Disciplinary Response: Phase I - Lunch Conference/Campus Restriction

BEHAVIOR	RESPONSE
<p>A student will report for a Lunch Conference when he or she:</p> <ul style="list-style-type: none"> <li>Accumulates two (2) red flags in one category within a time period of less than one week.</li> <li>Says a highly disrespectful word or phrase to another student; a word or phrase that warrants an immediate consequence rather than a red flag.</li> <li>Is intentionally dishonest to an adult, dishonesty that is expressed verbally or nonverbally.</li> </ul> <p>A student may have Campus Restriction when he or she:</p> <ul style="list-style-type: none"> <li>Engages in excessive hitting, pushing, or shoving, without the intent of causing physical harm.</li> <li>Demonstrates a pattern of tardiness or reaches seven (7) "Late to School" occurrences within a semester.</li> </ul>	<p>If a student receives a Lunch Conference, he or she:</p> <ul style="list-style-type: none"> <li>Must report to the Dean of Students office at the beginning of lunch.</li> <li>Will have an opportunity to reflect on the behavior and discuss the red flags with the Dean of Students.</li> <li>Will have an opportunity to speak with the teachers involved in order to gain further clarity and understanding about their red flags, if needed.</li> </ul> <p>If a student has Campus Restriction, he or she:</p> <ul style="list-style-type: none"> <li>Will be confined to the conference room before school, during lunch and recess, and after school.</li> </ul>

Disciplinary Response: Phase II - After-School Solution Center

BEHAVIOR	RESPONSE
<p>A student will attend After-School Solution Center when he or she:</p> <ul style="list-style-type: none"><li>• Accumulates three (3) red flags in one (1) category within a period of one (1) week.</li><li>• Accumulates three (3) red flags over time for computer / chromebook misuse.</li><li>• Accumulates three (3) red flags over time for dress code violation.</li><li>• Is sent out of class upon the receipt of three (3) red flags in one (1) class.</li><li>• Fails to attend an assigned lunch conference, with the intention of skipping the appointment.</li><li>• Cheats or engages in plagiarism (See Academic Integrity Policy).</li><li>• Is more than 5 minutes late to a class, without a pass or permission from a teacher or administrator.</li><li>• Accumulates ten (10) "Late to School" arrivals over the course of a semester.</li></ul>	<p>If a student needs to attend After-School Solution Center, the Dean of Students will notify their parents, and he or she:</p> <ul style="list-style-type: none"><li>• Must report to MC no later than 3:05 with a book and work that can be done independently.</li><li>• Will be released at 4:15pm to a parent or guardian.</li><li>• Will have an opportunity to reflect on the behavior and discuss the pattern of behavior with the Dean of Students.</li><li>• Will receive a zero (0) on the assignment in situations of cheating and /or plagiarism.</li><li>• Will have an opportunity to speak with the teachers involved in order to gain further clarity and understanding about their pattern of behavior.</li><li>• Will be given an After-School Solution Center reflection form that must be completed and signed by a parent, and returned by or before the following Monday.</li></ul>

Disciplinary Response: Phase III - Saturday School Solution Center

BEHAVIOR	RESPONSE
<p>A student will attend Saturday School Solution Center when he or she:</p> <ul style="list-style-type: none"> <li>• Accumulates seven (7) red flags in one (1) category over the course of a one (1) week period.</li> <li>• Demonstrates a continued pattern of behavior that contradicts our Core Ethical Values, and that hasn't been influenced by Lunch Conferences or After-School Solution Center.</li> </ul>	<p>If a student needs to attend Saturday School Solution Center, he or she:</p> <ul style="list-style-type: none"> <li>• Must report to the front office of ECMS no later than 7:00 a.m. on the assigned Saturday.</li> <li>• Will be released at 9:00 a.m. to a parent or guardian after a conference with the student, their parent and the Principal or Dean of Students.</li> <li>• Will have the opportunity to deeply reflect on their behavior by meeting with the Principal or Dean of Students.</li> <li>• Will be given assignments that seek to influence the student's understanding of Christian character and our ECSA Core Ethical Values.</li> </ul>

Disciplinary Response: Phase IV - In School Suspension

BEHAVIOR	RESPONSE
<p>A student may serve an In-School Suspension when he or she:</p> <ul style="list-style-type: none"> <li>• Accumulates three (3) send-outs in one school day.</li> <li>• Cuts advisory, class or school.</li> <li>• Leaves advisory, class or school without permission or consent.</li> <li>• Threatens violence toward another student with the intent of causing harm.</li> <li>• Communicates disrespectful words, verbally or nonverbally, to or in regard to a staff member.</li> </ul>	<p>If a student receives an In-School Suspension the Dean of Students will immediately notify their parents, and he or she:</p> <ul style="list-style-type: none"> <li>• Will be removed from all social and classroom settings and be given appropriate work for silent Independent Study.</li> <li>• Will not be allowed to ride the bus or participate in any school-sponsored extracurricular activities.</li> <li>• Must be picked up by a parent or guardian, at which point a conference with the Dean of Students may be requested.</li> <li>• Will be given an In-School Suspension form that must be signed by a parent.</li> </ul>

## Disciplinary Response: Phase V - Out-Of-School Suspension

BEHAVIOR	RESPONSE
<p>A student may serve an Out-Of-School Suspension when a student:</p> <ul style="list-style-type: none"> <li>Engages in theft or gambling.</li> <li>Vandalizes or defaces school property.</li> <li>Is found smoking cigarettes in the school building or on school grounds.</li> <li>Is found possessing drug paraphernalia or pornography.</li> <li>Engages in hitting, pushing, or fighting with the intent of causing physical harm, or is involved in bullying, including cyberbullying.</li> <li>Sells, possesses, distributes, or uses fireworks or pyrotechnics.</li> <li>Threatens the physical well-being of a staff member.</li> </ul>	<p>If a student receives an Out-Of-School Suspension the Dean of Students will notify his or her parents immediately and the student:</p> <ul style="list-style-type: none"> <li>Will be removed from all social and classroom settings and be held in the office.</li> <li>Must be picked up from school by a parent or guardian immediately.</li> <li>Will be given a written summary of the circumstances surrounding the suspension.</li> <li>Must attend a conference with their parents, the Dean of Students and the Principal before re-entering into the school community.</li> </ul>

## Disciplinary Response: Phase VI - Expulsion

BEHAVIOR	RESPONSE
<p>A recommendation for expulsion may be made when a student:</p> <ul style="list-style-type: none"> <li>Continues to exhibit behavior that is not trustworthy.</li> <li>Continues to exhibit behavior that is not consistent with the ECSA Core Ethical Values and when he or she shows no evidence of attempted improvement.</li> <li>Is in possession of, use of, or engaged in the sale of a weapon.</li> <li>Is engaged in the sale or transfer of a controlled, dangerous substance.</li> <li>Communicates a bomb threat or induces a false fire alarm.</li> <li>Is found to have been involved in the ongoing bullying of another student. (See HIB Policy)</li> <li>Engages in the physical assault of a teacher, administrator, Board of Directors member, custodian, or an employee of Eastern Christian School Association.</li> </ul>	<p>If a student receives an In-School Suspension the Dean of Students will immediately notify their parents, and he or she:</p> <ul style="list-style-type: none"> <li>Will be removed from all social and classroom settings and be given appropriate work for silent Independent Study.</li> <li>Will not be allowed to ride the bus or participate in any school-sponsored extracurricular activities.</li> <li>Must be picked up by a parent or guardian, at which point a conference with the Dean of Students may be requested.</li> <li>Will be given an In-School Suspension form that must be signed by a parent.</li> </ul>

## 5.2 WORTHY WORK

Student work (worksheets, reports, homework, essays, assessments etc.) presented for evaluation in any ECMS class will meet the minimal standards of “worthy work” as designated in the chart below. Teachers may revise these expectations for specific assignments. Other than specifically revised assignments, all student work presented for evaluation by the teacher will meet these expectations.

	EXPECTATION	EXAMPLE
Heading	Full name (First and Last) Date	Mary Smith January 1, 2018
MLA Heading (word processed work)	Student Teacher Class Date (day month year) Upper Left-hand Corner Double-spaced	Mary Smith Mrs. Brown English 1 12 April 2014
MLA Format (word processed work)	<i>12 point font</i> <i>Times New Roman</i> <i>Appropriate Margins - 1"</i> <i>Double-spaced</i> <i>Black Print Only</i> <i>Headers in Upper Right-hand Corner for documents of more than one page (student's last name page number)</i>	Angela Daly Professor Chavez English 101 14 March XXXX  A Call to Action: Regulate Use of Cell Phones on the Road When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: They are putting our lives at risk. Many of us have witnessed drivers so distracted by dialing and chatting that they resemble drunk drivers, weaving between lanes, for example, or neatly running down pedestrians in crosswalks. A number of bills to
Presentation	Neat, clean: free of tears, rips, wrinkles, doodles, smudges, cross-outs. Readable handwriting or word-processed.	
Complete Sentences	All answers are complete sentences when indicated in the directions.	
Follow Directions	Work follows all oral and written directions.	
Mechanics	Accurate capitalization, spelling, punctuation, and appropriate word usage.	

### 5.3. RUBRICS

#### Oral Presentation Rubric - Grades 5/6

CATEGORY	Novice (below)	Apprentice (approaches)	Practitioner (meets)	Expert (exceeds)
Content/ Preparedness	Does not seem to understand the topic very well  Main ideas are not clearly expressed	Shows a basic understanding of the topic  More details needed to present a clear understanding  Some facts were off topic	Shows an understanding of the topic  Uses descriptive details, facts and/or details to explain the main idea  Points are clearly made  Communicates ideas in the time allotted	Shows excellent knowledge of the content by answering audience questions.  Engages the audience's attention throughout the presentation
<i>Comments:</i>				
Organization	Information doesn't flow together well  Transitions are not present	Some information is unrelated or loosely connected  Transitions need improvement	Students provide a logical sequence with a clear beginning (hook), middle and conclusion (eg. cliffhanger)  Uses transitions  All information is in a logical sequence and is generally well organized	All of practitioner plus:  Introduction and/or conclusion is an interactive question or visual element  Makes another connection to themselves, a book, news story, movie, etc.
<i>Comments:</i>				
Expression	Student does not make eye contact  Overall lack of attention to presentation skills  Not prepared to present	Student has limited eye contact  Difficult to hear  At times, problems with pace and/or speed  Words are mispronounced	Consistently uses eye contact  Student uses appropriate volume  Knows pronunciation of words  Uses formal language Speaks at an appropriate pace  Body language shows enthusiasm	All of Practitioner plus:  Student consistently uses formal language  Uses voice inflection to emphasize main points and connect with the audience
<i>Comments:</i>				
Use of Multimedia materials and visual displays	There are no visual materials used  Slides are written in paragraph form and contain no bullet points	Visuals are distracting or off topic	Visual clarifies and enhances the main ideas of the presentation  Font/visual is clearly seen by the audience	All of Practitioner plus:  Each slide contains no more than 6 lines with 6 words each  student uses transitions professional quality presentation
<i>Comments:</i>				

CATEGORY	Novice (below)	Apprentice (approaches)	Practitioner (meets)	Expert (exceeds)
Content/ Preparedness	<ul style="list-style-type: none"> <li>- Content knowledge is poor</li> <li>- Does not inform or interest audience</li> <li>- Unable to understand points by audience</li> <li>- Difficulty with delivery shows little or no practice</li> </ul>	<ul style="list-style-type: none"> <li>- Content knowledge is fair</li> <li>- Does not inform or interest audience</li> <li>- Points are hard to understand by audience</li> <li>- Difficulty with delivery; more practice needed</li> </ul>	<ul style="list-style-type: none"> <li>- Content knowledge is good</li> <li>- Interests audience</li> <li>- Points are understood by audience</li> <li>- Some difficulty with delivery; evidence of some practice</li> </ul>	<ul style="list-style-type: none"> <li>- Content knowledge is strong</li> <li>- Captivates and engages audience</li> <li>- Points are clearly understood by audience</li> <li>- Fluent, sequential delivery; evidence of effort and practice</li> </ul>
<i>Comments:</i>				
Organization	<ul style="list-style-type: none"> <li>- Hard to follow presentation</li> <li>- Strays from topic</li> <li>- No transitions</li> <li>- Did not follow assignment directions</li> </ul>	<ul style="list-style-type: none"> <li>- Somewhat hard to follow presentation</li> <li>- Strays from topic</li> <li>- Minimal use of transitions</li> <li>- Followed some of assignment directions</li> </ul>	<ul style="list-style-type: none"> <li>- Easy-to-follow presentation</li> <li>- Stays on topic</li> <li>- Use of transitions</li> <li>- Clear beginning, middle, and end</li> <li>- Followed assignment directions</li> </ul>	<ul style="list-style-type: none"> <li>- Meets Practitioner plus:</li> <li>- Professional presentation</li> <li>- Makes connections (self, other texts, world)</li> </ul>
<i>Comments:</i>				
Use of Voice	<ul style="list-style-type: none"> <li>- Very difficult to hear</li> <li>- Speech is very unclear</li> <li>- Several problems with pace/speed</li> <li>- Uses very little formal, academic language; several fillers, slang used</li> <li>- Incomplete sentences</li> </ul>	<ul style="list-style-type: none"> <li>- Difficult to hear</li> <li>- Speech is unclear</li> <li>- At times, problems with pace/speed</li> <li>- Uses some formal, academic language; several fillers</li> <li>- Incomplete sentences</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate volume</li> <li>- Speaks clearly</li> <li>- At times, problems with pace/speed</li> <li>- Uses mostly formal, academic language; some fillers</li> <li>- Complete sentences</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate volume</li> <li>- Speaks clearly</li> <li>- Consistently appropriate pace/speed</li> <li>- Uses only formal, academic language</li> <li>- Complete sentences</li> </ul>
<i>Comments:</i>				
Use of Body	<ul style="list-style-type: none"> <li>- Eye contact, gestures, poise and posture distracting</li> </ul>	<ul style="list-style-type: none"> <li>- Eye contact, gestures, poise, posture, not evident</li> </ul>	<ul style="list-style-type: none"> <li>- Eye contact, gestures, poise and posture evident but forced</li> </ul>	<ul style="list-style-type: none"> <li>- Eye contact, gestures, poise, posture reflect confidence</li> </ul>
<i>Comments:</i>				
Use of Visuals	<ul style="list-style-type: none"> <li>- Little or no use of visuals to support the presentation</li> </ul>	<ul style="list-style-type: none"> <li>- Visuals distract from the presentation (too much text, poor choice of images, audio is unclear or inappropriate length)</li> <li>- Visuals do not adequately support the content</li> </ul>	<ul style="list-style-type: none"> <li>- Clearly seen by all</li> <li>- Clarifies information, strengthens claims, and adds interest through the use of technology such as Movenote, Keynote, PowerPoint, or equivalent medium</li> </ul>	<ul style="list-style-type: none"> <li>- Clearly seen by all</li> <li>- Clarifies information, strengthens claims, and adds interest through the use of technology such as Movenote, Keynote, PowerPoint, or equivalent medium</li> </ul>
<i>Comments:</i>				

Common Writing Rubric 5/6

CATEGORY	Novice (below)	Apprentice (approaches)	Practitioner (meets)	Expert (exceeds)
Language Conventions	<ul style="list-style-type: none"> <li>- The student has *6 or more errors in spelling, grammar, punctuation, and MLA format.</li> <li>- No variation in sentence structure (simple, compound, and complex sentences)</li> <li>- Topic and/or concluding statement not clearly related to the information presented or missing</li> </ul>	<ul style="list-style-type: none"> <li>- The student has *3-5 errors in spelling, grammar, punctuation, and MLA format.</li> <li>- Little variation in sentence structure (simple, compound, and complex sentences)</li> <li>- Includes a topic and concluding statement that is not clearly related to the information presented</li> </ul>	<ul style="list-style-type: none"> <li>- The student has *1 - 2 errors in spelling, grammar, punctuation, and MLA format.</li> <li>- Some variation in sentence structure (simple, compound, and complex sentences)</li> <li>- Includes a topic and concluding statement related to the information presented</li> </ul>	<ul style="list-style-type: none"> <li>- The student has *no errors in spelling, grammar, punctuation, or MLA format</li> <li>- Varied sentence structure throughout the piece including compound-complex sentences</li> </ul>
Content	<ul style="list-style-type: none"> <li>- Details and facts are unclear</li> <li>- Missing important information</li> </ul>	<ul style="list-style-type: none"> <li>- Uses clear details and facts</li> <li>- More information is needed</li> </ul>	<ul style="list-style-type: none"> <li>- Uses vocabulary related to topic</li> <li>- Well-developed topic with facts, definitions, concrete details, and/or quotations</li> <li>- Focus is clear and distinct</li> </ul>	<p>The student meets requirements of Practitioner and:</p> <ul style="list-style-type: none"> <li>- Holds reader's attention</li> <li>- Details enrich writing</li> <li>- Contains graphics, charts, tables, and/or multimedia to aid comprehension</li> </ul>
Organization	<ul style="list-style-type: none"> <li>- Disjointed ideas</li> <li>- No transitions used to move the reader from one detail to the next</li> </ul>	<ul style="list-style-type: none"> <li>- Disjointed ideas</li> <li>- Transitions needed to move the reader from one detail to the next</li> </ul>	<ul style="list-style-type: none"> <li>- Clearly developed ideas</li> <li>- Uses transitions to move the reader from one detail to the next</li> </ul>	<p>The student meets requirements of Practitioner and:</p> <ul style="list-style-type: none"> <li>- Effective use of smooth transitions related to content and/or assignment</li> </ul>

Common Writing Rubric 7/8

CATEGORY	Novice (below)	Apprentice (approaches)	Practitioner (meets)	Expert (exceeds)
Mechanics and Format	<ul style="list-style-type: none"> <li>- Writer makes 5 or more errors in spelling, grammar, punctuation, and MLA format.</li> </ul>	<ul style="list-style-type: none"> <li>- Writer makes 3 or 4 errors in spelling, grammar, punctuation, and MLA format.</li> </ul>	<ul style="list-style-type: none"> <li>Writer has 1 or 2 errors in spelling, grammar, punctuation, and MLA format.</li> </ul>	<ul style="list-style-type: none"> <li>- Writer has no errors in spelling, grammar, punctuation, and MLA format.</li> </ul>
Paragraph Development (includes sentence structure, word choice, fluency)	<ul style="list-style-type: none"> <li>- Topic sentence is present.</li> <li>- 3- 4 supporting sentences</li> <li>- No transitions</li> <li>- Only simple sentences</li> <li>- Frequent run- ons and fragments</li> <li>- Needs descriptive words</li> </ul>	<ul style="list-style-type: none"> <li>- Topic sentence is present.</li> <li>- *4- 5 simple supporting sentences that follow a logical order</li> <li>- Some transitions</li> <li>- Mainly simple sentences; some compound sentences</li> <li>- Many run- ons and fragments</li> <li>- Needs more descriptive words</li> </ul>	<ul style="list-style-type: none"> <li>- Clear topic sentence *introduces the main idea.</li> <li>- * 6- 7 well- written supporting sentences</li> <li>- Uses transitions</li> <li>- Some variation of sentence structure</li> <li>- Use of descriptive words</li> </ul>	<p>The student meets requirements of Practitioner and:</p> <ul style="list-style-type: none"> <li>- Has an interesting topic sentence that gets the reader's attention</li> <li>- Makes connections and gives new details or information</li> <li>- Varied sentence structure throughout</li> <li>- Evidence student used the thesaurus for word choice</li> </ul>
Ideas and Content	<ul style="list-style-type: none"> <li>- Writing is extremely limited in communicating knowledge</li> <li>- No central theme</li> <li>- Notes are missing</li> </ul>	<ul style="list-style-type: none"> <li>- Writing does not clearly communicate knowledge of the topic</li> <li>- Includes limited information on topic.</li> <li>- Notes are incomplete and/or disorganized</li> </ul>	<ul style="list-style-type: none"> <li>- Writing is purposeful and focused.</li> <li>- Demonstrates understanding of the topic</li> <li>- Piece is detailed</li> <li>- Notes are organized, used, and information is shared in own words</li> </ul>	<p>The student meets requirements of Practitioner and:</p> <ul style="list-style-type: none"> <li>- Writing is confident and clearly focused</li> <li>- Uses precise language and domain- specific vocabulary to inform or explain the topic.</li> <li>- Links ideas within categories of information using words, phrases, and clauses.</li> <li>- Contains illustrations, graphics, tables, charts, graphs, and/ or multimedia when appropriate to enhance understanding</li> </ul>

