



EASTSIDE
CHRISTIAN ACADEMY

PARENT/STUDENT HANDBOOK

2024-2025

TABLE OF CONTENTS:

Table of Contents:	2
Organization	4
VISION STATEMENT	4
Mission Statement	4
Goals	4
Philosophy	5
Non-Discriminatory Policy	5
Statement of Faith	5
Curriculum	6
School Board Meetings	6
Accreditation	6
Association of Christian Schools International	6
Registration	6
Admission	6
Tuition & Fees	11
School Books and Supplies	14
OPERATIONS	14
School Office	14
Office Check-In Policy	14
Visitors	14
Attendance	15
Tardy Policy	17
Tardies to Class	17
Truancy	17
Leaving Before Close of School Day	18
Pre-Arranged Student Absences	18
Leaving the School Grounds	18
Traffic Flow & Parking	18
Student Departure	19

School Closings	20
Illness and Medication Policy	20
Dress Policy	20
General Guidelines	22
Background Check Policy	22
Pet Visitation Policy	23
Discipline Policy	23
Unacceptable Behavior	24
Seclusion and Restraint Policy	26
Missions	34
Homework	34
Student Evaluation	35
Grading Scale	35
Academic Recognition	36
Field Trips	36
Emergency Drills -Fire , Tornado, Earthquake Drills	36
Library	36
Lunch-Snack Time	37
Recess	37
Gym Rules	38
Classroom Parties	39
School Pictures	39
Programs	39
Chapel	40
Prayer	40
Gifts to the School	40
COVID-19 Policy as of July 20, 2020	40
Returning to School after illness	41
DISCLAIMER	41

ORGANIZATION

Eastside Christian Academy is a private Christian school started and sponsored by The Life Center International. Eastside Christian Academy is governed by the ECA School board.

VISION STATEMENT

"Empowering Hearts, Minds, and Souls: Striving for Excellence in Education Rooted in Christian Values"

MISSION STATEMENT

"At Eastside Christian Academy, we are dedicated to providing a nurturing and challenging educational environment that fosters academic excellence, spiritual growth, and character development from K to 12th grade. Grounded in Christian principles, we aspire to cultivate a community where each student is valued, encouraged, and empowered to discover their unique gifts and potential. Through a holistic approach to education, we aim to inspire a lifelong love for learning, instill a strong sense of moral integrity, and equip our students to make positive contributions to a diverse and ever-changing world. Our commitment to academic rigor, compassionate guidance, and Christian values creates a foundation for success, virtue, and purpose in the lives of our students."

GOALS

1. To train each student in the knowledge of God's Word and obedience to His Will.(Romans 12:1-2; 2 Timothy 2:15; Deuteronomy 26:16-17)
2. To provide each child with an excellent education in the basic fundamentals required for success and for preparation for life's work. (Ephesians 4:12)
3. To teach the student respect for and submission to authority from God's perspective.(Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
4. To provide each child with a high regard for America, while thanking God for a national Christian heritage and teaching them the foundations of good citizenship. (Romans 13:1-7)
5. To aid families in Christian growth and to help them develop Christ-centered homes. Ephesians 5:22-33; 2 Peter 3:18)

PHILOSOPHY

Eastside Christian Academy strives for high academic standards to equip the student to become a productive member of society as well as provide for a means by which the child may establish a personal relationship with Jesus Christ. We begin with the belief that God is Creator of all and that real education must, of necessity, set Him in the center of all learning. The laws of nature are His laws and He will be acknowledged in all classes regardless of subject matter being taught. It is our belief that a quality education adequately prepares the student for future educational endeavors; and teachers that are Christian in philosophy.

Each student is expected to use all available school and home resources and to perform at his or her highest level in order to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom. We offer English, Mathematics, Social Studies, Science, PE/Health, Fine Arts, French/Spanish, and Bible.

NON-DISCRIMINATORY POLICY

Eastside Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and other school administered programs.

STATEMENT OF FAITH

The Bible is the inspired Word of God. It is the only guide and basis of our faith and practice (2 Timothy 3:16-17).

Salvation is by grace through faith in Jesus Christ (Ephesians 2:8-10). All mankind is guilty of sin and deserves God's justice and wrath (Romans 3:23; 6:23). But because of God's love, He wants us to be saved (John 3:16). All believers in Jesus who acknowledge Jesus as the Christ (Romans 10:9-10), who repent of their sins and are baptized into Jesus shall be saved and receive the Holy Spirit (Acts 2:38).

Unity of all believers is important to Eastside Christian Academy because Jesus prayed for it (John 17:21), and the Bible pleads for it (Ephesians 4:3-6). Christian growth is a vital part of the Christian life. An outline of Christian growth is recorded in scripture (2 Peter 1:3-11).

CURRICULUM

Curriculum in the Christian School is aimed at:

The whole person - body, soul and spirit.

Assisting the student to live by faith.

Learning to live reciprocally in the Lord's diverse Body, the church.

Impacting our culture as the salt and light of the world.

Eastside Christian Academy uses the ABEKA curriculum for grades K-5th and for most courses 6-12. Additional curriculum is needed to meet accreditation requirements.. This curriculum is a strong academic program that emphasizes the basics and recognizes that all truth comes from God, whether it is math, science, history or any other subject.

All classes will be Christ-centered and designed to meet the students' needs. The basic subjects of language arts, math, history, science, health and Bible are taught. Students also participate in music, computer, art and physical education activities.

SCHOOL BOARD MEETINGS

Meetings are regularly scheduled on the last Tuesday of the month at 7:00pm at the school. Special meetings may be called by the school board president as circumstances dictate. The meetings are closed to parents and staff for observation. If participation is desired, the individual must notify the school board president in writing prior to the meeting.

The ECA school board will consist of five (5) members including an elected president, vice-president and secretary. All five members of the school board must be members of their local church, one of whom must be a current elder at The Life Center. Any member changes to the governing body must be recommended by the current school board and approved by the elders of The Life Center.

ACCREDITATION

Eastside Christian Academy is accredited through the Indiana Department of Education effective July 1, 2024.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

Eastside Christian Academy is seeking membership in the Association of Christian Schools International (ACSI). ACSI is a full-service association and accrediting body designed to be a meaningful aid to Christian schools. Some of the services and programs available through ACSI include: conventions, conferences, legal defense, accreditation and student activities.

REGISTRATION

Registration opens yearly on March 1st for currently enrolled students. Registration opens on May 1st for the general public. Registration fees are due each year and are non-refundable and non-transferable.

ADMISSION

The process of enrollment at ECA prior to final acceptance shall include but is not limited to the following:

1. Submission of properly completed application forms, registration and fees.
2. Parent/student interview may be requested with administration to insure that:
 - At least one parent expresses a clear testimony of Christian faith in writing;
 - The parents desire a Christian education for their child;
 - Family beliefs and practices are consistent with the standards, doctrine, and values of the school;
 - The child, if high school age, expresses a desire to attend ECA and agrees to live in harmony with school standards.
3. Entrance testing may be given to (grades K-6) to determine grade level placement.

Upon completion of the designated steps, parents are notified as to whether or not their child has been accepted into the school. Students can be accepted with conditions on an as needed basis.

Students who have been accepted into the school must have their files complete within the first month of school. This includes having a birth certificate, immunization records, Statement of Cooperation and Agreement, pastor recommendation and previous school records if applicable.

The birth date cut-off for entrance into four-year-old kindergarten shall be four by August 1st, kindergarten shall be age five on or before August 1st, first grade students shall be six on or before August 1st. There may be a few exceptions to be approved by the administration.

ECA follows an admissions procedure sequence that benefits both the school and prospective parents. The administrative office conducts interviews first and then classifies admissions decisions into three categories: conditional admission, probationary admission, and denial of admission. Parents are required to complete the forms prior to the interview and testing.

INTERVIEW WITH THE ADMINISTRATIVE OFFICE

The administrative office may schedule an interview with parents who have made an application to ECA. The administration may require the student to attend the interview. The administrative office may interview the parents before admission to the school is granted.

Parents should bring a copy of the student's grades and achievement test results to the interview. Parents seeking to enroll a student at the beginning of a school year should bring the student's academic information for both the current school year and the previous school year.

The administration will use the information to assess the student's academic aptitude and to identify possible problems. All students admitted to the school will be expected to perform at or above grade level.

The process for enrollment is as follows:

1. Forms completed;
2. Tour and Interview
3. Date Set Up for Testing; if needed
4. Application Fee paid and enrollment completed.

It is desirable that students who attend the school come from homes that reinforce the values and beliefs taught during the school day. To this end, the administration office will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline policies.

During the interview, the administration will provide a description of the school's activities and will answer any questions that arise. Classroom visits are permissible upon request and by prior arrangement with the administration.

If the information for the student is complete, the parents will be informed of the administration's decision within a week of the interview. If the information is not complete, the decision will be delayed until the required information has been obtained.

ADMISSION DECISIONS

Admission decisions are based on several criteria, among which are:

1. Spiritual Considerations
 - Personal Christian commitment of parents and students.

- Willingness of parents and student to be supportive of the school's evangelical Christian philosophy of education.
- Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school.

2. Behavioral Considerations

- History of acceptable citizenship in previous school experience.
- Agreement of parents and student to abide by the behavior standards established by the school.

3. Academic Considerations

- Documented record of acceptable grades in previous school experience.
- Acceptable scores on achievement tests.
- Prior teacher recommendations

4. Personal Considerations

- Student's special interests, talents, and skills.
- School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

Admissions fall into three categories: conditional admission, probationary admissions and denial of admission.

Conditional admissions are reviewed yearly for continuing enrollment. A conditional admission for the school year is given to students who:

1. are performing at or above grade level;
2. attend school regularly; and
3. submitted to school policy and regulations during the previous school year.

In the cases of new applicants, the student will be expected to have submitted to his or her previous school's regulations and policies for the grading period immediately preceding application for entry to the school. (This status can be changed for academic or disciplinary reasons.)

Applicants with deficiencies in any of the specified areas may be offered *probationary admittance* for nine weeks if the administration feels the deficiencies will be corrected by the end of that time. Probationary admissions are reviewed each grading period by the administration. If the necessary corrections have not occurred, the student will be denied further admittance. If the administrator and the student's teacher(s) agree it is highly likely the deficiencies will be corrected at the end of a second nine weeks, probationary admission can be extended. Under no circumstances, however, can a student be placed on probationary admittance for more than eighteen school weeks.

Denial of admission will be given by the administration if the applicant is deficient in one or more of the specified areas and correction during a nine-week period is unlikely. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

COMPLETION OF ADMISSION FORMS

Parents are required to complete the following forms:

1. Application for Enrollment in ECA;
5. Agreement that Students will be taught in accordance with ECA's Statement of Faith;
6. Emergency and Medical Information Release;
7. Immunization record;

- 8. Statement of Cooperation/Parents Agreement;
- 9. Field trip & Photo Release;
- 10. Internet Usage Policy commitment;

ENROLLMENT/APPLICATION FEE

The \$100.00 application fee (non-refundable) is due when the completed admission forms are returned to the administration office. The enrollment procedures cannot continue until the application fee is received.

ENROLLMENT PRIORITIES

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year. Re-enrollment must be done each year and is not complete until the fee is paid. The re-enrollment fee is non-refundable.

All re-enrollments are subject to the Admission Committee’s approval and written notification will be given if rejected. In order to re-enroll all accounts must be current. All students will be prioritized according to their date of application.

Open enrollment will begin after the re-enrollment period.

Registration opens yearly on March 1st for currently enrolled students. Registration opens May 1st for the general public. Registration fees are due each year and are non-refundable and non-transferable.

TUITION & FEES

Tuition and fee information is posted on the ECA website under the Admissions tab. There are several tuition payment plans from which each family may elect.

Kindergarten - 12TH GRADE

M-F (Full Day) - \$8,000 \$800/month - (10 months) Annual registration fee - \$100

A child may be suspended from school until the financial account is current. Please refer to the Schedule of Fees for additional information.

If financial problems arise, the school is willing to work with you in making special arrangements for payment.

Your account must be current by the first day of school in order for your student to be admitted for the next school year.

TUITION ASSISTANCE

Several tuition assistance opportunities are available to help families make ECA possible for their children. School Choice Scholarships (Vouchers) and/or Scholarship Granting Organization (SGO) Scholarships. Each program has its own eligibility criteria and requires its own application, access to all is available through the ECA website under the Admissions tab. Questions regarding options and the application process(es) should be directed to ECA office staff.

SCHOOL CHOICE VOUCHERS

ECA is eligible for School Choice Voucher Scholarships. Parents are encouraged to complete these forms to receive tuition assistance. Tuition assistance is based upon parent income and number of family members. SCVS is only available to Indiana residents. Any remaining tuition fees would be the responsibility of the parents.

STUDENT WITHDRAWAL OR DISMISSAL

Should it become necessary to **withdraw** your child for any reason during the school year, please notify the school in writing as soon as you know. Students transferring to another school should do this at the end of a nine-week period or end of semester, if possible.

Since ECA has an obligation to its employees and has invested in the student resources for the academic year, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire academic year: therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, the family is obligated for tuition through the full month in which the withdrawal occurs. No school fees are refunded upon withdrawal, as the school has already incurred the costs associated with the enrollment of the student. Should a parent withdraw their student before the official count day

of the state for waiver purposes, the parent will be responsible for the full tuition up to the date of withdrawal.

No portion of tuition shall be refunded for a student **dismissed** by expulsion or disciplinary reasons. All financial obligations must be met before report cards or transcripts will be released.

Financial Assistance

Families may be eligible for tuition assistance through School Choice, SGO and/or Work Programs.

School Choice State Voucher program based on household income.

SGO -- This is a grant that can offset some cost which is based on your income.

Education Plan 529 - This is an account established by parents for a student which allows parents to place money in an account which has tax advantages.

Work Programs -- There is part-time work around ECA that can help offset tuition costs for Jr/Senior High Students only.

2024-2025 Tuition: There are several ways to pay tuition through the Gradelink Tuition Management System.

During enrollment you will be directed to Gradelink to fill out an application for setting up your secure tuition payment account. You will need to choose a payment plan option that works best for your family's needs during the application process.

(Note: Monthly payment amounts are based on 10 payments which start in August and are completed by May.)

Annual Enrollment Fee (per child) is \$100 . These fees are non-refundable once accepted.

ECA tuition does not reflect all of the costs it takes to educate your child. Fundraisers help supplement added costs; and we ask that you participate in these fundraisers throughout the school year whenever possible.

Once enrolled at ECA, you join a community whose goal is to guide our students to grow academically, spiritually, and socially. We look forward to partnering with you and your student in this process.

Tuition payments are due by the 15th of each month. Checks should be made to Eastside Christian Academy and mailed to the school or brought to the school office.

Payment plans can be found on our website.

If the tuition payment is not received by the 15th of the month, there will be a late fee of \$30.00 added to the account. Any account that is delinquent \$500 or more will not be allowed to continue to grow in delinquency and therefore their enrollment at Eastside Christian Academy will be transitioned to Probationary for up to 30 days. During this time the account must be made current. If the account is not made current within 30 days, the enrollment will be terminated at that time and the delinquent account will be turned over to the collection agency. In the event of a delinquent account, collection and attorney fees will be applied.

SCHOOL SUPPLIES

Each student must furnish his own general supplies. Class supply lists are provided by the teachers.

In prior years parents had to purchase Student textbooks. Moving forward, the school will furnish textbooks and workbooks as part of teacher resources and classroom learning supplies. These items are not returned to students at the end of the year nor are they provided should your child withdraw from ECA during the school year.

OPERATIONS

Daily Schedule

7:45 am Doors Open

8:00 amAll classes begin

3:00pm Student Dismissal

3:15 pm After Care Begins

5:30pm After Care Ends

*Pickup after 5:30pm will incur a \$5 late fee per minute. Before and aftercare for ages K-6th are available via the Early Learning Center.

SCHOOL OFFICE

To assist in the administration of school business, the school admin is in the school office each day from 8:00am to 3:30pm. Questions regarding registration, enrollment, or tuition account status should be directed to the office during those hours. The principal is available during the school day by appointment.

OFFICE CHECK-IN POLICY

Parents or visitors needing to communicate with students during the school day or picking up students for appointments MUST report to the school office. Adults other than parents or court declared guardian must present identification and/or authorization.

VISITORS

All visitors to the school must check in at the office before going to any classroom. Each teacher welcomes a visit from any parent; however, we do ask that such visits be made by appointment with the teacher prior to the visit. Students from other schools may visit a classroom for one day with prior permission granted by the principal and classroom teacher. Visitors are asked to follow the same regulations that govern the actions of ECA students.

ATTENDANCE

School attendance is necessary for adequate learning. Because our curriculum is fast paced, we recommend that students do not miss any school except when absolutely necessary. In case of absence, **the parent must call the school office that day explaining the reason for the absence.** NO TUITION REFUNDS ARE MADE BECAUSE OF ABSENCE.

Absences should be reserved for illnesses, family emergencies and medical appointments that cannot be scheduled after school hours. If it is necessary for students to miss school for extended periods, parents must notify the office by completing an “ECA Student REQUEST FOR LEAVE OF ABSENCE” form. The office will then notify the teachers.

For every absence, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school. Students are responsible for getting make-up work from the teacher.

Students who are absent and need to have assignments must make the request before 9:00 am and parents pick up the work after 12:00 pm. Teachers cannot take classroom time from teaching the students to prepare assignments on the spot for absent students.

Perfect attendance is when a student has been in school for the full day every school day. Any student coming to the academy after the first hour has been completed is not considered for perfect attendance. A student being gone for more than 3 periods during the school day, will be considered absent for one-half day. Also, if a student has four (4) tardies during a grading period, that student is not considered to have perfect attendance.

Guidelines

1. Absences from academy, for whatever reason, e.g. family vacation, illness, appointments, visits, etc., will be counted as absences. Parents or guardians must call or contact the academy about each absence on the date of the absence before 10:00 a.m. Failure to do so may result in the absence being identified as truancy.
 1. **Truant absences** are identified as:
 1. Failing to attend the academy or class without the **consent** of the parent / guardian or academy official
 2. Not being in assigned location on the academy campus during the school day without approval of appropriate academy personnel
 3. A “Habitual Truant” is a student who is truant from the academy either three times in one semester or four times in a year.

The following events, by law and policy, are not absences from the academy:

1. Academy sponsored trip,
2. Suspensions from academy attendance,
3. Serving as a Page in the Legislature,
4. Working the elections as provided by law and policy,
5. Appearing in court under order of subpoena,

6. Serving on active duty with the Indiana National Guard for not more than 10 days in the school year,
7. Serving as the official representative of the academy (as approved by the principal),
8. Serving on the State Department of Education Standards Task Force,
9. Hospitalization or incarceration with verified educational services being provided,
10. College Days – a maximum of 2 college visitation days will be permitted on each of the last two years of high school – additional visitation days must receive prior approval from the school principal or designee.
11. Other: Principal determination (must be documented),
12. Excellent attendance (98% for the year) will be recognized,
13. Documented doctor/dentist/therapist notes will not be included in the calculation of excessive absences,
14. Loss of Credit (High School) – **A student may be denied credits after the 8th absence from the academy/class in a semester.** Extensions will be provided to students who have documented medical or dental excuses on file. **Notes from health care providers must be received within three school days after the student returns to the academy.** After the eighth absence, the student and his/her parent/guardian will be notified and may be provided the following options: 1. An attendance contract that provides an opportunity for the student to regain credits based on improved attendance during the current semesters; 2. The student may lose all credit and be released from the academy.
15. Tardies to the academy or class will be dealt with in such a way(s) so as not to negatively impact the academy's attendance rate. Calls will be made to the home to encourage the student to be on time and at school each day. Tardies may result in loss of recess/break time or assignment to a detention or extended school day.
16. After each absence the following procedures will be followed:
 1. Calls will be made to the home or parent workplace each day if the school is not notified by the parent, guardian, or emancipated student on the day of the student's absence. The school will use other communication methods if there is

no available home/work phone. All efforts to contact the home will be properly documented.

2. When possible and/or appropriate, teachers/teams are encouraged to discuss the importance of school attendance with the student.

TARDY POLICY

Punctuality is very important. The habits children learn while in school will be habits for life. Since transportation is the responsibility of the parent, the responsibility for punctuality is also largely that of the parent. We realize that there are times when being late cannot be avoided, but excessive tardiness cannot be tolerated. After 5 tardy slips have been given a \$5.00 fee will be applied to the school bill.

All classes begin promptly at 8:00am. A tardy is defined as arriving at their classroom after 8:00 am. Once a student accumulates FOUR (4) TARDIES during the grading period, the student will be issued a lunch detention and the student is not considered to have perfect attendance. If a student misses 3 or more class periods, it is considered as 1/2 day.

TARDIES TO CLASS

Once the bell rings to begin class, students not in the classroom will be marked tardy.

TRUANCY

A student is considered truant when he or she is not in attendance in the academy, class, study hall, or other assigned activity, without the permission of parents, legal guardians, and/or designated academy official(s). A student will be considered truant if he or she misses a class for more than fifteen (15) minutes and there have been no previous parental contacts. Truancy is also when a student is absent and does not make contact with the academy. Truant students may not make up work for credit.

LEAVING BEFORE CLOSE OF SCHOOL DAY

Students are not to leave the academy grounds without a permit from the Principal/Academy personnel. Students violating this policy will be considered truant and thus subject to disciplinary measure. If a student is on a work-study program, a permanent pass will be issued at the beginning of the semester. Once a student arrives on campus he/she may not leave.

PRE-ARRANGED STUDENT ABSENCES

For all students in kindergarten through 12th grade any work missed for a pre-arranged absence period of 1-2 days can be asked for in advance from the classroom teacher. All work must be made up and returned to the classroom teacher upon returning to school. This isn't an excused absence unless a doctor's note accompanies the student.

For all students in kindergarten through 12th grade planning to be absent from the classroom for a period of 3 or more days, a STUDENT LEAVE OF ABSENCE FORM must be filled out by the student and parents. The form is available on the website and from the school office. The form is to be completed and signed by the parent(s) and returned to the ECA office a full 5 school days prior to the absence. The principal and teachers will discuss the plan of action to be taken and all work missed will be given AFTER the student returns to school. The student will have one day to make up the work to one day missed (example: 3 days missed will give the student 3 days to make up the work). If all work is not completed in the allotted time frame, incomplete/zeros will be given for the work left unfinished.

If no absence form is completed and approved by the office, no make-up work will be given and the student will automatically be given zeroes on all missed work and tests.

LEAVING THE SCHOOL GROUNDS

No student is permitted to leave the school during the day without permission from the teacher and the parent or guardian. Before a child can leave school grounds, he must be signed out in the office by a parent/guardian.

TRAFFIC FLOW & PARKING

Student Arrival

ECA doors open at 7:00a.m. at which time all students, including preschool, should enter through the main school door. The first car will be required to pull up to the door upon arrival. The following cars will pull up behind to wait until the car in front of them has unloaded and pulled away from the building. This process will continue until all students are in the building. There will be a staff member at the door to assist your student into the building and also one in the before school classroom. All teachers will be in their classrooms waiting on the students. Classes will begin promptly at 8:00am.

We are asking that anyone dropping off a student in the morning leave as soon as the child enters the building. If you need to pay a bill or make an appointment, we ask that you park and enter through the office doors and sign in at the office. This will help to alleviate any congestion in the hallways and allow the teachers to begin their school day promptly.

STUDENT DEPARTURE

Students assemble in their homeroom class at 3:00pm for dismissal and any announcements for the day. Students remain seated in their homeroom class and are dismissed to their parents or called out by name when their parents arrive.

No student is to leave the school building and grounds with any unauthorized adults as stated on the registration forms.

Students should be picked up promptly after dismissal at the end of the school day.

Students may be picked up from the office before 2:45 for doctor's appointments or necessary early departures, and must leave the building as soon as possible. In order to keep children out of the parking lot while cars are driving, we will not dismiss any children from the office after 2:45 pm.

All vehicles use the north side of our campus. We will be using a "stacking" method for the dismissal of students. The first vehicle will pull up to the dismissal doors where a teacher will be waiting to assist your child into your vehicle. The following vehicles will pull up behind the vehicle in front of them and we will load several students at a time in this manner. Each family will receive an identification tag to put in your front window for the staff to call your students name and line up for pick-up. Please be sure to have this with you during dismissal to facilitate a quick and easy process.

The staff should be notified of any changes to a student's normal departure routine. In cases of emergency when students cannot be picked up on time, the office should be notified.

Parents who need extended care services either before or after the school day must follow our guidelines listed in the handbook. There is no cost for early arrival but there is a minimal cost for after school care. The cost for after care is \$4.00 per hour for each student. The charge will be added to your school bill.

SCHOOL CLOSINGS

School may be closed due to severe weather, utility failure or other emergencies beyond our control. In such cases, announcements of school closing will be made on the TV channels 2, via text alerts, email and on our website at www.goeastside.org. Eastside Christian Academy WILL BE CLOSED if all Vigo Community Schools are closed due to severe weather. In case of school closure after the school day has begun, all parents will be notified by text alert or email.

In the event of a 2 hour delay, students arrive at 10:00 and class begins at 10:15am.

ILLNESS AND MEDICATION POLICY

If your child is absent due to illness, please call the office to let us know that he/she will not be in class. As a rule, a child must be fever free 24 hours before returning to school. ECA policy states that we consider a fever to be a temperature of 100 or higher. We will call someone to pick up a student from school if they vomit at school or have a temperature of 100 or higher. Otherwise we will keep them in class until dismissal.

If students are not at school due to an illness the day of a scheduled school program, we ask that they not participate in the program.

School personnel will not administer drugs or medicine of any kind, including aspirin, without parental permission. However, we will be glad to assist your child with taking his/her medicine in accordance with complete written instructions and permission by you or your doctor. All medication should be kept in the school office unless administrative approval has been given in special cases for medication to be kept in the classroom.

Although head lice are not a frequent occurrence at ECA, we have been known to have a few cases. If a case should occur, our staff will check the infected classroom and possibly the whole school. Treatment is a must. Parents of an infected student will be called. Students will be rechecked upon returning to school to make sure the child is nit free before returning to class.

DRESS POLICY

School dress is primarily the responsibility of the parents. Many problems will be eliminated if parents will assume responsibility for enforcing the school standard of dress with their child.

Cleanliness, neatness and modesty are the three main qualifications which should be found in the dress of the students. The type of clothing worn to school has a definite effect upon the attitude, conduct and work habits of the students, as well as an effect upon our witness to the community. Any clothing which draws improper attention is considered inappropriate. The school staff has the authority to correct any student regarding improper dress.

No dress code adequately satisfies all situations at all times. Therefore, the principal has the right and authority to make rulings on new fads and changes in style. The principal also has the final say on any questionable clothing or jewelry.

There are no regulations concerning uniform clothing. The following will NOT be permitted:

No winter coats, blankets, sunglasses or hoods up on sweatshirts are to be worn in the building between the first and last bell.

1. Backpacks must be placed in student lockers when entering the building and/ or with principal discretion.
2. Halter, crop or midriff type tops. All shirts should be at least 2 inches below the belly button. This should allow the student to raise their arms above their head without showing skin at the belly area.
3. Spaghetti straps or strapless tops or dresses.
4. Tank tops, fish-nets, cut-offs or muscle shirts
5. Head coverings and hats are not permitted.
6. Clothing with holes or with rips. Jeans with rips must not have rips above fingertip length.
7. Track/Gym style shorts or sweatpants. Long Basketball shorts are permissible.
8. Shorts must be finger-tip length or longer. (When a student stands straight, arms relaxed at their side, the shorts should be at least to the end of their fingertips or longer.)
9. Clothing with unchristian pictures, wording or symbols.
10. No accessories like chains, studs, etc.
11. No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, gang-related activities and/or sexual content. T-shirts that display the Confederate Flag or read "Interstate 420" are examples of inappropriate attire.
12. **No bicycle style shorts, athletic pants or leggings unless worn under a skirt.**

Please Note: When wearing sandals or "flip-flops" to school, there is no protection for the feet when playing on the school playground. You may want to send socks and tennis shoes with your child for protection from the concrete or rocks or mulch covering the playground.

GENERAL GUIDELINES

It would be impossible to make rules to govern every situation. Good behavior must come from the heart in love and obedience to GOD. It is our desire for the students to learn to do right

because it is the right thing to do. However, for the sake of everyone's good, please note the following guidelines:

- Students should respect and obey any person of authority at school at all times.
- Talking is to be done in a conversational tone. Students are not to whistle, yell, run or be rowdy in the building.
- Students are expected to do what they are told, when they are told, to the best of their ability.
- Students are expected to follow ALL rules for the classroom. Each person is different; therefore each teacher will have slightly different rules for their class.

Students are not allowed to:

- use inappropriate language
- cheat on test, quiz or any other assignment
- buy, sell or trade items while at school without permission from the office
- all electronic devices (example: cell phone, iPod, tablets, etc.) are to be held in the 1st period during the school day. Students may retrieve their electronic device upon dismissal for the day.
- have inappropriate music or literature
- have alcohol, drugs, tobacco or any related items or look-a-likes of these items
- weapons of any kind (real or play)

BACKGROUND CHECK POLICY

Background check forms are required for all people involved in (but not limited to) mentors, student teachers, chaperones, classroom and office helpers, preschools and other programs. In accordance with this ECA policy, any person volunteering in a student supervisory capacity at Eastside Christian Academy is required to complete a full legal background process required by the State of Indiana. Additional information forms are available in the main office about local options.

If you would like to volunteer in a non-supervisory capacity such as the Spring Carnival and classroom parties, a full background check will not be necessary. We consider festivals a public event and therefore we do not feel it viable to require a background check to attend and volunteer. During a classroom party the teacher or staff responsible for the students will not

leave the students unattended. Whether or not to require a full background check for future events is the responsibility of the ECA school board.

PET VISITATION POLICY

Due to various allergies, the ECA school board does not allow pets into the school building.

DISCIPLINE POLICY

Discipline and its application at Eastside Christian Academy is grounded in Scripture:

“He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.” Proverbs 13:18

Just as "discipline" and "disciple" come from the same root word, we believe that the full meaning and intent of discipline should be not only to correct behavior but also to build up, encourage and train individuals in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In that context, discipline must never be administered vindictively, in anger, or devoid of forgiveness, or in any manner that is demeaning to the worth of the individual. Discipline is ordained of God for the building of character and the training of behavior.

Parents have been given the responsibility by God for the discipline of their children. ECA parents have, by virtue of enrolling their child in ECA, agreed that the authority rests in part with the teachers, staff and administration. If parents have questions or disagreements regarding disciplinary action, it shall be their responsibility to:

STEP 1 - Discuss these questions or differences with the classroom teacher first.

STEP 2 - If the matter is not resolved with the child's teacher, the parents shall then discuss it with the principal. It shall be the discretion of the principal to invite the teacher to participate in this meeting.

STEP 3 - Failing a resolution at this level, the final step is to bring the matter to the Superintendent/Senior Pastor.

The teachers, staff and principal are responsible to GOD for the lives placed under their care. They have the authority from the parents to administer discipline within limits of this policy.

If the teacher cannot continue teaching because of a misbehaving child in the classroom, the student will first be removed and brought to the principal's office. If this action does not help, the parents may be called to come and take the student home for the remainder of the day and to give the school assurance that steps will be taken at home to help correct this behavior.

Students are responsible, under GOD, to obey and show respect for the teachers, staff and the administration as they should for their own parents. They are also responsible for helping to maintain a clean and orderly learning environment.

The proper and effective implementation of discipline rests with the cooperation of parents, students, teachers, staff and administration. In all things justice must be tempered with grace and compassion. The purpose of discipline at Eastside Christian Academy is to enhance the learning environment, training the student in self-discipline and leading them to maturity in Christ.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior differs in its severity and should receive different responses. The examples listed are examples only and are not meant to be inclusive. An act of behavior is deemed to pose a discipline problem if, in the opinion of the teacher, that act causes disruption of the education process, endangers others and/or discredits the school in any way.

Offenses that are not listed will be dealt with at the discretion of the teacher or principal.

1. Unexcused tardiness
2. Failure to complete assignments
3. Displays of rudeness or disrespect (verbal or nonverbal)
4. Excessive cluttering of work area
5. Causing a minor disturbance
6. Violating property of others/ Vandalism
7. Not obeying the classroom rules
8. Throwing objects

9. Abusing privileges
10. Unacceptable or inappropriate language remarks or language
11. Lying or cheating
12. Stealing
13. Fighting or displays of anger
15. Buying or selling unauthorized items at school
16. Violation of dress code set by administration
17. Alcohol, drug, tobacco or any such item that is considered by the school as a look-a-like
18. Weapons (real or play)
20. Running in the halls or when told not to run
21. Violation or refusing to obey any rules or guidelines set by the administration

Consequences for Violation of Classroom Rules or Guidelines

Students that display continued disciplinary problems and disobedience will be considered out of harmony with Eastside Christian Academy purposes and philosophy and will be dismissed. Every effort will be made to discipline lovingly and to respect the rights of the individual student.

The teacher will talk to the student, explaining the school rules as well as their classroom rules. Then, depending on the severity, the age of the child, and circumstance, a progressive plan will be adopted. Any of the following steps may be skipped if the teacher and administration feel it is necessary:

1. A direct glance from the teacher to notify the student of unacceptable behavior, students will often correct themselves if they are made aware of the problem.

- 2. Head on desk for a period of time, or time out.
 - 3. Student's seating assignment changed in class.
 - 4. Student removed from class for a short period of time.
 - 5. Recess Detention or Lunch detention, Student's parents notified
 - 6. Academic Study Hall detention, Student's parents notified
6. In the event the student's behavior did not improve after working with the parents, this student may be suspended from school. Length of suspension to be determined by the administration in accordance with the severity of the behavior. No class work will be made up during this time in the office.
7. In the event the student's behavior did not improve, the student may be removed from Eastside Christian Academy for the remainder of the school year. Enrollment for the following school year will not be accepted.

SECLUSION & RESTRAINT POLICY

A copy of this plan shall be available to students and their families. At a minimum, this plan shall be copied and available:

_____ in every student handbook; AND/OR

_____ on the school's website at <https://www.goeastside.org>; AND/OR

_____ at the school office located at 2955 Erie Canal Rd, Terre Haute, IN 47802.

I. USE OF RESTRAINT

- Every effort shall be made to avoid the need for the use of restraint of a student..
- Physical restraint, including physical restraint by a school resource officer, shall not be used except when used as a last resort and only when:
 1. the student's behavior poses imminent risk of injury to self or others; and,
 2. Other less restrictive interventions are ineffective.

3. use of restraint by a school resource officer will follow the officers' agency training regarding the use of restraints.

- A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- Physical restraint of a student, including physical restraint by a school employee, may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- While transporting a student on a moving vehicle, a bus harness or other safety equipment may be required and is permissible for safety purposes. The need and use of any bus harness or safety equipment used to restrain a student during transportation must be documented. Mechanical or chemical restraints are otherwise not authorized.
- The use of any drug, medication, or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified healthcare professional) is prohibited.
- A School employee may never give a student any drug or medication that is not a standard treatment or dosage, or both, for the student's medical or psychiatric condition unless otherwise prescribed by a physician.
- Every incident in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be physically restrained and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the restraint of the student.

II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED

- Physical restraint, including physical restraint by a school resource officer, shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- Destruction or damage to property does not constitute risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- When known medical or physical condition of the student would make physical restraint dangerous for that, physical restraint shall not be used.
- Restraint shall never be used as punishment, or to force compliance with staff commands.
- Prone or Supine forms of restraint are not authorized in school.

- Seclusion or restraint shall never be used in a manner that restricts a student's breathing or harms a student.

III. USE OF SECLUSION

- Every effort shall be made to avoid the need for the use of seclusion of a student.
- Seclusion, including seclusion of a student by a school resource officer, shall not be used except when used as a last resort and only when:
 1. the student's behavior poses imminent risk of injury to self or others; and,
 2. other less restrictive interventions are ineffective.
- A student shall never be secluded by a school employee, including seclusion of a student by a school resource officer, who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- Seclusion of a student, including seclusion of a student by a school resource officer, may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.
- Every incident in which seclusion is used, including every incident involving a school resource officer, shall be carefully, continuously, and visually monitored to ensure the safety of the student, other students and school employees.
- Immediately after the imminent risk of injury to self or others has dissipated, the student should no longer be secluded and a school employee, not involved with the restraint, shall examine the student to ascertain if any injury has been sustained during the physical restraint of the student.
- Time out does not constitute seclusion.

All seclusion environments shall be inspected and shall:

1. Be of reasonable size to accommodate the student and at least one adult;
2. Have adequate ventilation including heat and air conditioning as appropriate;
3. Have adequate lighting;
4. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
5. Permit direct continuous visual and auditory monitoring of the student;
6. Permit automatic release of any locking device if fire or other emergency in the school exists;
7. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm); and,
8. Shall meet current fire and safety codes.

IV. WHEN SECLUSION PROCEDURES SHALL NOT BE USED

- Seclusion, including seclusion of a student by a school resource officer, shall not be used unless the student's behavior poses imminent risk of injury to self or others and other less restrictive interventions are ineffective.
- A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.
- Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
- When known medical or physical condition of the student would make physical restraint dangerous for that student, the student may not be excluded.
- Seclusion shall never be used as a punishment, or to force compliance with staff commands.
- Seclusion shall never be used unless a school employee can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.

V. TIME-OUT

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

VI. DEBRIEFING

A. As soon as practical and after every incident in which seclusion or restraint is used on a student, including every incident of restraint and seclusion involving school resource officers, the school administrator or designee shall do the following:

1. meet with at least one school employee who participated in the implementation, monitoring, and supervision of the seclusion or restraint to discuss whether

B. proper seclusion or restraint procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion;

1. direct a staff person, who was not part of the seclusion or restraint of the student, to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion; and,
2. provide a copy of an incident report to the parent(s) or guardian(s) and offer the opportunity to request a meeting regarding the incident of restraint or seclusion.

When applicable, the procedures described in 511 IAC 7-44-5 should be followed.

VII. INCIDENT DOCUMENTATION AND REPORTING

A. Every incident in which seclusion or restraint is used on a student, including every incident involving school resource officers, shall be documented in order to memorialize the events that led up to the use of either seclusion or restraint.

B. Documentation must be made on the form prescribed by the school and shall include the following:

1. The student's name;
2. The date and time of the incident;
3. The duration of any seclusion or restraint or the beginning and ending times of

the restraint or seclusion, or both;

4. A description of any relevant events leading up to the incident;
5. A description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;
6. A description of relevant interventions used immediately prior to the implementation of seclusion or restraint;
7. A summary of the student's behavior during seclusion or restraint, including a description of the restraint technique or techniques used and any other interaction between the student and staff;
8. A description of any injuries to students, staff, or others or property damage;
9. A list of school employees who participated in the implementation, monitoring and supervision of the seclusion or restraint; and,
10. If applicable, a statement that intervention used was consistent with the student's most current behavioral intervention plan or IEP.

C. The building administrator or designee shall attempt to verbally report every incident in which seclusion or restraint is used on a student, including every incident involving school resource officers, to the student's parent or guardian no later than the end of the school day or as soon as practical.

D. The building administrator or designee shall also send written notification, as soon as practical, to the student's parent or guardian after every incident in which seclusion or restraint is used on a student including every incident involving a school resource officer.

VIII. TRAINING

A. Eastside Christian Academy will provide all school employees with training on:

1. Appropriate use of effective alternatives to physical seclusion and restraint;
2. Conflict deescalation procedures;
3. Positive supports and behavioral interventions techniques;
4. The dangers of seclusion and restraint;
5. Procedures for contacting fully trained and certified staff when behavioral crises occur;
6. The safe use of seclusion and restraint;
7. Steps to avoid the use of seclusion or restraint; and,
8. Debriefing practices and procedures.

In addition, school employees must be trained.

- This training will be recurrent and will be provided to school employees.
- A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint procedures. Any member of the core group, trained in crisis intervention techniques, including the safe use of seclusion or restraint procedures, may provide training to other school employees under this plan.
- Recurrent training will be provided to school employees on a regular basis at least biennially.

IX. Annual Review, Planning Process and Oversight

- An Eastside Christian Academy administrator(or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures for Eastside Christian Academy.
- The Eastside Christian Academy shall establish a Committee or use a standing committee to conduct an annual review of all individual and program- wide data associated with this policy. The Committee shall review the following components related to the use of restraint:
 1. incident reports;
 2. procedures used during restraint, including the proper administration of specific Eastside Christian Academy approved restraint techniques;
 3. preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
- documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint;
- injuries incurred during a restraint;
- notification procedures;
- staff training needs;
- specific patterns related to staff or student incidents;
- environmental considerations, including physical space, student seating arrangements, and noise levels.

C. Upon review of the Data,the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.

D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in Eastside Christian Academy training curriculum.

APPENDIX & DEFINITIONS

Behavioral intervention plan: A plan that is agreed upon by the case conference committee (as defined in IC 20-35-7-2) and incorporated into a student's IEP (as defined in IC 20-18-2-9) and that describes the following:

- (1) The pattern of behavior that impedes the student's learning or the learning of others.
- (2) The purpose or function of the behavior as identified in a functional behavioral assessment.
- (3) The positive interventions and supports, and other strategies, to:

(A) address the behavior; and
(B) maximize consistency of implementation across people and settings in which the student is involved.

(4) If applicable, the skills that will be taught and monitored in an effort to change a

specific pattern of behavior of the student.

The behavioral intervention plan seeks to maximize consistency of implementation across people and settings in which the student is involved.

Chemical Restraint: The administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

Deescalation: Causing a situation to become more controlled, calm and less dangerous, thus lessening the risk for injury to someone.

School Employee: Any paid school staff, volunteer, contract employee, consultant or any other agent of the school or corporation.

Functional Behavioral Assessment: Has the same meaning set forth in 511 IAC 7-32-41. **Imminent:** Likely to happen right away; within a matter of minutes.

Mechanical restraint: The use of a mechanical device, a material or equipment that is attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body.

The term does not include a mechanical device, a material or any equipment that is used as authorized by a licensed physician or other qualified healthcare professional. The term also does not include a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes.

Physical Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another. The term does not include the use of a bus harness or other safety equipment that is used to restrain a student during transport when the harness or safety equipment is necessary for safety purposes.

Positive Behavior Intervention and Support: a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture, and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of

problem behavior to achieve improved academic and social outcomes and increase learning for all students.

Prevention and Conflict Deescalation Training: Training which is provided broadly to school staff on how to prevent, defuse and de-escalate potential behavioral crisis situations without physical contact between a school employee and a student.

Seclusion: The confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break during which an adult is continuously present in the room with the student.

Time out: A behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

Parent or guardian: The student's parent, legal guardian, surrogate parent or student over the age of 18.

Volunteer: A person who is eighteen (18) years of age or older, has regular and direct contact with students, and donates time, energy, or talent to various phases of school programs under the direction and permission of school district personnel for which the person does not receive monetary compensation.

SAMPLE TIME-OUT PROCEDURES

Effective time out procedures include multiple levels, with each level becoming more restrictive and exclusionary. It is important to note that for disruptive behavior requiring more restrictive interventions, once the behavior begins to de-escalate, transition to less restrictive forms of time out may make the return to regular classroom activities easier for the student. The following is a potential time-out plan that schools may consider adopting.

Level I.

- Planned Ignoring: Ignore the student as long as possible if he or she is out of place or seat, noncompliant but not otherwise disruptive.
- Be (or have aide/ associate) available to counsel, provide one-to-one tutoring, or negotiate if the student is involved in a dispute.
- Modify/change a student's assignment to get him or her reinvolved with learning. Select a task that will provide immediate success.
- Separate student from others (i.e. creative seat assignment).
- Send student out of room - on an errand, for a walk, to "cool off."
- Offer a "time-in" situation with a support person outside the classroom.

G. Quietly praise other students for ignoring inappropriate student behavior.

H. When possible, talk to disruptive student out of the classroom away from other students so that he or she can save face.

Level II. Level II time out is more restrictive than the first-level interventions. It is the exclusion of a student from positive reinforcement activities of the classroom without removing him or her from the room.

- Move student to different part of the classroom (i.e. closer to teacher, further away from audience)
- Avoid lengthy explanations to student. Simply say: “Because you _____, you go to time out for ____ minutes.” Avoid other interactions.
- Allow student to take their own time-out.
- Keep time-out period brief. (Time out periods longer than 15 minutes rarely serve their intended purpose-temporary withholding of positive reinforcement. For time out periods longer than 30 minutes, a supervisory staff person shall be consulted about the appropriateness of continuing the time out procedure.) In-school suspension or other out of class but in school interventions shall be considered.
- The student shall be supervised at all times during the time-out period.
- The student shall still be able to access any lesson or instruction being offered to other students in the student’s classroom.

MISSIONS

From time to time Eastside Christian Academy implements and/or participates in mission projects. We believe this helps students to look beyond themselves by giving them an opportunity to help others.

HOMEWORK

Homework is an important part of the school's curriculum. It serves as a time for review, reinforcement and practice of skills learned in the classroom. Homework can also serve as a time for students to independently pursue assignments of a creative and individual nature.

We encourage parents to help and guide their children in homework. We want you to have an active part in your child's education. While you may assist in seeing that homework is complete, and may help in explaining assignments when necessary, the work must be done by the student. The student must take the personal obligation for seeing that the homework is finished, according to directions, and turned in ON TIME. No homework assignment is considered completed until it reaches the hands of the teacher. Homework assignments that are late or incomplete may receive reduced grades. This decision will be made in a fair and consistent manner by the classroom teacher.

For every absence, students have one (1) day to complete make-up work. All tests announced prior to absences must be made up on the day the student returns to school.

STUDENT EVALUATION

Students in intermediate grades could receive a written mid-term report approximately four weeks into each grading period. Report cards are available online every nine weeks. During each grading period, a notice may be sent to parents if a student's work is failing or falling significantly below the student's level of potential.

GRADING SCALE

Grades are given on tests, quizzes, daily work and homework on the following scale:

A+.....	100 and above	A.....	93 – 99
A-	90 – 92	B+.....	88 - 89
B	83 – 87	B-.....	80 – 82
C+.....	78 – 79	C	73 – 77
C-.....	70 – 72	D+.....	68 – 69
D.....	63 – 67	D-	60 – 62
F	59 and under	I	Incomplete *

* Must be made up within one week or will automatically change to an "F".

Kindergarten may use the following grading scale:

Additionally, this grading scale may be used for certain behavioral/conduct grades or non-academic subjects for grades K-6th grade.

O Outstanding

S Satisfactory

I..... Showing Improvement

N Needs Improvement

U Unsatisfactory

ACADEMIC RECOGNITION

1. Honor Roll - Students achieving excellent or above average grades are certainly deserving of special recognition of the highest nature. An "A" Honor Roll will be published (with a signed

"Publications Release Form" on file in the office) each grading period to recognize all students receiving all "A's" (A+, A, A-) in all subjects. An "A/B" Honor Roll for students receiving all A's and B's (includes A+, A, A-, B+, B, B-), and a "B" Honor Roll for students receiving all B's (includes B+, B, B-).

2. Grades Going Up - Students will receive recognition for improving grades by at least one letter from the first to the second semester.

3. Perfect Attendance - Students who do not miss any school during the semester will receive recognition.

FIELD TRIPS

Each class may take field trips for educational purposes. Parents will be notified beforehand of these field trips, as parental permission must be granted before students can participate. Students who do not return a permission slip will not be permitted to go on the field trip. Small fees may be necessary for these field trips to pay for transportation and admission fees. Since these times are to be a learning experience for the student, we do ask that if you are chaperoning please leave any and all younger siblings at home. Please contact the office for special circumstances.

EMERGENCY DRILLS -FIRE , TORNADO, EARTHQUAKE DRILLS

In accordance with Indiana State laws, monthly emergency drills will be held to acquaint students with emergency procedures. Tornado drills will be held in the fall and spring.

When the alarm sounds students should leave rooms and walk, single file, to the designated areas until dismissed. Students must not talk, but listen carefully for the teacher's directions.

LIBRARY

The loan period of all books for Elementary is one week. The loan period of all books for Junior/Senior High students is 1 month. Books may be checked out and returned only during designated times. Elementary students may have only one book checked out at a time. Junior/Senior High students may have up to 3 books checked out at a time. Students will be responsible for paying for damaged or lost books. Damaged or lost books must be paid for before others can be checked out. Reference books and materials must NOT be removed from the building by students.

LUNCH-SNACK TIME

Lunch is available for students to purchase. An A la carte menu will be available on the school website. Lunch accounts should carry a credit and payments need to be made prior to student's purchasing food or snack drinks. Payments for all hot lunches and snack drinks will go to the office so please be sure to label your payments. Elementary grade K-3 may have snacks as needed toward the end of the day. Other special events will be shared by the teachers during the year. Older grades will not eat snacks on a regular basis as we do not eat on the carpeted areas.

The following rules apply during lunch:

1. Students will go to the lunch room in an organized and orderly manner.
2. Students must only talk in conversational tones and only with those at their table.
3. Eat politely (chew with mouth closed, do not talk with your mouth full, etc.).
4. Students are not allowed to trade or share any lunch foods.
5. The student must try to eat all of the meal. The school will do its best to notify parents if students are not eating the purchased lunch.
6. Keep wrappers, etc., out of other students' table space.
7. Remain seated until lunch period is over or until dismissed by the teacher. Raise hand for permission to get up.
8. Upon dismissal, check the area to see that it is clean. Pick up any food or paper left on the table or dropped on the floor and put it in the trash can. The student will not be allowed to go to recess until the area is clean.

RECESS

All students Pre-K to 6th grade are expected to participate in recess activities. Exemption from recess in cases of illness requires a note or phone call from the parent. Rules for recess are written for the safety of the students. These rules will be used as a guideline for the recess teacher:

1. Recess begins only after you are outside or in the gym. It stops as soon as the whistle is blown or the teacher says to line up.

2. When coming in from recess, students are expected to walk quietly through the hall, hang up coats or jackets and return to the classroom.
3. Balls and other equipment are to be held, not bounced or played with while in line.
4. NO student is to leave the playground area or gym without permission from the playground teacher.
5. Good sportsmanship and Christian behavior is expected at all times during recess.
6. Students will be reprimanded for poor, unkind, or unchristian attitudes or actions. This determination will be made by the recess teacher.
7. There is to be NO throwing of mulch, rocks or any other materials.
8. There is to be NO twisting, standing or jumping off swings.
9. Students are expected to take care of all recess equipment. All balls and other recess equipment should be put away after each recess.
10. Students should report any accidents promptly to the recess teacher.

GYM RULES

1. NO eating or drinking by students in the gym.
2. Balls, jump ropes and other equipment may be taken from the storage room and used with permission from the teacher.
3. Students are not allowed to leave the gym without the teacher's permission.
4. Students must stay off the stage at all times.
5. Students are not allowed beyond the second row of the bleachers without permission.
6. Students are to stay out of the corner areas of the gym.
7. All toys and equipment need to be put away before leaving the gym.

CLASSROOM PARTIES

If students wish to bring a treat for their class on birthdays, they may. Parties should not take up much classroom time and all activities and refreshments need to be approved by the teacher. All supplies are to be provided by the parent. If a parent wishes to bring in lunch they should notify the student's teacher two weeks in advance.

Since these activities are to be a fun learning experience for the student, we do ask that if you are volunteering to please leave any and all younger siblings at home.

Since we are a Christian school, all holiday parties will be a Christian focused event. Therefore, we will not use any party favors or treats which depict witches, ghosts, Santa Clause, etc. Final decisions will be made by the teacher and/or the school office.

Flowers, Balloon-a-grams and such items delivered to the school will be held in the office until right before dismissal.

Should your student follow a special diet for health related issues - we encourage you to bring in an acceptable snack/treat for your child's teacher to have on hand in the event of a special event.

SCHOOL PICTURES

Individual pictures will be taken in the beginning of the school year. An offer will be presented to the parents for consideration. There will be NO obligation to purchase these pictures.

PROGRAMS

ECA students present programs in the fall, Christmas, and occasionally at graduation. The students always work very hard to present these special programs to parents and friends. This is a vital part of their learning experience and all students are encouraged to participate. If students are not at school due to an illness the day of a scheduled program, we ask that they not participate in the program.

CHAPEL

Chapel is a time when the student body comes together for worship and a short lesson with a local Pastor. Special recognitions (birthdays, honor roll, attendance, etc.) may also be made during this time. Chapel takes place in the Sanctuary every Thursday. Parents/guardians are always welcome to attend when their schedule permits.

PRAYER

We invite you to pray for our students, our staff and our families consistently and earnestly. Your prayers will be honored by the Lord and answered according to His perfect will. Please pray for the many needs of Eastside Christian Academy daily!

GIFTS TO THE SCHOOL

In a very real sense, each family in the school receives tuition aid. The tuition charged for each student's education does not cover the entire cost. Therefore, we invite families and friends of the school to help us "bridge the gap". Your gifts and contributions are most appreciated and are, of course, tax deductible. We thank God for His faithful provision and your generous support.

COVID-19 POLICY AS OF JULY 20, 2020

Make sure your child is healthy and fever free before sending them to school. A fever is considered anything over 100 degrees Fahrenheit.

We are not requiring face masks at this time; however, any student is allowed to wear a face mask.

We are asking each child to bring a refillable water bottle so that they will not be using the water fountains. We are asking parents to drop off all students at the door and not walk children into their classroom.

We will be allowing time for the students to frequently wash hands or use a hand sanitizer. Example: before lunch, after lunch, after recess and PE

If you want to come and have lunch with your child, we ask that you call the day before and let us know. We will have an area set up for you and your child away from the regular lunch room.

As things change we will make necessary changes as needed.

RETURNING TO SCHOOL AFTER ILLNESS

If your child has a fever with one or more additional COVID-19 symptoms as per the CDC guidelines they will need to have improvement of symptoms and be fever free 72 hours before returning to school or have a doctor's note to return to school.

If a student tests positive for COVID-19 they will be allowed to return to school when the following conditions are met:

- The individual no longer has a fever (without medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 5 calendar days have passed since symptoms first appeared; or
- The individual has received 2 negative tests at least 24 hours apart.

Disclaimer

Eastside Christian Academy reserves the right to update the handbook as needed at any time. Should we need to update the Student/Parent Handbook, parents and students will receive an email to alert them that changes have been made and a revised copy will be attached to the email.