

**EDGARTON CHRISTIAN ACADEMY SCHOOL
FAMILY HANDBOOK 2015-2016**

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EDGARTON CHRISTIAN ACADEMY SCHOOL MISSION STATEMENT

Edgerton Christian Academy, a PreK through 8th grade elementary school, in keeping with our rich tradition, is committed to working in partnership with our families to ensure that our children are educated in a safe environment where they can explore learning, grow in their faith, and develop strength of character. Through the promotion of a rigorous and relevant curriculum, the modeling of Christian living, and our commitment to service, our graduates are imbued with the skills and values needed to assure lifelong academic and personal success.

EDGARTON CHRISTIAN ACADEMY VISION STATEMENT

The vision for Edgerton Christian Academy is to consistently provide a Christian education that excels in spiritual and academic instruction. We look upon the opportunity to educate children as a sacred trust given of God. While we realize that this is a responsibility appointed to parents, we, as a school family, partner with them to promote an environment that extends the home. Our purpose is to teach our young people to recognize, respect and appreciate their value and the value of others to their school and to their families; to live a life of example as modeled by Christ in the New Testament; to teach our children to become productive members of their community in charity and in service; to love learning and to impart that love to others; and to desire to work consistently to the best of their ability.

DAILY SCHEDULE

PreK2, PreK3, PreK4 Grades K - 8
212 Catawba Avenue, PO Box 646, Newfield, NJ 08344
856-697-7300

E-Mail: info@edgertonacademy.com

School Website: www.edgertonacademy.com

6:30-7:45	Before School Care (\$2.50/child per each half hour)
7:50 – 8:00	Arrival
8:10	Morning Prayers/Classes Begin
11:30 –1:00	Lunch & Recess
2:40	Afternoon Prayers
2:40	Dismissal
3 -6pm	After Care (\$2.50/child per each half hour)

On-site Before and After School Care starting at 6:30am until 6:00pm is included in cost of tuition for students in PreK2, PreK3 and PreK4

A \$5.00 charge for each 15 minutes past 6pm that a parent is late to pick-up their child applies to all students in grades PK-8.

****STUDENTS NOT PICKED UP BY 3:00 PM WILL BE PUT INTO AFTER SCHOOL. EARLY DISMISSAL IS 11:15 AM. Students not picked up by 11:30 on early dismissal days will be sent to After Care.**

ADMISSION POLICIES

All children admitted to kindergarten must be five years of age by September 30th. All children admitted to the first grade must be six years of age by September 30th.

Routinely, all students who are eligible to enter kindergarten will be assessed for readiness using a school-readiness assessment. The special services staff or their designee conducts this assessment.

Parents of children transferring from another school must be interviewed by the Principal. Admission may or may not be granted depending upon the school's ability to meet the needs of the child.

All newly registered students are admitted on a trial basis for the 1st marking period based upon academics and behavior. Poor academic performance and/or inappropriate behavior will result in the child's removal from school. Continued enrollment in Edgerton Christian Academy is contingent upon all students abiding by the school's rules and regulations in addition to the timely payment of tuition.

Documents Needed for Admission:

- Birth Certificate
- Immunization Record/Health Record
(in accordance with latest state requirements)
- Kindergarten Physical
- Latest copy of child's report card (Grs. 1-8)
- Transfer Card (Grs. 1-8)
- Latest copy of standardized assessment scores

Edgerton Christian Academy admits students of any race, religion, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of educational policies, admission policies, athletic programs or other school administered programs. Edgerton Christian Academy has open enrollment for students of all faiths and beliefs.

New student enrollment is on-going. There is a non-refundable registration fee for each child in all grade levels including preschool through 8th.

Immunization Policy

Edgarton Christian Academy requires that all students are immunized in accordance with the New Jersey Department of Health's Regulations. A list of required immunizations is included in your registration packet for your convenience.

TUITION

PRE K:

<u>Days Per Week</u>	<u>Total Days Per Year</u>	<u>Per Day</u>	<u>Total Amount</u>
5	180	\$33.50	\$6,030
4	153	\$34	\$5,168
3	117	\$41.50	\$4,855.50
2	78	\$45.50	\$3,549
1	39	\$46.50	\$1,813.50

Tuition K-8:

1st Child	\$ 5,050
2nd Child	\$ 3,990
3rd Child	\$ 3,340
Each Add'l	\$ 3,260

PK Activity Fee: \$60 per child
 Kindergarten Activity Fee: \$60 per child
 Registration Fee: \$125 per child
 Graduation Fee: \$400
 Home and School Association fee: \$20

PAYMENT PLANS

PLAN A: Payment in full due August 15, 2015
 PLAN B: 2 equal payments due August 15, 2015 & January 15, 2016
 PLAN C: 9 equal payments due September 15, 2015 through May 15, 2016
 PLAN D: 11 equal payments due July 15, 2015 through May 15, 2016

****If no payment option is chosen, Plan A will automatically be selected. You may use the SCRIP Program with any of the above plans****

Parents may not be eligible for the payment plan they choose because of previous non-payment; therefore, it is their responsibility to make timely payments. The school may, but is not obligated to send reminders or other notices regarding outstanding bills. There will be an automatic late charge applied in the amount of \$40, in addition to any FACTS late fees, for payments made after the due date. Returned checks are subject to a \$40 fee. Upon withdrawal of a student, any account that is in arrears will automatically be remanded for collection 30 days from date of withdrawal. In addition, the parent will be responsible for court costs and any and all other fees associated with the collection of the debt.

In the event a school financial obligation in default during the school year (including but not limited to returned check fees, Before and After Care fees, Lunch Cards, Tuition, etc.) the school reserves the right to:

- Hold all records including report cards until the outstanding fee/obligation is fulfilled;
- Withhold graduation ceremony privileges and the diploma associated with that ceremony;
- Deny participation in extra activities or end of the year activities such as but not limited to PK graduations and ceremonies, Kindergarten graduation, etc.
- Deny returning to the school for any subsequent school year;
- Release any student and family from the school for any degree of noncompliance with any policy, procedure and/or agreement that Edgerton Christian Academy has established with regards to payment of financial obligations;
- Remand any outstanding accounts for collection for which the delinquent family will assume the costs and fees associated with the collection of those accounts.

TUITION ASSISTANCE PROGRAM

Those families in need of tuition assistance are to apply on FACTS website under Tuition Aid. The Principal will notify you whether you are eligible for tuition assistance in May before tuition payments are due to begin.

FACTS TUITION

**Questions about the FACTS Program can be directed to FACTS at
Factsmgmt.com or 866-315-9262**

SCRIP ACCOUNT

The school provides a service to parents by maintaining SCRIP records. All money accumulated in a family's account must be used to pay for school events, activities, purchases or tuition. If there is a balance in a SCRIP account after a student leaves school for any reason (i.e. transfer, graduation, expulsion, etc.) the balance of the account will be dispersed to the family upon written request.

ACADEMIC POLICIES/REPORT CARDS

Report Cards are issued four times a year. The report card envelope must be signed and returned to the school promptly.

First Report Card Nov. 12th Second Report Card Jan 28

Third Report Card April 15th

Fourth Report Card Last Day of School

Kindergarten through 8th grade Parent/Teacher Conferences will be held in November. Parents are welcomed and encouraged to contact the teacher for conferences at any other time during the school year. PreK Assessments will be conducted twice a year. While parent/teacher conferences are conducted in the fall, the teachers are available for conferences upon parent request at any time of the year.

ASSESSMENT CODE

ASSESSMENT CODE FOR KINDERGARTEN

S = Satisfactory
W=Working on the Skill
N = Needs Improvement
X = Not Yet Introduced.

PROGRESS INDICATORS FOR GRADES 1 and 2

A = Outstanding Progress	B = Above Average Progress
C = Average Progress	D = Lowest Acceptable Progress
F = Failure	I = Incomplete

PROGRESS INDICATORS FOR GRADES 3 and 4

A = 93 to 100	B = 85 to 92
C = 77 to 84	D = 70 to 76
F = Below 70	

GRADING CODE FOR MAJOR SUBJECTS INCLUDING SPANISH (Grs. 5 - 8)

A+ 97 – 100	C+ 81 – 84
A 93 – 96	C 77 – 80
B+ 89 – 92	D+ 74 – 76
B 85 – 88	D 70 – 73
F Below 70	

GRADING CODE FOR ADVANCED MATH

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D 65-69
B 80-84	F Below 6

GRADING CODE FOR ART, MUSIC AND PE (Grs. 1-8)

A = 90 -100
B+ = 80 - 89
C = 70 - 79
F = Below 70

HONOR ROLL (Grades 5 – 8)

Principal's List:	All A's and Outstanding or Satisfactory in effort, conduct and minor subjects
1 st Honors:	All A's and B+'s and Outstanding or Satisfactory in effort, conduct and minor subjects
2 nd Honors:	All A's, B+'s and B's and Outstanding or Satisfactory in effort, conduct and minor subjects

NON-PROMOTION

Insufficient advancement in either math or reading, or both, indicates the need to repeat in all grade levels, a lack of effort, excessive absence, failure to obtain passing grades in major subjects, or the failure to complete required class or homework assignments may result in a non-promotion to the succeeding grade. Parents will be notified in writing by January 31st of the possibility of their child being retained. Final written notice will be forwarded to the parents by the Principal no later than May 15th with a clear indication of the school's decision to retain or promote the student.

Students who fail a major subject will need to either attend summer school or be tutored. Documentation in the form of a portfolio of completed work with a letter from the teacher or tutoring institution stating the history of attendance and that the teacher feels the student has mastered the subject for which they are being tutored in addition with the final grade(s) must be sent to the school office for evaluation by a committee comprised of the principal and the teacher(s) associated with the student and with the failed subject matter. Admittance for the new school year will be determined by the committee based upon the scope and quality of the work the student completed, the student's attendance during the tutor/summer school session and the final grade her or she received.

Students who fail a minor subject (music, art, PE, etc.) must complete a packet of materials over the summer provided by the teacher of the failed subject. The student must hand in the packet to the principal no later than August 15th so that reinstatement into the school can be determined.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is an organization available to students in the 6th, 7th and 8th grades who meet eligibility criteria which consists of demonstrating scholarship, leadership, service to school and community, citizenship, and character. Application for membership selection will generally take place two months prior to the induction ceremony which is held every spring. Selection is based upon strict criteria as outlined in the Selection Procedures section of the National Junior Honor Society Handbook. The Faculty Council reviews applications and bases a student's eligibility for membership following those criteria. Membership selection is not arbitrary. Students eligible for application must have a 90% GPA cumulative from the 6th grade, maintain attendance in accordance with school policy, have no discipline referrals resulting in detentions or suspensions including any disciplinary actions resulting from inappropriate behavior during class trips, athletic events, club activities, and/or all other school-related activities. In addition, students who wish to apply for NJHS must have documented evidence of leadership as well as demonstrated service to their school and community. Student applications for NJHS will be deemed ineligible and disqualified if they are not submitted in compliance with the directions that accompany the application. All students who are considering applying are encouraged at any time to review the criteria for membership with the NJHS advisor. However, this review or discussion does not automatically ensure membership; it simply serves as an opportunity to clarify the criteria and the process for application.

Once selected, if a member falls below any of the standards by which the member was selected, fails to fulfill chapter obligations, GPA falls below 90%, receives any detentions and/or suspensions or fails to consistently attend and participate in NJHS activities, meetings, fundraisers and events, the advisor should inform the member of the nature of the violation, the time period given for improvement and provide warning of the possible consequences of non-improvement (i.e., consideration for dismissal). Every student's membership in NJHS was attained through hard work and accomplishment. Students must continuously achieve the same standards to maintain their membership in this prestigious organization. If a student is suspended from the Honor Society, re-admission into this organization will require a faculty review to determine if the student is eligible for re-admission and to determine if the student's infraction or behavior has been corrected.

HOMEWORK POLICY

Homework is essential for the full scholastic development of the child. Study and

reading assignments are just as important as written assignments. Assignments are used as an extension of what has been taught during the day. Parents are urged to set time aside each evening for the completion of homework and to cooperate with the school in stressing the importance of daily reading. If the teacher requires homework to be signed by a parent, your signature indicates that you have reviewed your child's homework and that corrections have been made. All parents are expected to review their child's completed homework. Best practices indicate that students are assigned homework for 10 minutes per grade level as indicated below:

Grade 1.....10 minutes	Grade 4.....40 minutes	Grade 7.....70 minutes
Grade 2.....20 minutes	Grade 5.....50 minutes	Grade 8.....80 minutes
Grade 3.....30 minutes	Grade 6.....60 minutes	

In grades 1-8, a request for homework and/or books for students who are absent, must be made by contacting the teacher by 9 am on each day that the student is absent. For every day that your child is absent, he/she will have 2 days to make up the work to receive full credit.

Except for unpredictable, life-altering events there will be no excused missed homework assignments. If a student is absent, it is up to him or her to follow through with handing the missing assignments into the teacher.

Attendance and participation in after school activities and programs including athletic, dance, scouts, and club activities are not an acceptable excuse for incomplete or missed homework assignments.

Routine homework assignments will not be assigned on Fridays with the exception of Advanced Math and study for Monday tests. Since Advanced Math material is covered more quickly than the grade level math programs, homework assigned on Fridays for over the weekend may be necessary to maintain the pace. Also since there may be tests assigned on Mondays, homework involving study and test preparation may be assigned on Fridays. While long-term projects may be assigned over long vacation periods, no long-term projects will be due the day that students return from a long vacation period (e.g., Christmas vacation, Easter vacation, Thanksgiving vacation, etc.).

MISSED AND INCOMPLETE HOMEWORK POLICY

- 1 Students who do not complete homework assignments will remain in during lunch recess to complete it. This will be called a lunch detention. This will apply to all students without exception.
2. Students who miss 5 assignments and have, as a result, 5 lunch detentions for missed homework will receive an after school detention.
3. Homework is considered late if it is not handed in at the time it is due.
4. Homework handed in late or as a result of homework lunch detention will receive a 10 point reduction in grade on that day only. Homework handed in later than the

- end of the day it is due will be collected but no credit will be assigned.
5. These rules apply to all students without exception. Parents may not request that their child be exempt from these rules or that their child be excused from completing their homework during lunch time recess or that they receive credit for late homework.
 6. No exceptions will be made to this policy.

MAKE-UP WORK POLICY

Make-up work is defined as work that is missed due to absence from illness, death in the family, vacation, or other life-altering experience. In grades Kindergarten through 4, teachers will help the students to ensure that work is completed and that additional instruction is provided if needed. In grades 5 through 8, it is the student's responsibility to ensure that he/she has obtained the work and has sought the help needed in the event he/she does not understand the work (teachers often tutor students during lunch recess and are available after school with prior notice if extra help is needed) and then to hand in the work on time. Teachers do have a system in place to ensure that absent students received their missed work: however, the entire responsibility for obtaining that work does not fall on the teachers. Students must share in that responsibility to ensure that they have all the work they missed. The rule of thumb for the upper grades is that make-up work is due within the same number of days of absence. For example, if a student is absent for 5 days, he/she has 5 days to make up his/her work. If there are extenuating circumstances that make following this rule difficult, then those circumstances need to be discussed with the teachers.

OBTAINING HOMEWORK AND MISSED CLASSWORK FOR SHORT TERM ABSENCES

If your child is out sick for a short period of time, you may want to wait until he/she returns to school rather than call the school for work. However, if you do call the school for work, please do so no later than 9am on the day that you intend to pick it up. You must be at the school no later than 3:30pm to pick up the work because the office closes at 3:30pm and there may not be someone there to give you the work. If you cannot get to the school by 3:30pm, then you can request that the work goes home with a sibling or friend or it may be held by the After Care Staff.

MISSED ASSIGNMENTS

At the close of the semester, teachers are often asked for missed assignments as make-up work and extra credit work to bring up a low grade. The policy that covers late homework assignments is explained in the "Incomplete and Missed Homework Policy" located in this booklet. Missed or incomplete classroom assignments **may** become homework if the teacher is so inclined or may be considered a missed classroom

assignment and graded as such. Failure to hand in homework that was an incomplete classroom assignment is covered under the Homework Policy found in the booklet as mentioned above.

EXTRA CREDIT ASSIGNMENTS

Extra credit work may be assigned at the teacher's discretion. **However, no extra credit assignments will be given to students any later than 3 weeks before the close of the marking period. Poor grades are often due to missed and incomplete assignments or to poor test grades.** If a student maintains good attendance, is current and on time with assignments, prepares for tests, and seeks help when a concept is not understood, he/she will do well and receive acceptable grades. Last minute extra credit assignments will not be assigned to help improve a poor grade at the end of the marking period. **No exceptions to this policy will be made.**

DISCIPLINE CODE

Discipline is necessary to maintain order and to establish a proper atmosphere conducive to true learning. Edgerton Christian Academy aims for harmony rather than regimentation. Therefore, the faculty and staff try to develop respect, self-control and true Christian behavior in each student. The teacher will handle discipline problems first on an individual basis and contact parents as needed. If the behavior does not improve or if the behavior is egregious, then the principal becomes involved.

The school administration holds the right to remove Student Council members from their nomination opportunity if one school detention and three lunch detentions are issued prior to election day or to installation day.

Students who have persistent discipline issues will be removed from activities and special opportunities, including but not limited to Student Council, special duties, National Junior Honor Society, club participation, and athletics. Re-admission to these activities will be based upon the improvement of the behavior at issue or the rules for providing reinstatement (e.g., Honor Society).

The following is a list of some behaviors that are not acceptable at Edgerton Christian Academy or at any associative functions. In all grades, detentions will be issued for the following infractions including but not limited to:

- Leaving the classroom without permission
- Dress code violation (hair color, jewelry, improper clothing, make-up, etc.)
- Chewing gum
- Uncovered books
- Displaying any behavior that is disruptive in the classroom
- Pushing/shoving or physical intimidation

- Running, horseplay and/or making excessive noise in the building
- Plagiarism/Cheating
- Persistent, disruptive or disrespectful behavior
- Harassing (including sexual), intimidating or bullying behavior
- Having cell phone/pagers on during school hours
- Failure to abide by school rules in general
- Using profane, obscene, indecent, immoral or offensive language or gestures
- Defying authority (disrespect)
- Bullying, extortion or using manipulative behaviors as a means to achieving an end
- Cyber bullying including making threats, spreading unkind, prevaricating, or salacious rumors, gossiping, or any other type of inappropriate communication regarding a classmate, student, staff member, family, or any other person associated with the school on social media networks, through texting, emails, or any other web-based postings, or in any and all actual handwritten, hand constructed, or typed media. Some of the violations described above are criminal and the police will be notified.
- Students taking pictures or videos of students, staff, parents, or other school associated persons with or without their permission during school hours or during special activities associated with the school whether these pictures are shared via the Internet or in any other media format or not shared at all is against school policy. Picture taking can be a violation of one's privacy. Taking pictures of tests, blackboards, or SMART Board lessons or any other aspect of the school and its products without permission will not be tolerated. In an effort to protect the rights of all, on the rare occasions where students are required to make visual recordings as a necessary and appropriate activity involving a class project or lesson, the taking of snapshots, pictures, or videos will be permitted with the expressed permission of the school administration (or their designee) for that specific purpose only. The teacher, club advisor, or administration must ensure that a student's identity and privacy are respected.
- No audio recording of conversations or lessons is permitted on school grounds and in classrooms or other spaces during school hours or activities.
- Public display of affection or inappropriate touching is not permitted. **The personal space of all students is to be respected. Therefore hugging and other displays of physical affection are prohibited.**
- Stealing
- Cheating
- Disruptive behavior on a school bus
- Fighting
- Forgery
- False activation of a fire alarm (this is a criminal offense and the police will notified)
- Possession of weapons including, but not limited to knives, firearms, fireworks
- Possession of drugs, alcohol or drug paraphernalia (this is a criminal offense and the police will be notified)
- Conduct unbecoming a Christian student in school, on the bus or on the
- playground

- Defacing books, notebooks, textbooks or other school property
- Purposely and overtly excluding classmates and peers from social events by publically distributing invitations limited to a few students. Invitations for a small number of students to attend a social event must be handled privately and discretely.

Detentions in grades 5-8 will be held from 3:00 to 4:00 pm. Parents must pick up their child on days where they are assigned detention.

Lunch Detentions

Lunch detentions will be issued for lesser offenses such as, but not limited to, uniform infractions (e.g., not wearing a belt, wearing incorrect shoes, etc.), missing homework, or such infractions as the teacher deems warrants a Lunch Detention rather than an After School Detention. Three (3) lunch detentions = 1 after school detention.

Serious offenses such as fighting, physical contact, profanity, theft, destruction of school property or cheating will result in immediate detention or suspension. **The Principal is the final recourse in all-disciplinary situations and may waive or change any disciplinary rule for just cause at his/her discretion.**

Bus Discipline

School discipline must also carry over to self-control on the school bus. Negative behavior on the school bus constitutes a severe safety hazard and is taken very seriously by the school, its staff, and its administration. To ensure the safety of everyone, bus drivers will “write-up” students who misbehave on the school bus. School bus misbehavior will result in:

1st Offense – Warning

2nd Offense – Suspension from school bus for a designated period of time

3rd Offense – Suspension from school bus for remainder of the year

If a student’s bus behavior is sufficiently egregious as to cause extreme danger to other students and to the bus driver who are on the bus at the time, the student may be permanently removed from the bus for the remainder of the year. Also, suspension from school or expulsion from school may be an additional consequence. The principal or the principal’s designee will make the determination as to the severity of the behavior with regards to the overall safety of those on the bus at the time.

Expected Appropriate Behavior at School-Sponsored Functions

If a student attends any school-sponsored activity on school grounds or away from school, they are considered to be a representative of Edgerton Christian Academy. For this reason, non-compliance with the rules and regulations during any school-sponsored activity/event will not be tolerated and will be addressed in accordance with the school’s discipline code.

APPROPRIATE USE OF TECHNOLOGY POLICY

Today students have unprecedented access to technology. There are inherent challenges surrounding this access specifically to do with social media and digital communications. In order to protect your children, the following rules have been adopted and will be **strictly enforced**.

Technology Acceptable Use Policy

All users of technology equipment and services at Edgerton Christian Academy are required to abide by the terms of the Acceptable Use Policy. This policy covers the proper use of Edgerton Christian Academy technology equipment in regard to safe and proper use, violation of any local, site or federal rule or regulation and the exploration or transmittal of information that conflicts with Christian moral values. This policy is distributed to each family and, once signed, will remain in effect as long as the student remains at the school. A copy of this agreement can be viewed at the end of this handbook. This policy in addition to the rules, guidelines, and requirements regarding the use of technology and its components provides a comprehensive description of what is deemed acceptable and appropriate when using devices of technology in the school. This policy includes the use of all the school's computers, visiting inappropriate websites, dissemination of inappropriately generated materials, sharing of personal information inappropriately, violating a staff member's, family's or student's privacy through the inappropriate posting of information in text or visual media will not be tolerated.

Additionally:

- No student may photograph or take a video of another student during school hours, on the bus, during Before and After Care, or at a school related activity. This is a violation of privacy and may, under certain circumstances, be a violation of the law.
- No student may post or email any pictures of students to the Internet for any reason. This is a violation of privacy and may, under certain circumstances, be a violation of the law.
- No student may make an audio recording of any student, teacher, lesson, or activity conducted at the school or during the school day, or on the bus, or at Before and After Care, or during a school sponsored activity.
- No student may photograph textbooks, classwork, assessments, tests, homework or other materials or work products. This could be a violation of proprietary rights, copyright laws, or considered cheating.
- No student may email, text, share, or in any way communicate, associate, indicate or imply in a written or graphic manner negative or threatening statements regarding any student or any staff member. The police will be notified and charges will be filed.
- No student may download Apps, or other programs from the Internet onto any other student's electronic device.
- No student may use his or her electronic device during class time without the specific permission of the teacher.

- No student may use his or her electronic devices on the playground during recess or playtime.
- No student may borrow or lend their electronic devices to other students.

Violations of the above rules will be remanded to the principal for disposition and in the case of clear violations of the law, will be remanded to the police.

The Cell Phone, iPod, and Tablet Devices Policy

Cell phones are a modern day requirement for the safety and convenience for many families. However while a child is safe at school there is no need for a child to use his or her cell phone. If you need to contact your child, you may call the office to leave a message for him or her. If your child needs to contact you, we will assist with that. The following are guidelines for cell phone usage in school:

- All cell phones are to remain turned off at all times during school hours and remain in the student's locker.
- No one is permitted to use his/her cell phone without permission by the faculty or staff during school hours.
- No student is permitted to call a parent during school hours because they feel sick and want to go home. Ill students must report to the office or to the nurse who will make the determination regarding whether a parent must be notified.
- Students can use cell phones after 3pm dismissal for the purpose of calling parents. They may not place social calls while in school or during a school activity. They may not engage in social texting while in school or during a school activity. They may not use them as entertainment while in after school activities.
- Parents are not to text or use cell phones to contact their children during the day. Call the school and we will get your message to your child.
- Students are not permitted to share their cell phones with other students. If a fellow student needs to use a phone, direct that student to the teacher or to the office.

iPod, and tablets (such as iPad, Nexus tablets, Kindle Fire Tablets, Chrome Books, etc.) are part of current day life. We recognize their importance and their value in the children's lives, however, they are not to be used during the school day or during Before and After Care for any reason.

Abuse of the above stated rules and policies will result in:

- 1st offense** - Warning with cell phone or other technology device will be confiscated and held in the office until it is picked up by a parent
- 2nd offense** - 3 days detention
- 3rd offense** - Suspension or removal from school

ELECTRONIC GAMES/TOYS

No electronic/digital games, tablets, DS's, etc. are permitted during Before and After Care, during Lunch Recess, and during class time. If a student brings in these items they will be confiscated and returned to the parents. The school is not responsible for the loss of or damage to any electronic device brought into the school including but not limited to IPod, tablets, phones, DS's, eReaders, etc.

EIGHTH GRADE AND IPODS

Eighth grade ONLY is permitted to have **IPod only** for personal use during Before or After Care. They are to be stored in the student's locker during all other times.

Devices that are solely used as E-Readers, such as a Kindle e-book, may be used in lunch study hall under the study hall teacher's supervision. The study hall teacher may request to examine the screen of the device at any time to ensure that only appropriate reading material is being viewed.

EXPULSION AND SUSPENSION POLICY

Suspension that may or may not lead to expulsion may occur if any student is guilty of:

- Continued and willful disobedience and disrespect
- Continued and open defiance of teacher authority
- Continued use of profane or obscene language
- Cutting, defacing or otherwise abusing or damaging school property
- Substance abuse violations on school property or at school functions, including but not limited to consumption, selling, sharing, or the possession of any drugs, alcohol, tobacco products, or other controlled substance
- Committing acts of physical violence (i.e., fighting) or threatening violence or injury to anyone associated with the school
- Bullying and Harassment with regards to but not limited to personal verbal attacks, cyber-bullying, or bullying and harassment accomplished through the incitement of attacks on others through a third party, upon any member of the school community including but not limited to staff, volunteers, or students
- Possession of weapons such as but not limited to guns, air guns, knives, or any other dangerous objects that can be used or construed as weapons
- Consistent failure to pass courses
- Inappropriate use of technology involving threats and/or cyber bullying, accessing inappropriate sites, blatant disregard for acceptable use policy, mistreatment of technology hardware

All students who have committed above offenses shall be liable to punishment, such as suspension, and/or expulsion from the school.

Please be aware that similar disciplinary action may be taken for violations that are not listed above if the conduct or behavior is harmful to the good order, safety, and discipline of the school, its religious mission or its educational objectives. In addition, while this section explains typical disciplinary procedures, the Principal has the authority to alter these procedures as he/she determines is warranted and appropriate in any particular situation.

BULLYING AND HARASSMENT POLICY

Under no circumstances will bullying or harassment be tolerated at Edgerton Christian Academy. This type of behavior includes but is not limited to habitual behavior that insults, offends, threatens, intimidates or otherwise causes discomfort on a regular and consistent basis to a person regarding their intellectual capability, gender, race, religious affiliation, sexual orientation, economic status, or character. When bullying or harassment is reported it will be handled swiftly and aggressively. Repeated offenses will result in dismissal from school. Further delineation of the bullying and harassment policy can be found on the school's website.

UNIFORM AND DRESS CODE POLICY

All students in grades PK through 8th are required to wear a uniform to school. No exception will be made to that policy. Uniform dress ensures that students are always dressed appropriately. In addition, uniform dress ensures that students are not focused upon name brands and other unimportant elements of dress not conducive to learning or proper social development. For PK families, uniforms eliminate the need for purchasing a variety of expensive clothing that young children quickly outgrow. In the long term, the wearing of uniforms is a cost saving measure for all students.

Uniform Requirements and Dress Code PK Uniforms

PK students must wear a gym uniform consisting of a T-shirt with gym shorts or gym pants. However some parents have asked if their children can wear the regular school uniform as an option. This uniform consists of the jumper or slacks for the little girls and slacks for the boys (or school uniform shorts for both and/or capris for girls). Cheryl's Uniforms can accommodate your PK child. However all PK children have gym and will need a gym uniform on gym days. The ECA school logo must be represented on regular school uniforms and on T-shirts. Sneakers are permitted for PK students with either the regular school uniform or the gym uniform.

K through 8 Boys Everyday Uniform Requirements apply to grades K thru 8:

*Khaki pants that are similar to dress pants. **No jeans or denims or jean-type khaki colored pants.**

*Hunter green knit shirt – ECA logo (long or short sleeve, must be tucked in at all times)

- *Socks – Hunter green, khaki or brown socks that cover the ankle. **No student may wear sport socks including those that are below the ankle as part of the winter school uniform. All students must wear socks that are over the ankle.**
- *Brown shoes – Rubber soled dress shoes acceptable. Shoes must be tie, Velcro or loafers (no sneakers/boots/sandals).
- *Brown belt must be worn at all times when wearing slacks or school shorts
- ***Optional:** Cardigan/Pullover sweater – ECA logo mandatory
Hunter green zippered hoodie - ECA logo mandatory

No patches on clothing, school supplies or accessories

No body piercing, ear piercing or tattoos

No jewelry except for a religious medal, cross, etc.

Hair must be above the collar of the shirt

Face must be clean-shaven

No coloring of hair. If the hair is dyed or highlighted then the student will be required to return to his or her original color

K through 8 Girls Everyday Uniform Requirements:

- *(K - 2) Khaki jumper
 - *Hunter green knit shirt worn with jumpers
- *(3 - 8) Khaki skort (1" above knee – do not roll)
- *(K - 8) Hunter green shirts worn with skirts, skorts, shorts, capris, and slacks (as the uniform is assigned by grade level)
- *Brown shoes - Rubber-soled dress shoes acceptable. Buckle, tie, Velcro, loafers, and ballerina-type shoes
- *Socks – Hunter green or white ankle socks, or hunter green or white tights or knee-highs. **No student may wear sport socks including those that are below the ankle as part of the winter school uniform. If socks are worn rather than tights, students must wear socks that are over the ankle with their winter uniform.**
- *Shoes: No boots, backless shoes, clogs, slip-ons, flip-flops or sandals may be worn (sneakers may be worn only on gym days)
- *Optional: Hunter green cardigan sweater (K – 8) ECA logo mandatory
V-neck sweater (K - 8) ECA logo mandatory
Hunter green zippered hoodie (K—8) ECA logo mandatory
Khaki dress slacks (year round)
Capris and uniform shorts (summer uniform only)
Windbreaker type jackets in hunter green with ECA Logo

Further Clarification of Uniform Requirements

- Make-up
 - No make-up may be worn including but not limited to foundation, eye make-up, blusher and lip-gloss.
 - No nail polish or artificial nails

- **Exception for 8th grade:** make-up is allowed on the day of the 8th grade graduation pictures. Other than that, make-up is not permitted at any grade level.
- **Hair requirements:**
 - Hair must be neatly trimmed with boy's hair not touching the collar of their shirts. Long hair on boys is not permitted.
 - Boys may not have designs razor-cut into their hair.
 - Boys may not wear "Mohawk" type of haircuts.
 - No students, girls or boys, may have their hair tinted, streaked, dyed, highlighted or colored in any other manner. If the hair is artificially colored then it must be returned to the natural color when returning to school. I did review this with the children early in the school year and it has been a long-standing rule.
 - No students may wear any hair accouterments in their hair including feathers, braids, flowers, or other decorations with the exceptions of simple head bands, or ECA headbands, barrettes, or clips that are in ECA colors.
 - Girls and boys may not wear their hair in a style of dramatic layers, spiked, or shaved.
- **Shoes and socks requirements:**
 - When the children wear shorts, they must wear their white sneakers and white socks
 - Sneakers may not be of the high top variety. They must be ankle height.
 - Girls may wear green or white tights, or green, white or khaki anklets or knee socks
 - No students may wear sport socks with their skorts, capris or slacks uniform. They may wear white sport socks with their gym uniform or with their shorts.
- **Jewelry requirements:**
 - The only jewelry that may be worn is a religious necklace or a religious bracelet or one ring per hand. No other jewelry may be worn including but not limited to surfer type necklaces or bracelets, those made of silicon, or those made of braided threads.
 - Boys may not wear earrings of any type.
 - Girls may wear stud earrings in only one hole or hoops the size of a nickel.
 - No other body piercings may be worn.
 - No tattoos or hennas may be exhibited on any part of the body that is exposed to view.
 - No nail polish or artificial nails
- **Uniform requirements:**
 - Skort length must be to the knee. Parents will be notified if the girls' skorts are too short.
 - Brown belts must be worn at all times with school regulation shorts or pants.
 - School regulation clothing must be purchased through Cheryl's Uniform.
 - All golf shirts must be tucked into the skorts, pants, or shorts.

- Girls must always wear a uniform shirt under their jumpers. They may not wear the jumper without the shirt.
- Girls must always comply by wearing the uniform shirt. They may not wear another color shirt under any circumstances.
- **No patches on clothing, school supplies or accessories**
- **PK Students Only:**
 - PK students can wear the gym uniform or the school uniform any day of the week.
 - They must wear sneakers on gym day or with the gym uniform and they may wear any color sneakers.
 - They must wear brown shoes with their school uniform, not sneakers.
 - They must wear shirts under their jumpers and they must wear the green golf shirt under the jumpers.
 - They must have neat haircuts in compliance with the school requirements.

ONLY Edgerton Christian Academy APPAREL IS TO BE WORN BY ALL STUDENTS DURING SCHOOL HOURS

ALL SHIRTS, SWEATERS, ZIPPERED HOODIES MUST HAVE THE EDGERTON CHRISTIAN ACADEMY LOGO DISPLAYED ON THEM.

**ALL UNIFORMS ARE AVAILABLE AT CHERYL'S UNIFORMS LOCATED AT 2100 N. DELSEA DRIVE IN VINELAND.
PHONE: 856-696-0141**

Uniform Exchange

We have a uniform exchange program where parents return gently used uniforms to the school for others to use for their children. It is available to all families throughout the year. There is no cost for this service.

Winter Uniforms are worn November 1st through March 30th

Students may **not** wear sneakers, shorts or capris from November 1st through March 30th.

Warm Weather Uniforms

Warm weather uniforms may be worn from the beginning of school up to and including October 31st and again from April 1st until the last day of school. This uniform consists of the school uniform Khaki shorts and/or capris for girls with belt (girls shorts with cuff – boys shorts with straight leg) (**no cargo-type shorts**), hunter green short sleeve knit golf shirt with ECA logo (tucked into shorts) and **low cut white sneaker with minimal**

color. No high top sneakers or sneakers with characters, lights or wheels. White athletic socks can be sport socks or ankle height. Warm weather uniforms may be purchased from Cheryl's Uniform Boutique.

Gym Uniform

The gym uniform consists of hunter green shorts and Khaki T-shirt or hunter green T-shirt with logo (ECA logo on all T-shirts) or hunter green sweatpants and sweatshirts (ECA logo on sweatshirt) are to be worn depending on the weather. White regulation socks or sport socks and **white sneakers with minimal other color** are to be worn. The gym uniform may be purchased from Cheryl's.

Jewelry

Girls' jewelry must be moderate and appropriate consisting of 1 pair of post earrings on lower lobe or hoops no larger than the size of a nickel. No dangling earrings may be worn. Boys are prohibited from wearing any type of earrings. All students may wear only religious necklaces and bracelets. No more than 2 small rings per hand; watches are permitted. **No jewelry is to be worn on gym day. No Silly Bandz, latex/silicone bracelets, no beach/surfer type jewelry may be worn. No ankle jewelry may be worn.**

Students are not to wear any dangling chains or accessories from waist. Only jewelry can be worn as jewelry.

Hair Styles and Coloring

No dyed, tinted, highlighted or extreme hairstyles permitted. No radical or extreme hairstyles are permitted. **If hair is highlighted in violation of this policy, parents are responsible to ensure that the highlights are recolored to the natural hair color.** No exceptions will be made to this policy. No hair ornaments are permitted (beads, hairpieces, bows, feathers, etc.). However matching school headbands or bows are permitted for the girls and are available at Cheryl's Uniforms. Hairstyles for both boys and girls must be neat. **Boys' hair must be worn short and may not touch their shirt collar or cover their eyes.**

If the hairstyle is deemed inappropriate by the principal, it is the parent's responsibility to ensure that the child receives a haircut or a recoloring that is in compliance with this policy.

8th Grade Graduation and Dinner Dance Attire

Boys:

- Dress Shirt
- Dress Pants
- Suits (optional)

- Tie
- Dress Shoes

Girls:

- Dresses must be no higher than 1" above knee
- Spaghetti straps on dress is permitted
- No strapless dresses
- No cleavage showing
- Heels (open toe/sling back permitted)

8th Grade Luncheon Attire

The following Dress Down Days Policy also applies to the dress code for the 8th grade luncheon. Only 8th grade dresses down on the day of the luncheon.

Dress Down Days Policy

On Dress Down Days students are permitted to dress down and wear everyday clothing (jeans, sneakers, sweats) within moderation and per the guidelines below.

- No rock group logos or non-Christian message is permitted on clothing.
- **If wearing shorts, only school uniform shorts are permitted except for the PK students. They may wear their personal shorts on dress down days.**
- No tank or cropped tops, no off the shoulder tops, no low cut, or tight fitting shirts are permitted at any time.
- No ripped or thread-bare jeans.
- Girls who choose to wear skirts must follow uniform length (1" above knee).
- No backless shoes including clogs, sandals or flip-flops.

If a student is inappropriately dressed, the parent will be called to bring appropriate clothes. Dress Down Days may include Burger King, holidays (as specified by the Principal), birthdays and any other day at the discretion of the Principal.

BURGER KING NIGHT POLICY

In addition to being a fundraiser, Burger King Night is an opportunity for our families to socialize in a relaxed and fun environment. However, we recognize that due to work schedules, sporting activities and personal beliefs regarding nutrition, families may not be able to or may not want to participate in Burger King Night but they may want their children to still be eligible for the Dress Down Day reward. Therefore, a family may choose to buy-out of Burger King Night by paying a fee of \$5.00 per student to Edgerton Christian Academy. The money is due by the Friday after Burger King Night. **Absolutely no exceptions will be made to this policy.** If the fee is not received by the Friday following Burger King Night, your child will not be eligible to participate in the Dress Down Day. Please do not call the school to request exceptions to this policy.

SOCIAL MEDIA POLICY

Edgerton Christian Academy has adopted a policy regarding comments about ECA on social media. You received a copy of the Social Media Policy when you registered. Your signature on the acknowledgement sheet in the registration packet indicates that you have read, understand, and will comply with the policy.

GOOGLE APPS FOR EDUCATION POLICY

Edgerton Christian Academy has adopted a policy regarding comments about ECA on social media. You received a copy of the Google Apps for Education Policy when you registered. Your signature on the acknowledgement sheet in the registration packet indicates that you have read, understand, and will comply with the policy.

ABSENCE

Regular school attendance is essential. Frequent absences often result in poor academic achievement. Parents of students who are absent are required to call the school's office (856-697-7300) no later than 9:00am to report the absence. All students must present a note explaining the absence the day they return to school. After an absence of 5 consecutive days, a doctor's note signifying that the student is healthy enough to return to school, the date of return and the doctor's signature is required. Extended absences should be reported to the Principal.

The parent will be notified in writing if their child has been absent at least 10 days. After 18 cumulative days of absenteeism, the principal has the option to request a student's withdrawal from the school.

LATENESS

A child who arrives late for school **must** report to the office for a late slip. Students are late if they arrive after the first bell rings (8:10 am). Students who ride the bus are excused if their bus is late. If a student is late due to a doctor's appointment, a doctor's note is to be presented to the school office upon the student's arrival at school. Chronic lateness may result in a failing grade for missed classes.

APPOINTMENTS DURING THE SCHOOL DAY

Dental/medical appointments should be made at times other than school hours. If this

is not possible, a note must be sent to the office prior to the scheduled date stating the time of the appointment, the time the child will be picked up and by whom, and the approximate time of return. No student may leave the school during school hours unless accompanied by a parent/ guardian who must come directly to the school office to meet the child and sign him/her out.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Boys Varsity Basketball	Grades 7 and 8
Girls Varsity Basketball	Grades 7 and 8
Boys Junior Varsity Basketball	Grades 5 and 6
Girls Junior Varsity Basketball	Grades 5 and 6
Coed Basketball	Grades 3 and 4
Girls Junior Cheerleading	Grades 1 through 4
Girls Varsity Cheerleading	Grades 5 through 8
Sports Clinics for Golf, Tennis, Soccer and Volleyball	Grade levels vary from PK to 8 th

Athletic teams will vary due to participation levels. All team members will be given the opportunity to play under the supervision, direction and advisement of the coaches and Athletic Director. All sport uniforms must be returned at the end of the season. Failure to hand in uniforms will result in parents being charged for that uniform. This fee will be added to your tuition payment. In addition, report cards will be withheld and end of the year activities (e.g., graduation) will be denied until the uniform is returned.

National Junior Honor Society	Grades 6 through 8
Girls and Boys Karate	Grades 1 through 8
Student Council	Grades 5 through 8
Cooking Club	Grades 2 through 8
Spring Play	Grades 5 through 8
Instrumental Program	Grades 2 through 8
Art Club	Grades 1 through 8
Scouting	Grades K through 8

Any student who fails any major subject through lack of effort or interest or receives an unsatisfactory conduct grade, will not be allowed to participate in extra-curricular activities until they are able to bring up his/her grade or improve their behavior. Return to extra-curricular activities is based upon improvement. Repeated offenses will result in permanent removal from the activity or the school. (Please refer to "Discipline Code").

Absence and Attendance at Extra Curricular Functions

Any student who is absent or leaves early from school because of illness may not participate in any of that day's after-school activity without the Principal's

permission and/or a doctor's note stating that he/she can participate in that extra-curricular activity.

Discipline and Extra-Curricular Functions

Any student who has consistent discipline issues will be denied participation in any and all extra-curricular activities. This includes but is not limited to Student Council, Honor Society, athletics, clinics, and clubs.

FIELD/CLASS TRIP POLICIES

Field trips are permitted with adult supervision and the written permission of parent or guardian. Students who fail to submit a proper form will not be allowed to participate; telephone calls will not be accepted in lieu of proper forms. These trips are at the discretion of the individual teachers. Field trips are privileges afforded to students; no student has an absolute right to participate in a field trip and can be denied participation if he/she fails to meet academic or behavioral requirements. Grades PK through 3 usually go on field trips that take place during school hours; grades 4 through 8 usually go on field trips that extend beyond school hours. If a student exhibits consistent, inappropriate behavior through the course of the year, the school holds the right to deny participation on field trips and holds the right to request the presence of a parent or guardian to supervise their child.

If a student is not able to attend a field/class trip due to behavior issues, he may not come to school the day of the trip. If a student opts not to attend/participate in a class/field trip, the student must remain home the day of the trip. The school does not have the resources to supervise the children who do not attend these events. Children who are not permitted or who choose not to attend a field/class trip will be marked absent.

SNACK PROGRAM

Grades PK through Grade 8: Students have the opportunity to either purchase a snack item or bring one from home. Snack and snack beverages are available on a "cash and carry" basis. Snack items are sold daily at varying prices. White milk and juice will be sold daily at \$0.50 each. Bottled water will be sold for \$.50 each. Our snacks are low sugar and nut-free. We ask that you send only healthy snacks into school for your children.

LUNCH PROGRAM

Grades PK through Grade 8: To purchase lunch all students must open lunch accounts in the amount of \$80.00 per student. These cards entitle a student to purchase a lunch and a lunch beverage. Each dollar amount purchased is deducted

from the account. Students are notified when their account has a balance of \$20.00 or less. For PK through Kindergarten, parents will pre-order lunch using a lunch order form. For grades 1st through 8th, lunches and beverages are ordered each morning in homeroom. Ice cream is sold daily at varying prices and is not included in the lunch account. **Lunch accounts cannot be used for the purchasing of subs during our Sub Sales. SCRIP credit can be used as payment for lunch accounts but note that it takes two weeks to process a lunch account order paid through a SCRIP account. Therefore, lunch accounts will not be ready for two weeks if you use your SCRIP. Parents are not permitted to bring in hot lunches from another vendor such as McDonald's or other fast food vendor for their children.**

Students always have the option of bringing their own lunch to school. We have microwave ovens for our students' convenience under the supervision of the cafeteria staff. The PK classrooms also have microwave ovens and refrigerators available.

The following are prices for our lunch program:

Hot Lunch w/ Salad Bar \$4.50 Extra Slice Pizza \$ 1.50 Lunch Beverage \$.50

Cold Lunch w/ Salad Bar \$3.50 Ala Carte Salad Bar \$ 2.50 Bottled Water \$.50

COMMUNICATION

All visitors must report to the School Office. **Parents or visitors may not interrupt teachers during school hours.** Any teacher is willing to have a conference with the parents in regards to their child. Please write a note to the teacher or call their extension directly to make an appointment. Only PK teachers will be called to the phone to talk to parents. **The K through 8 faculty cannot answer the phone during school hours, however, a message can be left on their extension.** If a parent has a concern about a teacher, the parent should discuss the difficulty first with the teacher before going to the Principal. If a meeting with a teacher is required and a parent is reluctant to confront a teacher alone, the Principal will be present at a conference. If a parent needs to contact the Principal, please write a note or call the School Office to make an appointment.

STUDENT USE OF SCHOOL PHONES

All telephone calls to parents from their children during school hours will be made by the administration, faculty or support staff for emergency concerns. Students may use the classroom phones to contact parents with the classroom teacher's permission to notify parents of after school change of plans, to make requests regarding forgotten work, or for other appropriate reasons. If it is necessary to bring articles or lunch to your child during school, they must be left at the school office and we will deliver them to your child's classroom.

DISTRIBUTION OF PARTY INVITATIONS POLICY

In the interest of our Christ-Centered mission, **the overt exclusion of classmates from parties and other social activities is not permitted.** Therefore, invitations handed out in school must be given to every student in the class. It is cruel and painful if a child is purposely excluded from a party to which the majority of the class has been invited to attend. If it is intended that the party or gathering have a limited number of children attending (i.e., sleepover, all boys/girls parties) the invitations must be mailed to the families and may not be distributed in school. **Invitations may only be handed out in school by the teacher or by the child if and only if the entire class is invited.** Students who are attending limited guest list parties may not discuss, bait, antagonize or in any way promote a sense of exclusion or behave in a un-Christ-like manner towards classmates who are not invited. This causes extreme pain and difficulty for the excluded children.

Students who engage in this unkind behavior will receive consequences in accordance with the school's discipline policy and this behavior will be considered bullying and harassment. Please discuss this with your children since the ECA staff and administration are taking this very seriously. A few minutes of careful and considerate planning by you and your child will ensure that children are not unnecessarily hurt.

VIRTUAL COMMUNICATION ENVELOPES (VCE)

Edgerton Christian Academy's Communication Envelope is "paperless". Not only is this a cost saving measure but it is environmentally friendly. We "send" (post on our website) our communication envelopes to you via our website every Thursday rather than send home a packet of papers. On some occasions, your child may bring home an important notice in their Thursday folders, however the vast majority of our communication is done on-line. Please call the office if you have any questions or need help with this process.

Test folders will still come home on Thursdays for your examination. The folders must be signed and returned to the school. PK and Kindergarten students take home a folder every day.

CURRICULUM AND TEXTBOOKS

Grades K through 4 are self-contained; grades 5 through 8 are departmentalized. The textbooks are evaluated periodically and replaced when deemed necessary. A list of the textbooks, publishers and copyright dates for each grade level may be obtained through the School Office. All books must be covered and carried to and from school in a book bag. The student's parents will be billed for loss of or damage to books. Only reading books, chapter books or other grade-level appropriate books in addition to the

Language Arts Textbooks are permitted in class. No magazines are permitted in class unless they are a part of the instructional program. Students can use e-readers, such as Kindles, for the purpose of reading books when under the direct supervision of the teacher.

ASSESSMENT PROGRAM

Edgerton Christian Academy uses the TerraNova Standardized Assessment as well as a test of cognitive ability. Testing is conducted in the spring for grades 3 through 8 annually.

Kindergarten uses the Kindergarten Test of Readiness to determine a student's readiness to begin kindergarten. This assessment is administered at the end of the PK4 school year or during the summer for students entering into Kindergarten.

The Fountas and Pinnell Reading Assessment System is administered to all students in K through 4th grade a minimum of 3 times throughout the school year to ensure that students are progressing in their ability to read.

Report Cards are administered 4 times per year for students in 1st through 8th grades, 3 times per year for Kindergarten students and twice a year for PK students.

HEALTH ISSUES AND THE SCHOOL NURSE

Our school nurses are available on a part-time basis. While ECA pays a nurse from our yearly budget, the majority of the nursing services time is paid for by your taxes through Chapter 226, Provision of Nursing Services to Non-Public Schools. The nurse's time is devoted to caring for children who become sick or injured at school, maintaining medical and medication records, ensuring that our student's immunizations are current, conducting vision and hearing screenings, as well as other tasks.

Sick Children

You are asked **NOT** to send your child to school if he/she has been sick at home within the previous 24 hours, shows symptoms of fever, vomiting, rash or has a bad cold. These illnesses will be transmitted to other children. **If a child is sent home with a fever, vomiting, rash or diarrhea, he/she must be symptom free for 24 hours before he/she can return.**

Skin Rashes, Skin Redness and Eye Irritations -- If your child has a rash on their skin or redness of the eyes, you will be called and asked to take your child home until the symptoms are gone or until you can produce medical documentation explaining that the condition is not contagious and under treatment and that the child is medically cleared to return to school. We are not physicians and we cannot determine the nature of the symptoms that we observe. We need medical documentation that verifies the benign nature of the observed condition.

Head Lice -- In the event that a child is found with head lice, the parent will be notified that the child must be taken out of school immediately. The nurse and/or the principal will alert the parents of the children who may come in contact with that child with information regarding the treatment of head lice.

Head Injuries -- In the case of all head injuries we will call you. Sometimes a bump on the head is not serious and other times it is an emergency. We cannot determine the seriousness of a head injury simply by looking at the child; therefore, we treat all head injuries with a sense of urgency. We call all parents when a child bumps his or her head as a precautionary procedure. A discussion with you and the nurse if she is present will determine the most prudent action. If your child is in need of emergency services, the school will call an ambulance while contacting you.

Emergencies -- If there is an emergency or if a student becomes ill at school, the normal procedure is to notify the parent at home or work. If a parent cannot be reached, the office will call the emergency phone numbers on file. Every parent must fill out a student emergency form that is available to you on the website. If your personal information changes during the school year, please notify the school and submit another emergency form.

Excused from Gym – All students who need to be excused from gym must have a doctor's note that states the length of time the child must be excused.

MEDICATIONS

When students need to be administered medication during the school day, the following guidelines must be followed:

1. Written orders are to be provided to the school from the private physician detailing the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. The medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. Medication administration documentation must be on file with the school nurse. The forms are on-line or can be sent home upon request. The school will not administer medication without the proper documentation and procedures being followed. This is the law in the State of the New Jersey. If your child comes to school with medication that is not properly documented, the parent will have to administer the medication or the child will have to go home until the proper forms are obtained.
2. Cough drops are not permitted to be brought to school for students in grades PreK - 4. Students in grades 5 - 8 are permitted to have cough drops in school as long as a parent note accompanies them that has been acknowledged by the teacher.
3. The school will provide a secured, locked space for the safe storage of medication and prescription drugs.

4. The certified school nurse or parent/guardian is routinely permitted to administer medication in the school and/or on school trips. However, if there is no nurse present and the parent cannot come to the school to administer medication, then school personnel will volunteer to do this. A note from the parent indicating permission for school personnel to administer medication is required.
5. If your child has a significant or serious health issue, please contact the Principal so we can determine how to best meet your child's health needs.

FOOD ALLERGIES

If your child has a medically documented food allergy, please fill out the appropriate medical history forms and contact the Principal so that we can notify all staff, the local and neighboring rescue squads, and the local police of the problem. If a student has severe allergies to certain foods or beverages, his/her teacher should be notified in writing as to the foods/beverages the child cannot have. It is the parent's responsibility to supply the teacher with acceptable foods for his/her child that can be used by the teacher when unexpected treats are given out in the classroom (for example, birthday treats, multicultural week, etc.). When our children have a life threatening issue the entire school community is alerted to ensure that your child is safe. From the staff to your child's classmates, we are all vigilant with regards to ensuring the safety of your child.

For all parents, we ask that you **PLEASE DO NOT EVER SEND IN ANY FOODS CONTAINING NUTS OR NUT BY-PRODUCTS.**

Peanut Butter Table

There is a special table in the cafeteria at which students who are bringing peanut butter sandwiches to school may sit. This is the only time that peanut butter may be consumed in the school. If your child has an airborne peanut allergy, please notify the school immediately.

TRANSPORTATION

Bus

Children may ride **ONLY** the bus to which they are assigned. Students are expected to conduct themselves in a proper manner while riding the bus. No disrespect to a bus driver will be permitted. Students failing to obey bus regulations will not be permitted to ride the bus for a period of time as decided by the Principal and the bus driver. (See Bus Discipline)

Walkers

Students are to cross the streets at the appropriate corners and leave immediately. There is to be no lingering around the school.

Car riders

Students driven to school should be left off in the parking lot on the Madison Avenue side of the building. Cars should not enter or park in the teachers' parking lot or use this lot as a turnaround. Parents are not to linger or stay parked on the driveway after dropping or picking up their child. Traffic needs to flow unimpeded during this time. To avoid the most crowded times for drop off in the morning plan your arrival before 7:55 am or after 8:05 am.

SCHOOL CLOSING—EMERGENCY SNOW DAYS

Edgerton Christian Academy School has established the BlackBoard/Alert Now Phone Notification System. Parents will be notified via a phone call, e-mail, and/or text message in the event of a school closing due to snow or emergency no later than 5:30am. Parents are also advised to listen to their local radio and television stations to find out if school will be closed, have a delayed opening, or dismissing early.

We prefer delayed openings when snowfall is not excessive and we can clean the parking lots rather than closing school. All efforts to remain open during inclement weather will be made. Delayed openings may occur with or without bus transportation. Parents must determine the practicality and safety of driving their child to school on days when openings are delayed due to weather conditions. Conditions may be different in the surrounding communities and may not permit you to travel to school safely.

CLOSING SCHOOL EARLY DUE TO INCLEMENT WEATHER

Since we are using the transportation systems for three school districts, we must follow those districts' policies for closing school early in the event of severe and dangerous inclement weather. However, you will be notified by a phone alert message or text message regarding this eventuality. It is possible that one district may close early while others maintain usual hours. If your district elects to close early, you may choose to keep your child at the school rather than send them home on the bus. To assist with this, we will send home a survey sheet in October that will provide you with choices for the disposition of your children in the event of a school district announcing an early closing. Please return it by the specified due date.

Regardless we will keep you informed of the situation and you may call the school to ask that your child remain here for After Care in the event your home district is closing early.

Be assured that ECA will remain open until you are able to pick up your child from the school regardless of the weather. We have a plan in place to ensure that the school will be able to accommodate your child until you can pick them up while ensuring that our staff will be able to travel home as safely as possible at the close of school during inclement weather days.

RELIGIOUS OPPORTUNITIES

This school is a Christian School. That means that we will be a Christ-centered school and that our children will participate in religious activities on a regular basis. When you agreed to send your child to this school you agreed to subscribe to our religious programs. Students and their families may not “opt out” of our religious programs. Below is a list of activities in which your children may participate. This list is not inclusive.

Daily prayer as a family before school
 Daily religious instruction
 Regular visits from religious clergy to conduct religious services
 Prayer Services
 Community service, outreach and acts of charity
 Religious plays and enactments
 Singing of religious music

EDGARTON CHRISTIAN ACADEMY DOCTRINAL STATEMENT

God: We believe in one God, eternally existing in three persons, Father, Son and Holy Spirit. Matthew 28:19, Deuteronomy 6:4

The Bible: We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. 2 Timothy 3:16-17, 2 Peter 1:20-21

Jesus Christ: We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary atonement for sin by death on a cross, His resurrection, His ascension to the right of the Father, and His personal return in power and glory. John 10:30, Isaiah 7:14, Hebrews 4:15, John 2:11, 1 Corinthians 15:3, John 11:25, Hebrews 1:3, Acts 1:11

The Holy Spirit: We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. Romans 8:13-14, Ephesians 4:30

Man: We believe that man is sinful by nature through the sin of Adam and that all are in need of salvation through Christ. John 3:16-21, Romans 3:23

Salvation: We believe that man is saved by Grace through faith, and nothing of man enters into his salvation; it is a free gift received by believing in the Lord Jesus Christ. Ephesians 2:8-10, Romans 5:8-9

Our Doctrinal Statement encompasses commonly shared Christian beliefs that are biblically grounded. Edgerton Christian Academy's responsibility is to ensure that our children are educated in an environment where prayer is practiced and where the student and staff conduct themselves in accordance with Christian principles and Christ-centered behavior. The school will not infringe upon, promulgate, nor promote a belief that is beyond our Doctrinal Statement. Families may not infringe upon, promulgate, nor promote a particular faith or belief to our school community while attending a school function and/or during school hours. We fully respect our families' rights to follow their personal beliefs and we fully value diversity in religious practices and beliefs within the family and church community. However, for instructional, practical, Christian community building, and faith-filled purposes we follow the statements written above which are biblically supported and commonly shared by Christian faiths. When students have questions that exceed the tenants of our Doctrinal Statement, we direct them to their parents and pastors for explanations. Edgerton Christian Academy recognizes, values, and respects the role of parents in the religious education of their children with regards to any particular faith.

PARENT AND VOLUNTEER INVOLVEMENT

PARENT AND GRANDPARENT VOLUNTEERS

ECA welcomes the involvement of our families and their efforts. So much of our success is attributable to the help, generosity, and goodness of our volunteers. While we never turn away help, we do have rules that apply to those want to help us on a regular basis.

- All those who volunteer on a consistent and predictable basis must undergo a criminal background check with fingerprinting. The office can help you with this process. There is a nominal charge for this service; the volunteer is responsible for the payment of the fee.
- All volunteers must sign-in in the main office upon entering the school.
- All volunteers may not randomly "roam" the school or seek out their child(ren)'s classrooms to "visit" the child(ren).
- All volunteers must use the adult lavatories. They may not use the children's bathrooms. Ask in the office which lavatories are designated for adult use in case you are not familiar.

HOME AND SCHOOL ASSOCIATION (HSA)

The purpose of the HSA is to foster unity and cooperation between home and school. Its primary function is to support the school's academic, spiritual, and financial success. Meetings are usually held four times a year. Notices are always sent home informing parents of the meetings. Parents are welcome to attend all the meetings. The HSA conducts many activities throughout the school year and all families are invited to participate and to help.

ROOM PARENTS

The HSA welcomes parents to volunteer to serve as room parents. These parents assist the individual teachers in organizing and conducting various activities for the class. In an effort to give as many parents as possible an opportunity to be a part of this popular opportunity, the HSA and the classroom teacher will be working together to establish a schedule of activities for the year in which you may participate. Parents may sign up for the activity with which they would like to help and should refer to the teacher for information. Also the Room Parent will notify parents regarding activities through emails and notices.

All notices must be pre-approved by the Principal before being sent home to parents. The most efficient method for timely approval is to email all correspondences to info@edgartonchristianacademy.com as an attachment. You can also add approved notices to the Virtual Communication Envelope (VCE). Also sometimes it is appropriate to send a hard copy home with the child in the book bag. Discuss this with the teacher.

Room parents and parents who are assisting in the classroom must not conduct an impromptu conference with a teacher, “drop in” to visit their child’s classroom, go through their child’s locker, or “roam” the school while working in the school. This is a safety and security measure put in place for the wellbeing of all or children. Any need to communicate with your child or your child’s teacher while you are volunteering must be conducted through the office at a mutually agreed upon time to ensure your child’s privacy and to ensure safety.

BOARD OF TRUSTEES

The purpose of the Board of Trustees is to act and serve in an over-site capacity. The Board of Trustees responsibilities are to:

- Develop and approve the budget
- Hire the principal
- Make policy
- Provide general oversight for technology, food service, athletics, buildings, advancement, grounds, and curriculum
- Ensure all efforts to maintain fiscal stability are pursued

Meetings are held regularly usually on the second Monday of the month from September through May. Please consult the school’s monthly calendar for meeting dates. Trustee membership is selected in accordance with the Trustees Bylaws.

PRINCIPAL ADVISORY COMMITTEE (PAC)

This committee consists of parents who serve in an advisory and collegial capacity to the principal. The parents on this committee have a skill or a desire to serve the school

by lending their expertise or knowledge through that skill or gift. This committee meets bi-monthly and includes but is not limited to representatives and/or committee chairpersons from the HSA, athletics, fundraising, technology, school staff, marketing and financial areas as well as other informal school leaders. There are specific subcommittees generated from the PAC who meet several times a year to discuss specific projects and generate ideas to improve the school.

LEGAL GUARDIANSHIP

Custody requirements and issues can only be honored if a valid court documentation is supplied to the school proving guardianship/custody information. In the absence of such documents, the school will not honor requests from estranged or disputing parents to limit access to their child(ren) or to limit the flow of information to the disputing parents. The school is obligated to follow the law with regards to custody and guardianship.

GENERAL PRE K & EARLY CHILDCARE INFORMATION

Pre K students are required to wear uniforms. We recommend that PK children wear gym clothes as their uniform, which can be purchased in accordance with the uniform policy at Cheryl's Uniform Store. PK students can also wear formal school uniforms if parents so desire. PK students are not to wear flip-flops, sandals or open-backed shoes. Sneakers are preferred. Children 2 to 3 years of age must be in the process of being potty-trained. All PK-4 children must be potty trained and able to care for their personal hygiene; for example, washing their hands and wiping themselves after using the bathroom. For more specific information on our preschool program, please contact the school.

PRE K ATTENDANCE AND MAKE-UP DAYS

Days missed for PreK students can be rescheduled or made up. However, they must follow the following parameters:

- We cannot guarantee that you can make up missed days, but we will do the best we can to accommodate you. Days may only be made up if the teacher has room in the class on the day you are requesting since this policy is more of a courtesy than a right. Again, we will do our best.
- The days missed that can be accommodated by the teacher must be **made up within 1 month of the day missed with the teacher's permission**. These days may not be "banked" for use at a future date.
- No make-up days can be used after May 30th. If you do not make up missed days before then you forfeit the days.

This policy exists for two reasons. One is that the bookkeeping required to credit missed days becomes cumbersome due to the number of students attending our PK Program. Also, in the past, parents have tended to bank missed days until the holidays and/or

until the end of the school year. We cannot accommodate all of our families during these high volume weeks because we can only permit a limited number of students to be enrolled per day in each program. Often our PK classrooms are at maximum capacity. The school year begins at or near enrollment capacity and by the end of the school year we are absolutely at capacity in most classes. To ensure that we do not exceed the number of students that we can safely and appropriately accommodate per day, we are rigorously following policy. **Therefore, absolutely no exceptions will be made to the above requirements.**

If you decide to change or increase the number of days your child comes to PK, you must ensure that there is room in the program for your needed change of days by talking to your child's teacher. If the change is possible, the office needs to be notified immediately by the teacher of the change so appropriate documentation and invoice changes (if necessary) can be completed

Also if you decide to remove your child from the PK program for any reason during the year with the intention of returning at a later time that same year, please understand that we cannot hold that spot for your child unless you are continuing to pay tuition. A parent who desires to temporarily drop out of PK during the school year and who stops payment at that time but hopes to place their child back in the program later that same year must understand that we cannot guarantee that the spot will be available for the child when you desire to return. The only way to guarantee that a PK space will be held for you is to continue the tuition payment while your child is on sabbatical.

If a child is absent for a period of time and then the parent decided to withdraw the child, no refund will be given for the time the child is absent. We will prorate the tuition to cover the time of the absence and then to reflect the remaining monthly payment based upon the date of official withdrawal if needed. A tuition refund from the date of withdrawal to the date of your next payment will be mailed to you.

Families who vacation or who arbitrarily choose to not attend school for an extended period of time, may not expect a refund for that missed time and may not be guaranteed that they can make up the days missed. The fee contracted for your child's attendance in this program is based upon a prescribed number of days per year and this per day price is listed as a courtesy to you so you can know that we do base our tuition costs upon a solid criteria. However missed days or days that cannot be made up will not be refunded.

PRINCIPAL'S DISCLAIMER

The Principal has the absolute discretion and right to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct and in the best interest of the school and its students and staff. Nothing in this handbook limits the principal's authority to interpret and apply the rules and to make determinations or establish consequences or change the stated processes or procedures as required to meet the changing needs of the school, its students, its staff, and/or its families. Additionally, situations may require actions not listed here to mitigate incidents not identified or anticipated at the writing of this document.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different and/or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, and/or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations involving school activities. The penalties may include suspension and/or expulsion. The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the purpose of maintaining the safety and the well-being of everyone. Every effort will be made to notify students and parents and/or guardians of such changes.

E-Mail: info@edgartonchristianacademy.com
Website: www.edgartonchristianacademy.com
