

EDGARTON CHRISTIAN ACADEMY SCHOOL  
FAMILY HANDBOOK 2021-2022

**Table of Contents**

EDGARTON CHRISTIAN ACADEMY SCHOOL MISSION STATEMENT ..... 5

EDGARTON CHRISTIAN ACADEMY VISION STATEMENT ..... 5

DAILY SCHEDULE..... 5

ADMISSION POLICIES ..... 5

IMMUNIZATION POLICY..... 6

TUITION ..... 7

PAYMENT PLANS AND INFORMATION ..... 7

TUITION ASSISTANCE PROGRAM..... 8

FACTS TUITION ..... 8

SCRIP ACCOUNT ..... 8

BEFORE AND AFTER CARE (B&A Care)..... 9

ACADEMIC POLICIES..... 9

    Report Cards ..... 9

    Conferences ..... 10

GRADING CODE..... 10

GRADING CODE FOR KINDERGARTEN..... 10

GRADING CODE FOR GRADES 1 and 2 ..... 10

GRADING CODE FOR GRADES 3 and 4 ..... 10

GRADING CODE FOR MAJOR SUBJECTS INCLUDING SPANISH (Grs. 4 - 8) ..... 10

GRADING CODE FOR ADVANCED MATH ..... 10

GRADING CODE FOR SPANISH (Grs. K -3)..... 10

GRADING CODE FOR ART and MUSIC (Grs. 3-8)..... 11

GRADING CODE FOR ART, MUSIC and PE (Grs. K - 2) ..... 11

GRADING CODE FOR PE FOR ALL GRADE LEVELS (K-8) ..... 11

HONOR ROLL (Grades 5 – 8) ..... 11

NON-PROMOTION POLICY..... 11

HOMework POLICY ..... 11

    Website Homework Page and Agendas..... 12

    Missed and Incomplete Assignments Policy..... 12

    Excessive Time on Homework ..... 13

    Homework, Schoolwork, and Extracurricular Activities ..... 13

ATTENDANCE REQUIREMENTS ..... 14

    Absence..... 14

    Occasional Lateness..... 14

Chronic Lateness and Leaving Early..... 14

Credit for “Seat-Time” ..... 14

Students Pursuing a Career While Attending ECA..... 15

Appointments During the School Day..... 15

Homebound Instruction..... 15

Attendance at Extra-Curricular Functions on an Absentee Day ..... 15

Take Your Child to Work Day ..... 15

**MAKE-UP WORK AND TESTS DUE TO ABSENCES FROM ILLNESS POLICY..... 16**

    Making Up Missed Work..... 16

    Making Up Missed Tests ..... 16

**PRE-SCHOOL MAKE-UP DAYS POLICY ..... 16**

    Further Information ..... 17

**OBTAINING HOMEWORK AND MISSED CLASSWORK..... 17**

    Short Term Absences ..... 17

**Missed Classwork/Homework Due to a Vacation, a Job, or Extra-Curricular Activities, or Other Reasons Not Covered in this Policy..... 17**

    Missed Assignments ..... 17

    Extra-Credit Assignments Requests ..... 17

    Vacation Policy School Work Policy ..... 18

**PARENTS COMPLETING STUDENT PROJECTS AND SCHOOL WORK..... 18**

**DELAYED OPENINGS AND SNOW DAYS POLICY ..... 18**

    Snow Days Policy ..... 18

    K through 8 Snow Days Policy..... 19

    PK Snow Days Policy ..... 19

**DISCIPLINE CODE..... 19**

    After School Detention ..... 21

    Plagiarism and Cheating ..... 21

    Cheating is a Form of Plagiarism..... 21

    Lunch Detentions ..... 22

    Bus Discipline ..... 22

    Expected Appropriate Behavior at School-Sponsored Functions..... 22

    Uniform/Dress Code Violations ..... 22

    Expulsion and Suspension Policy ..... 22

    Discipline and Extra-Curricular Functions..... 23

    Policy for Saluting the Flag..... 23

**APPROPRIATE USE OF TECHNOLOGY POLICY..... 23**

    Technology Acceptable Use Policy ..... 24

    Cell Phone, Ipod, Apple Watches, Fitbit, Tablets and Other Digital Devices Policy..... 24

    Electronic Games and Toys..... 25

    Kindles and E-Readers..... 25

    Personal Tracking Devices..... 26

**SOCIAL MEDIA POLICY..... 26**

**CHROMEBOOK AND G-SUITE FOR EDUCATION POLICY ..... 26**

**BULLYING AND HARASSMENT POLICY ..... 26**

**UNIFORM AND DRESS CODE POLICY ..... 27**

    Seasonal Uniform Information ..... 27

Winter Uniforms are Worn November 1st through March 30th ..... 27

Warm Weather Uniforms: Early Fall and Late Spring ..... 27

Gym Uniform ..... 27

PK Uniform Requirements and Dress Code ..... 27

K through 8 Boys Everyday Uniform Requirements ..... 27

K through 8 Girls Everyday Uniform Requirements..... 28

Further Clarification of Uniform Requirements for Boys and Girls ..... 29

Uniform Exchange..... 30

Gym Uniform ..... 30

Jewelry and Make-up..... 30

Hair Styles and Coloring..... 31

8th Grade Graduation and Dinner Dance Attire ..... 31

Boys:..... 31

Girls:..... 31

8th Grade Dress Down Luncheon Attire ..... 31

Dress Down Days Policy ..... 31

**DRESS DOWN DAY FUNDRAISERS..... 32**

**ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES..... 32**

List of School Activities and Sports (some of these activities or sports may not be available due to interest levels and the availability of Coaches). ..... 32

Discipline and Extra-Curricular Functions..... 33

**FIELD/CLASS TRIP POLICIES ..... 33**

**SNACK PROGRAM ..... 33**

**LUNCH PROGRAM..... 33**

**COMMUNICATIONS ..... 34**

School Visitor Policy..... 34

General Parent and Teacher Communication Policy..... 34

Student Use of School Phones..... 34

School All-Call System..... 34

Virtual Communication Envelope (VCE) ..... 34

Responsibility Regarding School Communications Between Custodial Parents and/or Blended Families 35

**LEGAL GUARDIANSHIP ..... 36**

Restraining Orders ..... 36

**BEFORE AND AFTER CARE ..... 36**

**DISTRIBUTION OF PARTY INVITATIONS POLICY..... 37**

**CURRICULUM AND TEXTBOOKS..... 37**

**ASSESSMENT PROGRAM..... 37**

**HEALTH ISSUES AND THE SCHOOL NURSE ..... 38**

Sick Children..... 38

Medications ..... 39

Administration of Medical Marijuana Policy ..... 39

**FOOD ALLERGIES..... 39**

Peanut Butter Table..... 40

Perfume Allergies..... 40

**WATER BOTTLE POLICY ..... 40**

**SAFETY POLICY ..... 40**

**THE EMOTIONAL HEALTH OF STUDENTS..... 41**  
 Notification of Incidents to Parents..... 41

**TRANSPORTATION ..... 42**  
 Bus..... 42  
 Walkers ..... 42  
 Car Riders..... 42

**SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER..... 42**  
 Notification of Delayed Openings and Snow Days ..... 42  
 Delayed Openings ..... 42  
 School Closings and Make-up Snow Days Policy ..... 43

**RELIGIOUS OPPORTUNITIES ..... 43**

**EDGARTON CHRISTIAN ACADEMY DOCTRINAL STATEMENT ..... 43**  
 Intelligent Design and Creationism..... 44  
 Secular and Symbolic Parts of the Holidays..... 44

**GAMES OF CHANCE AND FUNDRAISING..... 45**

**PARENT AND VOLUNTEER INVOLVEMENT..... 45**  
 Parent and Grandparent Volunteers ..... 45

**HOME AND SCHOOL ASSOCIATION (HSA) ..... 45**  
 HSA Meetings..... 46  
 Room Parents..... 46

**BOARD OF TRUSTEES..... 46**

**GENERAL PRE-K & EARLY CHILDCARE INFORMATION ..... 47**  
 Policy for Placement of PK Children in Class..... 47  
 PK and Special Needs ..... 47  
 PK Uniform and Potty Training Policy ..... 47  
 Missed Days and Withdrawal from the PK Program ..... 48

**PRINCIPAL’S DISCLAIMER ..... 48**

## 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 at every endeavor throughout their lives.

## 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](mailto:info@edgertonacademy.com)

School Website: [www.edgertonacademy.com](http://www.edgertonacademy.com)

6:30-7:45am	Before School Care (\$3.00/child per 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 (\$3.00/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 AUTOMATICALLY BE PLACED INTO AFTER SCHOOL. EARLY DISMISSAL IS 11:15 AM. Students not picked up by 11:30 on early dismissal days will automatically be sent to After Care.**

## ADMISSION POLICIES

New student enrollment is on-going throughout the year. There is a **non-refundable registration fee for each child of \$150 in all grade levels including preschool through 8<sup>th</sup>.**

All children admitted to kindergarten must be five years of age by October 1<sup>st</sup>. All children admitted to the first grade must be six years of age by October 1<sup>st</sup>.

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 meet with the Principal. Admission may or may not be granted entrance depending upon availability of space in the sought grade-level the school's and ability to meet the academic or behavioral needs of the child.

**All newly registered students are admitted on a trial basis for the 1<sup>st</sup> 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 the student's abiding by the school's rules and regulations and maintaining acceptable and passing grades, as well as the family's timely payment of tuition. Tuition must be paid on time to ensure continued attendance at ECA.**

#### **Documents Needed for Admission:**

- Birth Certificate (new PK & K)
- 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.**

Having stated the above, we are a Christian School and teach a Christian religious program as an academic subject. While we absolutely welcome all faiths, we are under no obligation to structure classes or events based upon any other faith except those based upon common Christian beliefs, provide space for the celebration of an individual's faith, provide specialized prayer opportunities, or make allowances for the practice of that faith. Additionally, we require all of our students to participate in and pass the religion class taught by the school, adhere to the discipline code that is based upon the Bible, and to be present and respectful while participating any Christian/religious services.

### **IMMUNIZATION POLICY**

Edgerton 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 and is on-line for your convenience.

## TUITION

### Pre-K:

<u>Days Per Week**</u>	<u>Total Amount</u>
5	\$6800
4	\$6150
3	\$5700
2	\$4600

### Tuition K-8:

1st Child	\$ 6,000
2nd Child	\$ 4,840
3rd Child	\$ 4,090
Each Add'l	\$ 3,910

\*\* The number of days of attendance is based upon a 5-day week. If the school is closed for a holiday and one of your days is on that holiday, there is no make-up day for the holiday. We do not make up snow days, therefore there are no make-up days for snow days. There are no make-up days for family vacation days. Make-up days for child illnesses can be made up at the discretion of the school based upon the fullness of the class on the day you want to make up.

If you choose to un-enroll your child during the school year and plan to return at a later date during the school year, there is no guarantee that the space will be available for your return. Our PK classes historically fill-up rapidly. When a child un-enrolls, the spot is usually filled fairly quickly.

PK Extra Day Cost: \$50 per day

PK Activity Fee: \$75 per child

Kindergarten Activity Fee: \$75 per child

Registration Fee: \$150 per child

Graduation Fee: \$500 (for 8<sup>th</sup> grade students only)

Home and School Association fee: \$25 per family

Grandparents Association Fee: \$25 per family

## PAYMENT PLANS AND INFORMATION

PLAN A: Payment in full due August 15, 2021

PLAN B: 2 equal payments due August 15, 2021 & January 15, 2022

PLAN C: 4 equal payments due August 2021, October 2021, February 2022, and May 15, 2022

PLAN D: 9 equal payments due September 15, 2021 through May 15, 2022

PLAN E: 11 equal Payments due July 1, 2021 through May 15, 2022

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

All Tuition Payments must be paid in full by May 15<sup>th</sup> of the current school year.

Parents may not be eligible for the payment plan they choose because of previous issues with making timely payments. The school will inform you if you need to change your payment plan for that reason. 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 per late payment. This will be added to any additional late payment that FACTS may assign 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.

If you withdrawal your child, the tuition amount due will be calculate based upon the end of the month of which you withdrew. The family will only receive a refund if the family has a credit balance after the end of the month of withdrawal. All other financial balances, such as lunch, Before and After Care, etc, will be deduct from any credit balance remaining or will be billed to the family upon withdrawal if no credit balance remains.

In the event a school financial obligation is in arrears 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:

- Withhold all records including report cards until the outstanding fee/obligation is fulfilled;
- Withhold all graduation ceremony privileges for PK, K, and 8<sup>th</sup> Grade and the diploma associated with that ceremony;
- Deny participation in extra activities and/or end-of-the-year activities such as but not limited to PK graduations and ceremonies, end of the year celebrations, Kindergarten graduation, 8<sup>th</sup> grade graduation and other activities associated with 8<sup>th</sup> grade, Fun Day, recitals, class trips, 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 to our Collection Agency for which the delinquent family will assume all 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 during May and before tuition payments are due to begin.

## **FACTS TUITION**

**Questions about the FACTS Program can be directed to FACTS at  
Factsmgt.com or 866-441-4637**

## **SCRIP ACCOUNT**

**“Let Corporate America pay your way!!” a quote from John Caselli,  
a parent and faithful participant in the SCRIP Program**

The Shop With SCRIP Program is sponsored by the school for the convenience of our families. Using this program, you can purchase gift cards for various retail purposes. You can also have family members purchase gift cards under your account. All the credit for those purchases will go towards your account. Each card donates a percentage of your gift card’s value to an account that we manage at the school for your use towards any school expense. The percentage of the return varies per card, but those who have consistently used this program have found that they easily accumulate a lucrative balance in their accounts which they can designate be used to defray **any** school expense. There is an excellent selection of gift cards sponsored by popular merchants (e.g., Shop Rite, Applebee’s, iTunes, Wawa, Disney, etc.)

Again, this money is for your family’s use and can be applied to pay for **any** school expense or



purchase. If there is a balance in a SCRIP account after a student leaves school for any reason (e.g., transfer, graduation, etc.) the balance of the account will be dispersed to the family upon written request or can be donated to the school.

Families can register for SCRIP on-line using the information that is located on our website.

## **BEFORE AND AFTER CARE (B&A Care)**

ECA provides Before and After Care for our families. The cost is \$6 per hour and is prorated in 15-minute increments at \$1.50. There is no pre-registration for B&A Care. Registration is included in the original paperwork that you complete each year. If your child needs to stay for After Care, he or she reports to the After-Care Room at 3pm. If you do not pick up your child after school at 3pm your child will automatically be sent to After Care. This program is flexible for your convenience.

Before Care Times – 6:30am to 7:45am

After Care Times – 3pm to 6pm

All students must sign into Before Care if they arrive to school before 7:45.

All students must sign into After Care if they remain after school past 3pm. If a child is not picked up by 3pm, that child is sent automatically to After Care at 3pm. We do this for your child's safety and so you know where they are under any circumstance. No prior phone call is necessary to let us know you will not be able to pick up your child at dismissal.

**After 3pm, no student is permitted to wander the halls, linger in the cafeteria, linger in a classroom, or linger in any other place while waiting to be picked up or in an effort to avoid going to After Care.** All children who are in the school after 3pm and who are not participating in a club are required to report to After Care. If the student has a music lesson, the student must sign into After Care and remain there while the student is waiting for that lesson. No student may stay with the music teacher waiting for the lesson. Students who stay for after school clubs and are not picked up when the club is over will automatically be sent to After Care and the hourly fee will apply.

Homework Club is part of After Care. Students who stay for Homework Club, must sign-in with After Care before reporting to the Homework Club classroom and the hourly B&A Care fee will apply. When they complete their work, they may return to After Care to play.

## **ACADEMIC POLICIES**

### **Report Cards**

Report Cards are issued four times a year. The report card is to be kept and the report card envelope must be signed and returned to the school promptly. Below are the tentative dates for Report Card distribution.

First Report Card	Nov. 4th	Third Report Card	March 24th
Second Report Card	Jan. 20th	Fourth Report Card	Last Day of School

There may be an occasional change in the date of report cards distribution. You will be notified if the date changes.

## Conferences

Kindergarten through 8<sup>th</sup> grade Parent/Teacher Conferences will be held in November. While parent/teacher conferences are conducted in the fall, the teachers are available for conferences upon parent request at any time of the year.

PK Assessments are conducted twice a year. While PK conferences are not regularly schedule, they can be conducted upon request. You may contact the PK teacher.

## GRADING CODE

### GRADING CODE FOR KINDERGARTEN

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

### GRADING CODE FOR GRADES 1 and 2

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

### GRADING CODE 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 (Gr. 4 - 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 65

### GRADING CODE FOR SPANISH (Gr. K -3)

S – Satisfactory  
 NI – Needs Satisfactory  
 U - Unsatisfactory

## GRADING CODE FOR ART and MUSIC (Grs. 3-8)

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

## GRADING CODE FOR ART, MUSIC and PE (Grs. K - 2)

S – Satisfactory  
 NI – Needs Satisfactory  
 U - Unsatisfactory

## GRADING CODE FOR PE FOR ALL GRADE LEVELS (K-8)

S – Satisfactory  
 NI – Needs Satisfactory  
 U - Unsatisfactory

## HONOR ROLL (Grades 5 - 8)

Principal's List: All A's and Outstanding or Satisfactory in effort,  
 conduct and minor subjects

1<sup>st</sup> Honors: All A's and B+'s and Outstanding or  
 Satisfactory in effort, conduct and minor subjects

2<sup>nd</sup> Honors: All A's, B+'s and B's and Outstanding or  
 Satisfactory in effort, conduct ,and minor subjects

There is no Honor Roll for students in grades K – 4.

## NON-PROMOTION POLICY

In all grade levels, a lack of effort, excessive absence, failure to obtain passing grades in major subjects, or the failure to complete required classwork or homework assignments may result in failing grades and non-promotion to the succeeding grade. Parents will be notified in writing by January 31<sup>st</sup> of the possibility of their child being retained. Final written notice will be forwarded to the parents by the Principal no later than May 15<sup>th</sup> with a clear indication of the school's decision to retain or promote the student.

**Students who fail one or two major subjects** must meet with the principal prior to the end of the school year to determine if the child is permitted to return to ECA. The disposition of each situation will be determined on an individual basis.

**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/portfolio into the principal no later than August 15<sup>th</sup> so that reinstatement into the school can be determined by the teacher and the principal. The quality and the completeness of the work will be the determining factor for reentry.

## HOMEWORK POLICY

Homework is essential for the full academic development of the child. Study and reading assignments

are just as important as written assignments. Homework 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. If the teacher requires homework to be signed by a parent, your signature indicates that you have reviewed your child's 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 1 day to make up the work to receive full credit. For example, if your child is absent for 2 days, they will have two days to make up the work. However, the teacher can work with the student to make a separate agreement that is beyond this policy and better meets the needs of the student and the teacher. (Refer to page 15 for more information regarding the absentee homework policy.)

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 in accordance with the policy above.

Attendance and participation in after school activities and programs including athletics, karate, horseback riding, dance, scouts, club activities, theater programs, and similar 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. Notice for a Monday test will be given in plenty of time during the prior week so a student can plan to study before the weekend.

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.). It is our wish that families spend their holiday vacation time homework free.

### **Website Homework Page and Agendas**

In grades 5 through 8, the homework is listed on the Homework Page on the ECA website daily. Students are also expected to write their homework down daily in their Student Agenda Books. Homework is listed in each classroom and in the grade-level homeroom. Students must take responsibility for recording their own homework. In rare circumstances the staff will assist a student who may need help recording their homework.

### **Missed and Incomplete Assignments Policy**

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 in all grade levels without exception.

- Students who miss 5 assignments and have, as a result, 5 lunch detentions for missed homework will receive an after-school detention.
- Homework is considered late if it is not handed in at the time it is due.

- Homework handed in late or as a result of homework lunch detention will receive a point reduction in grade on that day only. Homework handed in later than the end of the school day it is due will be collected but no credit will be assigned.
- 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.

The staff is available to help children who have difficulty with completing homework or understanding a concept during lunch study hall. If your child is having difficulty completing homework due to a lack of understanding about the homework, then they must tell the teacher. The child will receive the help they need. The school has student tutors available during lunch recess. Also, some teachers tutor after school for a small fee. No exceptions will be made to this policy.

We encourage all students to reach out to their teachers when they realize that they do not understand a concept. This applies to special ed and non-special ed students. Of course we respect the Student Service Plan for special education students, however our job is to teach your child to be resourceful in preparation for his or her future learning experiences regardless of their current learning issues. Recognizing and understanding when a child needs help and seeking out that help independently teaches resourcefulness. Learning to “ask for help” or being resourceful is a valuable tool for ensuring academic success and for becoming an independent learner.

Of course parents may request help for their child. We have many resources available to support learning. Call your child’s teacher if you have concerns about your child’s ability to grasp the material or complete assignments.

### **Excessive Time on Homework**

Some students have a difficult time completing homework for various reasons. It may take a student several hours to do 40 minutes of homework thus giving the parent the impression that the homework is excessive. If your child is experiencing this problem, please notify his or her teacher. We will meet with you to determine a resolution.

### **Homework, Schoolwork, and Extracurricular Activities**

**We understand that our children are often involved in activities that require time beyond the school day. While we understand this, we do not adjust expectations for the completion of schoolwork and homework due to a busy after school schedule.**

**With parent support, we have had many students who wish to remain enrolled at ECA pursue activities beyond the school day (i.e., athletics, acting careers, additional coursework/lessons beyond the school’s offerings, regular family travel, other personal interests, etc.). They understand that they may pursue these personal goals which may require that the child leaves school early or misses school days entirely, however these parents also understand that they must have their children remain current with all work assignments related to school.**

**We will not excuse, change due dates, nor diminish the academic requirements of any classes/subjects at each grade level due to a secondary commitment outside the school or beyond the school day. We will work with parents to accommodate absent days or early dismissal days for those students who are seriously pursuing careers or participating in activities beyond the school day. We will work to ensure that there is good communication between the parents and the staff. We will inform parents when the absences are affecting the child’s progress. We will support the family in its endeavors in whatever manner is appropriate**

and practical. However we will also hold the child accountable for all work and assessments and we will require that the work be completed on time and a quarterly passing grade be maintained in each subject.

Additionally, there are times when absences due to outside activities cause a student to miss a classwork assignment that cannot be made up. Missing assignments and handing them in late may negatively effect the student's grade.

No exceptions will be made to this policy.

## ATTENDANCE REQUIREMENTS

### 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 their 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.

If a child is sent home from school due to health concern such as but not limited to a rash, vomiting, fever, diarrhea, or red and weepy eyes, a doctor's note must accompany the child back school explaining that the child is not contagious.

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. In lieu of removal from the school due to excessive absences, the principal/designee may develop an attendance improvement plan requiring that the student work to improve their attendance record. A follow-up meeting to determine the outcome of the attendance improvement plan will be scheduled at a time determined by the principal/designee. The principal/designee has the final determination regarding a student's continued attendance to ECA based upon the improved attendance.

### Occasional Lateness

A child who arrives late for school **must** report to their classroom where attendance is taken and lunch is ordered. Students are late if they arrive after the first bell rings at 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.

### Chronic Lateness and Leaving Early

If a child leaves school early on a regular basis (once or more a week on a regular basis before 2:40 dismissal), each day he or she leaves after the three days will be counted as an absence. Accumulated absence over 18 days could result in retention and/or dismissal from school. If a child is late on a regular basis (once or more a week on a regular basis) they will receive a 0 (zero) for the work they missed by coming in late and they will not be able to make the work up. **No exceptions will be made.**

### Credit for "Seat-Time"

Students and parents often feel that as long as the child makes up the work that he or she missed to due to chronic lateness or chronic absenteeism, that he or she will pass the course and no penalties will be assigned. However, it is our policy that a child is responsible for his or her "Seat Time" which is the actual time a child spends in class and in school. We expect the actual and punctual presence in school to be a requirement for receiving credit for all work. A student who is chronically late does not deserve the same consideration as a student who consistently comes to school regularly and punctually. Therefore, for students who show a pattern of lateness or absenteeism for reasons that have not been approved by the principal, a grade penalty as explained in the previous section will be

deducted from the day's assignment for the class in which the child is chronically late. **No exceptions will be made unless the principal is aware of extenuating circumstances and has approved the child's irregular attendance for a specific reason such as severe health issues.**

### Students Pursuing a Career While Attending ECA

Some families encourage their children to pursue a career while attending ECA. ECA will work with the families in partner with this pursuit however there are some stipulations:

- No adjustments in tuition will be made. Students who pursue a career while attending ECA will be charged the regular annual fee for tuition regardless of the number of days the student has actual "Seat Time".
- Prior permission must be obtained from the principal for students to attend ECA while pursuing a career that will encroach upon daily attendance.
- Students pursuing a career while being enrolled at ECA will be responsible for the entirety of the schoolwork as if they attended school on a regular basis.
- Grading will be conducted as explained in this handbook.
- Students will be held accountable for failing grades, incomplete work, missing work and late work. Consequences for each of these circumstances will result in consequences as described in this handbook. Failing grades can result in retention.
- ECA will work with tutors (such as those who teach children on an acting set); however it is the responsibility of the parents to make the arrangements and to establish communication between the school and the teachers. It is also the responsibility of the parents to maintain that contact throughout the time that the child is tutored.
- Students will be expected to participate in the annual standardized assessment. Currently we use the TerraNova. Arrangements can be made through the principal/designee.

### Appointments During the School Day

Dental/medical appointments ideally 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. Office staff will ask for ID from any adult who is picking up a child if that person is unfamiliar to us or if there is custodial agreement that lists that person as not permitted to have contact with the child.

### Homebound Instruction

If a student is seriously or chronically ill and the parents want their child to attend ECA, we can make arrangements through Gloucester County Special Services School District to provide homebound instruction. However there is a process that has to be followed for this to happen. Please contact the principal/ designee if you feel that your child is in need of this service due a serious, reoccurring, or prevalent illness (i.e., cancer, diabetes, cystic fibrosis, emotional or psychological problems, seizure disorder, etc.).

### Attendance at Extra-Curricular Functions on an Absentee Day

**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/Designee's permission and/or a doctor's note stating that he/she is well enough to participate in that extra-curricular activity.**

### Take Your Child to Work Day

If you decide to participate in "Take Your Child to Work Day", your child will be marked absent on that day. There are no excused absences and no penalties for being absent for this event. However, if your

child has an excessive amount of absences then this must be taken into consideration when making a decision to take your child to work.

## **MAKE-UP WORK AND TESTS DUE TO ABSENCES FROM ILLNESS POLICY**

### **Making Up Missed Work**

Make-up work is defined as work that is missed due to absence from illness, death in the family, or other life-altering experience, therefore **missed work due to a vacation, a job, or extra-curricular activities is not covered in this policy.**

For students who are “out sick” for a number of days in grades **Kindergarten through 4<sup>th</sup>** grade, teachers will help the students to ensure that work is completed and that additional instruction is provided if needed.

For students who are “out sick” for a number of days 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 receive their missed work, however, **the entire responsibility for obtaining that work does not fall upon the teachers. Students must share in that responsibility by asking for missed assignments or by using the system that the teacher has in place to ensure that they have all the work they missed.**

The rule of thumb for the upper grades with regards to amount of time that make-up work can be handed in for a grade is that make-up work is due within the same number of days of the absence due to illness. 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.

### **Making Up Missed Tests**

If a student misses tests during his or her absence due to illness or planned absence then the following options exist for making up the tests:

- The tests can be made up during the school day within the same number of days that the student was absent due to illness.
- The tests can be made up during the weekly after school “Make up Test” hour. This day may vary weekly due to need and teacher schedules therefore a student will need to check with the teachers for the schedule session. The students have the week following their illness to make up all missed tests.

Any test that is not made up within that time frame will be considered late and will be assigned a failing grade. It is the student’s responsibility to work with his or her teacher to ensure that all work and tests are made up in a timely fashion.

## **PRE-SCHOOL MAKE-UP DAYS POLICY**

There are no pre-school make-up days for the days that we are closed due to:

- Inclement weather or other reasons that are beyond our control (e.g., power loss, no heat, etc.)
- COVID Issues
- Scheduled School Holidays



- Family Vacations
- Snow Days

## Further Information

The number of days for PK attendance is based upon an average 5-day week. If the school is closed for a holiday and one of your days is on that holiday, there is no make-up day for the holiday. We do not make-up snow days as a school, therefore there are no PK make-up days for snow days. **There are no make-up days for missed days due child illnesses.**

## OBTAINING HOMEWORK AND MISSED CLASSWORK

### Short Term Absences

If your child is out sick for a short period of time (one or two days) you may want to wait until he/she returns to school rather than call the school for work. The child should be able to make up the work easily when he or she returns when absent for a short time.

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 to ensure that there is someone in the office 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 and you can pick it up in the After Care room between 3pm to 5:30pm.

### Missed Classwork/Homework Due to a Vacation, a Job, or Extra-Curricular Activities, or Other Reasons Not Covered in this Policy

#### Missed Assignments

At the close of the quarter, teachers are often asked for assignments that students have missed as make-up work. Missed or incomplete classroom assignments **may** become homework at the teacher's discretion or may be considered a missed classroom/homework assignment and graded as such.

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

The policy that covers late homework assignments is explained in the **Incomplete and Missed Homework Policy** located in this booklet.

#### Extra-Credit Assignments Requests

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. If a student did not complete work on time or received poor test scores consistently enough to result in a poor quarter grade, it is unlikely that this child will be able to successfully complete more work thus compounding the amount of school work that child knows he/she must complete. The pressure of the addition of extra-credit work will not result in improving a child's work ethic or ability to understand misunderstood concepts. In fact, the increase of work will only exacerbate the performance issue and further burden the child. A better action plan for this situation would be to meet with the teachers as soon as the parents and teachers are aware of the problem to determine the child's issues and to then develop a plan to better support the child. For these reasons, extra credit assignments will not be assigned to help improve a poor grade at the end of a marking period. **No exceptions to this policy will be made.**

## Vacation Policy School Work Policy

ECA understands that families may need to vacation during the school year due to work schedules, professions, or due to personal preferences. We will work with you to ensure that your child does not fall behind in their schoolwork as follows:

Parents must make arrangements with the teachers several weeks prior to leaving for their vacation to ensure that missed work is completed. In some cases the work can be completed before the child leaves. Some work can be completed while they are away, especially now that some of the children have Chromebooks. Tests can be completed when they return. The completion of missed tests must take place within 2 days of returning or accordance with the teachers' schedules. Tests not made up in a timely manner in accordance with this policy or at the teacher's discretion will receive a 0 (zero) and there will not be a make-up test. Work that is not handed in in accordance with this policy or the teacher's agreement will count as a 0 (zero) and may not be made-up.

**An Important Note:** The policy for handing in assignments late when a child is out sick does **not** apply to a child who is going on vacation. **If an assignment/project is due while the child is away on vacation, it must be handed in prior to the child going on vacation.** If it is handed in after the child returns then it will be considered late and no credit will be given for the assignment. **Absolutely no exceptions to this policy will be made.**

## PARENTS COMPLETING STUDENT PROJECTS AND SCHOOL WORK

We realize parents like to partner with their children by assisting with projects and other assignments. We also realize that in some cases, students will need assistance from their parents to complete projects or homework. **However parents are not to complete student classwork, homework, or projects themselves and have their children hand in the work as their own.** It is obvious to us when the drawings, artwork, handwriting, organization, level of writing composition, and/or the language used in a written project is not that of the child. It is also obvious when a child cannot communicate with the teacher about the completed work because the child did not do the assignment. When we feel that this is the case, we reserve the right to challenge a student in the event that the quality or maturity of the work is beyond that of the child's ability, grade level, or developmental level or because the child cannot effectively communicate with the teacher regarding the point, purpose, or result of his or her completed work.

Also we understand that some of our children need a scribe to record their answers due to their disabilities. However, these students usually have a Service Plan (IEP) and we are aware of their needs. Also children in grades 5 through 8 who have difficulty writing can use the "Speech to Text" feature on their Chromebooks. We recommend this feature to our children who have difficulty with writing because this is a skill and a resource that they can use all their learning lives. Students in grades 1 through 4 can also use this feature on their classroom Chromebooks with teacher guidance.

If we find that the work was not completed by the child, the child may be given 3 additional days to hand in the assignment that they completed individually. They may hand in the self-completed assignment for a reduced grade of 10 points. Failure to hand in an assignment completed by the child within the 3-day timeframe will result in a grade of 0.

**Absolutely no exceptions will be made to this policy.**

## DELAYED OPENINGS AND SNOW DAYS POLICY

### Snow Days Policy

ECA does not make up snow days at the end of the school year. Extending the school year to meet a pre-determined quota of school attendance days does not necessarily enhance learning or increase time spent on learning. However, we are still very conscious that our children's need to complete their grade level curricular requirements before the school year ends. Therefore we have instituted the following policy to be used for the days when school is cancelled:

### **K through 8 Snow Days Policy**

Students in grades 1 thru 4 will receive a packet of schoolwork to complete over the cancelled school day(s). Students in grades 5 through 8 will receive assignments on Google Classroom to be completed by the date that the teacher decides. We are aware that the children will want to enjoy the weather on snow days, therefore we will do our best to make the amount of work appropriate as to permit the children the play time they desire.

### **PK Snow Days Policy**

There are no pre-school make-up days for the days that we are closed due to inclement weather or other reasons that are beyond our control (e.g., power loss, no heat, COVID issues, etc.).

## **DISCIPLINE CODE**

Discipline is necessary to maintain order and to establish a proper atmosphere conducive to 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 teachers 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 and National Junior Honor Society members from their nomination opportunity if they receive one school detention and three lunch detentions 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 school functions. In all grades, detentions will be issued for the following infractions including but not limited to:

- Leaving the classroom without permission
- Getting up from the seat and walking around the classroom without permission.
- Inappropriate calling out in class
- 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 (may require police notification/involvement)
- 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 towards achieving an end
- Making threats of violence towards students or staff with intent; the principal/designee will determine “the intent” upon investigating the event. Police may be notified.
- Cyber bullying including making threats, spreading or starting 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 using school equipment or using personal equipment. Use of personal equipment to commit the above listed offenses will be considered a school violation when the offense causes issues that effect the general well-being of the staff, students, or operation of the school. Note that some of the violations described above are criminal offenses 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), under the supervision of the staff and used for that specific purpose only. The teacher, club advisor, or administration must ensure that student identities and privacies 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 (PDA) or inappropriate touching is not permitted. **The personal space of all students is to be respected. Therefore hugging, hand-holding and other displays of physical affection are prohibited.**
- Stealing (this is a criminal offense and the police will be notified)
- Disruptive behavior on a school bus
- Fighting (this can be construed as criminal behavior and the police may be notified)
- Forgery
- False activation of a fire alarm (this is a criminal offense and the police will be notified)
- Possession of weapons including, but not limited to knives, firearms, fireworks and objects that can be construed as weapons. The principal reserves the right to determine the purpose of an object that appears to be fabricated to be a weapon. Any involvement with weapons or their imitation or fabrication is a criminal offense and the police will be notified. (police will be notified)
- Possession of drugs, alcohol, or drug paraphernalia
- Conduct unbecoming a Christian student in the school, on the bus, on the playground, or while attending a school sponsored function
- Defacing books, notebooks, textbooks, computers, or other school property

- Purposely and overtly excluding classmates and peers from social events by publicly 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. (See the Distribution of Party Invitations Policy on page 46)
- Purposely sharing/discussing/bragging about a small social gathering including a limited number of children in the presence of the children who were not included in the gathering which results in hurt feelings of those children who did not attend.

### **After School Detention**

Detentions in grades 5-8 will be held from 3:00 to 4:00 pm Monday through Thursday. Parents must pick up their child on days when they are assigned detention. When detention is finished and if the child is not picked up by 4pm then the child will be sent to After Care at the parent's expense.

### **Plagiarism and Cheating**

Plagiarism is defined as “the practice of taking someone else's work or ideas and passing them off as one's own” (as defined by Google). This includes work taken from the Internet or some other published source, which is then submitted as your own writing or ideas. It can be an entire paper or a few lines in a report. Moreover, this definition makes it clear that plagiarism is similar to stealing and cheating. The submission of work or ideas that were originated or belonged to someone else as your own is the same as stealing the work or ideas from someone. It is also the same as cheating since one is submitting work that one did not do oneself. When credit is given to the author of the work or quote (such as cited in accordance with MLA or APA), then it is permissible to use someone else's work or ideas to support a theme or report.

### **Cheating is a Form of Plagiarism**

Remember that plagiarism is also the sharing of your work with another student or copying another student's work and passing it off as your work. These behaviors will be addressed in accordance with the discipline code.

Copying work or test answers from a peer is cheating and considered plagiarism. Whether the work is copied surreptitiously or freely provided, it is the work of someone else and not your work and you are trying to pass it off as your own work.

By the same token sharing your work with another, giving another student the answers to a test, permitting someone to copy your work is cheating (and considered plagiarism) and makes you as guilty as the person who is copying the work.

Additionally students who are found to have open notes under/inside their desks, on the floor by their desks, written on their bodies or other places at a time when notes are not required to complete work (e.g., quizzes, tests, etc.) will be considered to be guilty of cheating regardless of the students' protestations that the student forgot to put the notes away. It is a universal and early learned practice to put away all notes and materials when a student is about to take a test whether the teacher explicitly reminds students or not. Consequences will be administered in accordance with school policy.

Cheating and plagiarism will not be tolerated at ECA. Both the person providing the information to another student and the student taking someone else's work and passing it in as their own work will be punished. Those who are found to be cheating will not be permitted to participate in Student Council or National Junior Honor Society. If they are members of these organizations they will be removed.

Detention, suspension, or, in extreme cases, expulsion will be administered to those who are found to be guilty of cheating and plagiarism. Students on National Junior Honor Society or Student Council who are caught cheating or plagiarizing their work will be removed from these clubs.

## Lunch Detentions

Lunch detentions will be issued for offenses such as, but not limited to, uniform infractions (e.g., not wearing a belt, wearing incorrect shoes, etc.), missing homework, or such behaviors/infractions as the teacher deems warrants a Lunch Detention rather than an After-School Detention. Also accumulating Five (5) lunch detentions = 1 After School detention. After school detentions are 1 hour from 3 to 4. Students are not permitted to do homework or read during After School Detentions.

Principal's lunch detention means that the children must eat lunch in a supervised classroom or in the principal's office and may not participate in recess for the designated time as decided by the principal.

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:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Suspension from school bus for a designated period of time
- 3<sup>rd</sup> 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 and, depending upon the infraction, 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.

## Uniform/Dress Code Violations

If a child violates the uniform code the following discipline measures will be taken:

- The Family Handbook Uniform Code will be copied and will sent home with the student and the violation will be highlighted. No consequence will be administered for this first violation.
- Lunch detention will be administered for the second violation.
- After school detention will administered for the third violation.

Please refer to Uniform section of this handbook to ensure that your child is not in violation of the Uniform Policy. **The Uniform Code applies to all students from PK to 8<sup>th</sup> grade. No exceptions to this policy will be made.**

## 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 and disrespect of the teacher's or staff's authority
- Continued use of profane or obscene language

- Continued interactions that disturb the wellbeing, moral ethic, and sensibilities of the class such as discussions about living a life of violence or discussions of illicit behavior whether found to be true or for the purpose of providing a shocking effect
- Cutting, defacing, or otherwise abusing or damaging school property
- Consistent concern, demonstrated by interactions, actions, and reactions, that a student's continued presence presents a danger to the student body or to one person in the school community
- 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 (e.g., 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 or present a conscientious work ethic that results in failure to pass a course(s).
  - Inappropriate use of technology involving threats and/or cyber bullying, accessing inappropriate sites, blatant disregard for the acceptable use policy, mistreatment of technology hardware
  - Violating the Social Media Policy
  - Making terroristic threats

All students who have committed above offenses shall be liable to punishment, including but not limited to 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 principles. **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.**

### **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, trips, clinics, and clubs.

### **Policy for Saluting the Flag**

It is the policy of this school that all staff and students at ECA will salute the flag and sing the patriotic song that will follow the flag salute at any time that the school so sponsors this activity, including but not limited to Morning Prayer, special events, celebrations, sporting events, etc. No ECA student or staff has the option to use the flag, the flag salute, or the patriotic song as a form of protest by defacing the flag, refusing to place their hand over their heart, not standing during the flag salute, or taking any other posture or attitude during the salute. If the patriotic song is The National Anthem, it will be sung standing with the right hand over the heart. If the patriotic song is other than the National Anthem, the students and staff members will stand and sing the words.

## **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, digital communications, and digital safety. In order to protect our 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 appropriate use, the violation of any specific school while using ECA digital equipment, viewing inappropriate internet sites on school equipment, the violation of federal rules or regulations, 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 as stated in this handbook, provides a comprehensive description of what is deemed unacceptable and inappropriate when using devices of technology in the school. This policy includes guidelines on the use of all the school's computers, visiting inappropriate websites, dissemination of inappropriately generated materials, and the sharing of personal information inappropriately, and violating a staff member's, family's, or student's privacy through the inappropriate posting of information in text or visual media.

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 download any Apps or programs on the School Chromebooks unless they have the written permission of the Technology Coordinator or their designee.
- No student may use his or her electronic device during class time or snack 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 from other students 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, the police will be notified.

### **Cell Phone, Ipad, Apple Watches, Fitbit, Tablets and Other Digital Devices Policy**

Cell phones are a modern-day requirement for the safety and convenience of 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 and other digital communication usage in school:

- All cell phones are to remain turned off in the student's locker during school hours which includes after school activities. **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.**
- 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.
- 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, that student will be directed to the teacher or to the office.
- Students are not permitted to wear digital devices that connect to the Internet including watches, Fitbits, etc.

**Ipods, and tablets** (such as iPad, Nexus tablets, Kindle Fire Tablets, Apple Watches, 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.

**Chromebooks** are not permitted to be used in Before Care. They can be used in Homework Club which is conducted during After Care. Homework Club is held in a classroom separate from the After-Care room. Any child in K through 8 who needs to use a Chromebook for homework, may do so. Students in K through 4 must obtain their classroom assigned Chromebook from their teacher. Only students in grades 5 through 8 can use their school assigned Chromebook for personal use or for academic purposes during Homework Club. If they are using their Chromebooks for personal use, they may not share whatever they are viewing with other students. Chromebooks are not permitted to be used during snack time or cafeteria recess. They can only be used in Lunch Study Hall if child is in Lunch Study Hall completing work or doing homework.

Abuse of the above stated rules and policies may 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

The principal/designee reserves the right to consider consequences not listed here that may be more appropriately aligned with the offense.

### Electronic Games and 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 personal electronic devices brought into the school including but not limited to Ipods, tablets, Apple watches, Fitbits, phones, DS's, eReaders, etc.**

### Kindles and E-Readers

Devices that are solely used as eReaders, such as a Kindle e-book, may be used in lunch study hall under the study hall teacher's supervision for grades 5 through 8 for the purpose of reading. 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.

For children in grades 2 through 4 who want to read from a Kindle may do so however the teacher may peruse the content for appropriateness and to ensure that the child is indeed reading. Also, the students must give their Kindles to their teacher who will keep them until it is an appropriate time for the child to use it. The teacher will exercise prudent care while storing the eReaders that are in his or her possession, however they are not personally responsible for the eReaders.

### Personal Tracking Devices

Students may not wear personal GPS tracking devices/panic button devices on their body, nor may the children use them to contact their parents. If a child is carrying a personal tracking device, it is not the school's responsibility to ensure that the child keeps it on, does not lose it, or accounts for its malfunction when a parent receives an error message.

## SOCIAL MEDIA POLICY

Edgerton Christian Academy has adopted a policy regarding comments about ECA on social media. You will receive a copy of the Social Media Policy when you register. Your signature on the acknowledgement sheet in the registration packet indicates that you have read, understand, and will comply with the policy. Your signature also indicates that in the event you do not comply with the Social Media Policy, you understand that you will be liable for the sanctions/consequences associated with non-compliance.

## CHROMEBOOK AND G-SUITE FOR EDUCATION POLICY

Every student in K through 8 at ECA is assigned a Chromebook. Students in 5-8 are provided a Chromebook that they will use for schoolwork and homework in keeping with the 1:1 Technology Initiative. Use of these Chromebooks is a requirement of admission to ECA. We consider the implementation of this program an important component of preparing our children for future academic success and life-long learning. **Therefore, students or their parents may not opt-out of this program and must use the equipment that the school has assigned.** Admission to ECA implies that students and parents alike accept the ECA 1:1 Technology Policy which includes committing to the care and replacement cost of the Chromebook that each student issued.

Parents may not choose to supply their child with their own device or decide that their child will not use the school assigned Chromebook. We only use the school assigned Chromebooks because they are tied to our digital management system and to our digital safety system and can be tracked by our school personnel in the event they are lost, stolen or there is inappropriate content on them.

The G Suite for Education Policy is located in the Acceptable Use Policy. Your signature on the acknowledgement sheet in the registration packet indicates that you have read, understand, and will comply with the policy. This policy was written and designed for your child's safety and to maintain the integrity of the 1:1 Technology Program.

Children in grades 5 through 8 will review the G Suite for Education/Chromebook policy in school each year.

## 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 8<sup>th</sup> 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 supportive to a learning environment or required for 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.

### Seasonal Uniform Information

There are two uniform seasons, the winter uniform and the summer uniform.

### Winter Uniforms are Worn November 1st through March 30th

Students may **not** wear sneakers, shorts or capris from November 1<sup>st</sup> through March 30th. Follow the uniform policy listed below to ensure that you are wearing the appropriate uniform.

### Warm Weather Uniforms: Early Fall and Late Spring

Warm weather uniforms may be worn from the beginning of school up to and including October 31<sup>st</sup> and again from April 1<sup>st</sup> 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), hunter green short sleeve knit golf shirt with ECA logo (tucked into shorts) and low-cut white sneakers with minimal color. **No high-top sneakers or sneakers with characters, lights or wheels may be worn.** Athletic socks can be any white sport socks or ankle-high socks. All uniforms, cold and warm weather uniforms, may be purchased from Cheryl's Uniform Boutique.

**Students may not wear cargo, leggings, yoga, or stretch pants, shorts or capris to school as part of the summer uniform. They may ONLY wear the school pants, shorts or school capris as described above.**

### 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). These 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.

### PK Uniform Requirements and Dress Code

All PK children must wear an ECA uniform. 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 the 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 the gym or school uniform only.**

### K through 8 Boys Everyday Uniform Requirements

K – 8 --Khaki pants that are similar to dress pants. **No jeans or denims or jean-type khaki colored pants.**

K - 8 -- Hunter green knit shirt – ECA logo (long or short sleeve, must be tucked in at all times)

K - 8 -- 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. No**

**students may wear white socks with the everyday uniform. All students must wear socks that are over the ankle.**

K - 8 --Brown shoes – Rubber soled dress shoes are acceptable. Shoes must be tie, Velcro or loafers (no sneakers, boots or sandals). If the shoes are tie shoes, they remain tied at all times. White sneakers may only be worn on Gym Day with the gym uniform.

K -8 – Belts -- 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
- Windbreaker type jackets in hunter green with ECA Logo
- Hunter green fleece zippered jackets (K-8) logo mandatory

**Boys Uniforms Prohibitions:**

**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 (see Hair Style and Decoration Requirements for boys and girls below)**

**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**

**No skinny pants may be worn**

**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 --Shirts - Hunter green shirts worn with skirts, skorts, shorts, capris, and slacks (as the uniform is assigned by grade level). **Students may not wear yoga, stretch, or legging type pants.**

K - 8 – Shoes -- Brown shoes or tan “Sperry-type” are acceptable. Rubber-soled dress shoes are acceptable. Shoes may be buckle, tie, Velcro, loafers, and ballerina-type shoes. If the shoes have ties, then they must remain tied at all times.

**No boots or boot-type of shoes, backless shoes, moccasins, slippers, sandals, Clogs, Crocs, flip-flops, or other shoe not listed as a uniform shoe may be worn. Sneakers may only be worn on Gym Day with the Gym Uniform**

K - 8 - Socks – Hunter green, khaki, or white ankle socks, or hunter green, khaki, 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.**

**Optional/additional uniform-wear for girls:**

- 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
- Hunter green fleece zippered jackets (K-8) logo mandatory
- Khaki dress slacks (year-round)
- Windbreaker type jackets in hunter green with ECA Logo

**Girls Uniform Prohibitions:**

- **No patches on clothing, school supplies or accessories**
- **No body piercing or tattoos**

- **Not more than one ear piercing and one single earring in the ear**
- **No jewelry except for a religious medal, cross, etc.**
- **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**
- **No skinny pants or leggings may be worn**

### Further Clarification of Uniform Requirements for Boys and Girls

- **Hair style and decorations 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.
  - **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 over the summer, then it must be returned to the natural color when returning to school. This has been reviewed 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 or black.
  - Girls and boys may not wear their hair in a style of dramatic or uneven layers, spiked, or shaved.
- **Shoes and socks requirements:**
  - When the students wear shorts, they must wear the uniform 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 with their skort or jumper
  - **No students, boys and girls, may wear sport socks with their skorts, capris or slacks uniform. Socks must go over the ankle.** White sports socks are only worn with their gym uniform or with their school shorts when wearing sneakers.
- **Further 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. They may not wear another color shirt under any circumstances.
  - No non-ECA patches on clothing, school supplies or school accessories may be displayed
- **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.
  - We prefer that they 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 concerning hair styles and hair decorations as explained above.

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

**ALL SHIRTS, SWEATERS, ZIPPERED HOODIES MUST HAVE THE EDGARTON 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.

### **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 and Make-up**

Girl's 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, however the Apple watch, Fit Bits, and similar devices constitute a personal digital device and is therefore not permitted to be worn as a watch.

**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. Children may not wear Fitbits or other similar devices.**

- **Jewelry requirements**

- The only jewelry that may be worn is a religious necklace or a religious bracelet and no more than two small rings 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 one hoop earring 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
- Students are not to wear any dangling chains or decorative accessories from waist. Only actual jewelry can be worn as jewelry. Students may not wear chains or other similar items as jewelry

- **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; if a student wears acrylic nail polish, they will have a lunch detention for each day that the polish remains on the nails. The lunch detentions will accrue towards after school detention.

**Exception for 8<sup>th</sup> grade:** Make-up is allowed on the day of the 8th grade graduation pictures. Nails can be polished for the 8<sup>th</sup> grade graduation pictures and may be worn for a week after that. Other than these two instances, make-up and nail polish is not permitted at any grade level.

## Hair Styles and Coloring

No dyed, tinted, highlighted, radical, or extreme hairstyles 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. Failure to comply with this policy will result in removal from our program.**

## 8th Grade Graduation and Dinner Dance Attire

### Boys:

- White Dress Shirt
- Dress Pants
- Suits (optional)
- Tie
- Dress Shoes

### Girls:

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

## 8th Grade Dress Down Luncheon Attire

Eighth grade may dress down in their own clothes for the 8<sup>th</sup> grade Luncheon. However, they may not wear extremely short or "booty" shorts or tight legging type capris. Shorts must come to the knee. They may not wear tank-top shirts, cropped-topped, or tank sports shirts. They may not wear shirts that will display in appropriate parts of their bodies.

## Dress Down Days Policy

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

- No rock group logos, non-Christian message, or double entendre messages are 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, sleeveless, or tight-fitting shirts are permitted at any time.
- No ripped or thread-bare jeans that exposes skin. The jeans must have an opaque backing behind the threaded areas.
- 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 holidays (as specified by the Principal), birthdays and any other day at the discretion of the Principal. Once per month, usually on the first Friday of the month,**

ECA sponsors a \$5 Dress Down Day where the money collected from this fundraiser is donated to an organization or charity. The charity or organization is announced each month in the VCE.

## **DRESS DOWN DAY FUNDRAISERS**

ECA will sponsor an occasional dress down day as a fundraiser for which a nominal fee will be charged. On these days, the children must follow the Dress Down Policy as written above.

## **ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

**List of School Activities and Sports (some of these activities or sports may not be available due to interest levels and the availability of Coaches).**

Coed Soccer	Grades PK through 8
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 Softball	Grades 6 through 8
Girls Junior Cheerleading	Grades 1 through 4
Girls Varsity Cheerleading	Grades 5 through 8
Girls Volleyball	Grades 4 through 8
Sports Clinics for Golf, Tennis, Soccer and Volleyball	Grade levels vary from PK to 8 <sup>th</sup>

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
Student Council	Grades 5 through 8
Music Ministry	Grades 3 through 8
Spring Play	Grades 5 through 8
Instrumental Program	Grades 2 through 8
Art Club (Middle School)	Grades 5 through 8
Scouting for girls and boys	Grades K through 8
Science Club	Grades 1 through 4
Entrepreneurial Club	Grades 7 and 8
Choir	Grades 3-8

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").



## 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 a parent or guardian. Students who fail to submit a proper permission form will not be allowed to participate. Telephone calls with verbal permission will not be accepted in lieu of a properly written permission form. These trips are at the discretion of the individual teachers. Field trips are privileges afforded to students therefore 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 may go on field trips that extend beyond school hours. If a student exhibits consistent, inappropriate behavior throughout the course of the year, the school reserves the right to require the presence of a parent or guardian to supervise their child on the trip or in extreme cases, to deny the student's participation in the field trip altogether. **If a student is not permitted to attend a field/class trip due to behavior issues, he may not come to school the day of the trip and will be marked absent.**

**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 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 purchase lunch cards in the amount of \$80.00 per card. These cards entitle a student to purchase a lunch and a lunch beverage. Each dollar amount purchased is deducted from the card. Students are notified when their card has a balance of \$20.00. Another card can then be purchased in the amount of \$80.00. For PK through Kindergarten, parents will pre-order lunch using a lunch order form. For grades 1st through 8<sup>th</sup>, lunches and beverages are ordered each morning in homeroom. Ice cream is sold daily at varying prices and is not included in the lunch cards.

**Lunch cards cannot be used for the purchasing of subs during our Sub Sales however SCRIP credit can be used to pay for subs. SCRIP credit can also be used as payment for lunch cards but note that it takes two weeks to process a lunch card order paid through a SCRIP account. Parents are not permitted to bring in hot lunches from another vendor such as McDonald's, Wawa, or other fast food vendor for their children.**

**Students always have the option to bring a packed lunch to school. We have microwave ovens**

for our students' conveniences which are used to heat food 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

## COMMUNICATIONS

### School Visitor Policy

All visitors must report to the School Office. **Parents or visitors may not interrupt teachers during school hours.**

### General Parent and Teacher Communication Policy

While any teacher is willing to have a conference with the parents in regard to their child, spontaneous conferences are not permissible. 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. They will return your call.

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 for notification of parents regarding 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.

### School All-Call System

ECA uses an all call system to notify you regarding information about the school. There are three methods that we employ for this purpose. We can call you, email you and/or text you. You will be asked to sign-up for the method(s) you by which you wish to be notified. Please call the office if you have further questions or wish to change your numbers or the method we use to contact you.

### Virtual Communication Envelope (VCE)

Edgerton Christian Academy's Virtual Communication Envelope (VCE) is "paperless". Not only is this a cost saving measure but it is environmentally friendly. We "send" (post on our website) our communication envelope 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 or may have an important notice "back-packed" on any day, however the majority of our communication is accomplished on-line. Please call the office if you have any questions or need help with this process.

Folders will go home with all students on Thursdays and must be returned to school by Monday of the

following week. Test folders will come home on Thursdays for your examination for students in grades 5 through 8. The folders must be signed and returned to the school. PK and Kindergarten students take home a folder every day.

## **Responsibility Regarding School Communications Between Custodial Parents and/or Blended Families**

ECA welcomes all families. We also pride ourselves in our ability to effectively communicate with all our families. Therefore, ECA respects all court orders regarding custodial agreements. However, there is a practical limit to our ability to meet the individual needs of families who are in shared custody situations with regards to the sharing of information and schoolwork. ECA will not duplicate schoolwork, communications, and other documents for non-custodial parents. It is the responsibility of the parents to develop an effective method for the sharing of information and schoolwork regarding their child(ren).

Below outlines our policy for effective communications with parents who share custody. For the purposes of this policy, the phrase “non-custodial parent” means the parent with whom the child does not reside on any particular day of the week. The term “custodial parent” means the parent with whom the child resides on any particular day of the week. On that particular day of the week, it is responsibility of the custodial parent to share all school information/communications with the non-custodial parent.

- We believe that it is the responsibility of the custodial parents to communicate with each other regarding the sharing of school information and schoolwork regarding their child(ren). It is not the school’s responsibility to duplicate schoolwork or notices to be sent home to ensure that both parents have copies of the schoolwork or school communications. The school will not duplicate schoolwork or notices to ensure that both parents have a copy.
- We post our communication envelope on our website every Thursday by the end of business. It is available on our website for anyone to view. Even the occasional notice that is “backpacked” home will be posted on our website on that day. When information is “backpacked” it is the custodial parent’s responsibility to share the information with the child’s non-custodial parent or for the non-custodial parent to find it on our website.
- We have an “All Call” system for notifying our families of pertinent information and upcoming events. All parents, grandparents, and guardians can be added to that system to receive school updates via text, email, and/or phone call. It is the parents’ responsibilities to sign up for this service. The form for requesting this service is available on our website or by calling the school.
- We will not schedule phone calls during the school day to ensure that a child can speak with his or her non-custodial parent. This level of communication between parents and children is the sole responsibility of the parents to arrange while in the home environment.
- If your child is a special education student receiving instructional, therapeutic, or speech services then you may contact Gloucester County Special Services School District for information regarding your child’s special services needs.
- If your child is injured or becomes ill during the school day requiring a phone to a parent, we will call the custodial parent for that particular day (if we are aware of which parent is the custodial parent on that day) and their emergency contact list first. If we cannot reach the parent or his/her emergency contacts, then we will call the non-custodial parent listed. We will follow this procedure unless we receive a statement with a signed joint agreement (in letter form to be attached to the emergency form) between both parents that states they agree that an alternative notification procedure/order is to be followed for emergency contact. Both parents must sign the alternative agreement at the same time in our office witnessed by our staff indicating that both parents agree to the alternate procedure. If this signature is not witnessed by our office staff with both parents present, then the school reserves the right to call both parents to confirm the veracity of the request. If, when contacting the parents to affirm the veracity of the written agreement, we find that it is not representative of the wishes of both parents, then the school

will default to the initial process outlined in this bullet or in accordance with the court agreement until further notified.

- We will not notify non-custodial parents in the event of child's visit to the nurse's office for minor/non-emergency issues. The nurse or her designee will determine the severity of the issue and the need for parental intervention/notification. Children usually receive a notice to take home each time they are in the nurse's office for treatment. It is the responsibility of the parents to share this information with each other.

The teachers and office staff will work with you regarding transportation, busing, and pick-up arrangements in keeping with your family's custodial schedule. However, we are not responsible for ensuring that your child gets picked up in accordance with the non-custodial parent's wishes. For example, if it is a parent's turn to pick up a student on a particular day of the week and that parent does not report to the school at dismissal, as per our policy ([Handbook page 10](#)), we will send the child to After Care. We will not contact the non-custodial parent that the child has not been picked up.

If the custodial parents change their schedule with regards to which days they spend with their child(ren), then they must notify the school to let us know of the change. We will honor the custody agreement schedule that we have on hand unless otherwise notified. This means that if a non-custodial parent comes to the school to take the child home or to an appointment and this does not match the most current schedule provided to us, we will contact the custodial parent to determine that this is acceptable.

If the non-custodial parent removes the child from the school during the school day or removes the child from After-Care without the explicit permission of the custodial parent, we will notify the police.

**In addition to the above**, when ECA hosts a function where families are requested to gather, socialize, and share a table for a meal or an activity (i.e., Grandparents Luncheon, Book Fair, Kindergarten Thanksgiving Feast, etc.), it is not our responsibility to seat families with regards to family issues. For example, if factions of a family do not enjoy an amicable relationship, it is not our responsibility to preferentially seat a family or to schedule time to share the student(s) between the two families who do not "get along". While we understand that there can be problems between families, we expect that these issues will be set aside during the function in the best interest of the child(ren).

## LEGAL GUARDIANSHIP

Custody requirements and issues can only be honored if 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.

### Restraining Orders

We respect all legally appointed Restraining Orders and we will notify the Franklin Township Police Department immediately in the event of an attempt to violate the Order.

## BEFORE AND AFTER CARE

All students must sign into Before Care if they arrive to school before 7:45.

All students must sign into After Care if they remain after school past 3pm. **No student is permitted to wander the halls, linger in the cafeteria, linger a classroom or linger in any other place while waiting to be picked up or in an effort to avoid going to After Care.** All children must report to After

Care if they are staying after school. No student is permitted to play basketball in the cafeteria while waiting to be picked up. If a student has a music lesson, the student must sign into After Care while waiting for that lesson. No student may stay with the music teacher while waiting for the lesson.

If a child is not picked up by 3pm, that child is sent automatically to After Care at 3pm. If your child stays for an after-school activity, and that activity ends before you pick them up, they will be sent to After Care until you arrive. You will be charged for the time they are in After Care. The activities include but are not limited to sports, practice or tutoring of any kind, Science Club, Art Club, Honor Society or Student County events, etc.

### **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 has 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 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 an un-Christ-like manner towards classmates who are not invited. This causes extreme pain and difficulty for the not-invited 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.

### **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 provided upon request. 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. Trade books may be used for the Language Arts Program. No magazines are permitted in class unless they are a part of the instructional program. Over the past few years we have slowly moved to purchasing eBooks or digital copies of the student textbooks. If your child has a digital copy of his or her textbook encourage them to use those copies rather than to bring home the heavy hard cover books.

Students can use e-readers, such as Kindles, for the purpose of pleasure reading when under the direct supervision of the teacher during lunch study hall only. The teacher has the right to ensure that the student is engaged in reading appropriate material on his or her eBook.

### **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 4<sup>th</sup>

grade a minimum of 2 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 1<sup>st</sup> through 8<sup>th</sup> 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 during the school day. While ECA pays a nurse from our yearly budget, we also have nursing services paid for by your taxes through Chapter 226, Provision of Nursing Services to Non-Public Schools. The amount of time that the nurse is assigned to ECA is dependent on the yearly amount of money assigned to by the State. This amount is based upon a per pupil stipend that is based upon student enrollment of the prior year. The nurse's time is primarily devoted to caring for children who become sick or injured at school, administering medications, maintaining medical and medication records, ensuring that our student's immunizations are current, conducting vision, hearing and scoliosis screenings, and dealing with public health issues.

### **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, Persistent Coughs, Copious Mucus, and Eye Irritations** -- If your child has a rash on their skin, redness of the eyes, or a persistent cough 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/or 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. They may return when the lice is gone after treatment. 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. We do not share personal information (the name of the child(ren)) with the families when we are notifying families of this issue.

**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/designee will determine the most prudent action. If the nurse is not present, then the teacher or principal may advise you to take your child home and refer to a physician for medical treatment. If your child is in need of emergency care, 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 reason and the length of time the child must be excused. Copies of this note is given to the nurse. When a physician removes a child from gym or defines how that child is to move or behave during the school day, ECA will follow the doctor's orders until the doctor provides new orders. Parents

cannot request to change a doctor's orders (e.g., such as requesting that a child is permitted to play on the playground, use a computer or digital screen, participate in gym, etc.) because they feel that the child does not require the restrictions any longer. ECA requires a doctor to remove his or her orders to the change the level of the restriction or intervention.

**“Potty” Accidents** – Students in PK2 and PK3 are not expected to be potty trained. We will gladly work with parent to assist with potty training when a parent indicates that they wish this process to begin. **However, if a child in any grade level seems to be resistant to potty training, that child must wear pull-ups.** The staff is fully prepared to assist students in PK2 and PK3 however students in PK4 and Kindergarten are expected to have complete excretory control. While the staff will gladly assist with the occasional “accident”, they are not prepared to assist with consistent accidents. The teachers will discuss frequent accidents for students older than 3 years with parents and they will try to work with the families. However, we will require that children who continue to experience potty accidents wear pull-ups to ensure that the problem is contained for hygienic purposes until the problem is resolved. Persistent accidents may require that the child is removed from the classroom until he or she achieved appropriate control.

### 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 and the teacher receives the note. If the child is eating cough drops without a parent note, the cough drops will be taken away.
3. The school will provide a secured, locked space for the safe storage of medication and prescription drugs.
4. The 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.

### Administration of Medical Marijuana Policy

Since no ECA staff member will be permitted to administer medical marijuana to a student, ECA cannot meet the needs of any student who requires this form of treatment. Therefore, ECA cannot accept children as students who require Medical Marijuana medication.

### 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 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 school staff is alerted to ensure that your child is safe. 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 or tactile peanut allergy, please notify the school immediately so we can be sure to take more intense precautions.

### **Perfume Allergies**

Students should be mindful of wearing strong perfumes or after shaves. The fragrances can cause an asthmatic reaction in some children. Therefore, students are asked not to wear strong fragrances to school.

## **WATER BOTTLE POLICY**

Students are not permitted to take water bottles into the classroom for the following reasons

- The students are using computers in their classrooms and the water bottle presents an issue for the computers. We have lost Chromebooks due to spilled water.
- The students "crinkle" the water bottles when they are sitting on their desks. This is a distraction and an annoyance to those in the classroom.
- The students' water bottles open in their book bags and leak all over books, computers, and the floor.

We understand the need for students to be well-hydrated. Therefore, a student is permitted to place water bottles in their lockers or to use the water fountain as often as they need. They also can drink at "snack time", during lunch and recess, and all throughout the day as they need. The children frequent their lockers during the day and can easily drink from their water bottles at that time.

Call the school if you have a concern regarding this policy.

## **SAFETY POLICY**

ECA is committed to safety for all students, staff, and visitors. Therefore, we have put the following safety measures in place:

- Monthly Fire Drills as required by law.
- Monthly Safety Drills as required by law.
- Panic Buttons in every space that contact Gloucester County Dispatch directly.
- 37 Cameras that monitor halls, cafeteria, and outside areas that are displayed on TVs in the Main Office and in the Principal's Office.
- Criminal Background Checks are conducted on all staff and consistent volunteers.
- Specific bathrooms are assigned for Adult Use Only.
- All exit doors are locked at all times while students in are the building.



- Public access to building is granted to the school through the front door only after ringing for permission to enter and after being interviewed to determine the appropriateness of granting entry.
- All visitors sign in at the main office and wear a badge indicating that they are visitors.
- All adults sign the students in and out when taking returning them to school or taking them home early and ID is checked if the adult is not familiar to the staff.
- All special events have a sign-out procedure to ensure that we are able to track the location of children and with whom they have been released; parents must give prior permission for release of their children to any one besides them.
- Adult ID's are checked to ensure they have permission to pick up a child; if they do not have permission and are not on the list, children will not be released until permission is established with the parent.
- All staff has completed a CPR and AED class.
- Defibrillators are placed in the Main Building in the hall, cafeteria, and nurse's office; and a defibrillator is placed in each out-building (PK Classroom).
- The K-8 playground is completely enclosed in a chain-linked fence.
- Staff who bring students outside for class or for recess carry a walkie-talkie to communicate with the office in the event of an emergency.
- We have frequent contact with Franklin Township Police.
- We conduct Child Abuse Prevention and Anti-Bullying Programs which include staff and parent workshops.
- We always have at least two staff members remain in After Care until closing even if there is only one child present never leaving a student alone with one adult.
- We do not permit community members onto the playground until the children are dismissed from the school and After Care, and/or no ECA child is playing on the playground after 5pm.
- We have parents who are law enforcement officers who attend the events that are open to the public for the protection of all our families and visitors.
- A Threat Assessment was conducted several years ago and the following recommendations have been made and implemented over time:
  - A six-foot privacy fence is placed around the PK play yard to ensure privacy and to facilitate safe movement from the outbuildings to the main building when evacuation from the PK building is needed
  - A "Man Trap" at the front entrance has been installed to further delay access to the school with no ability to enter the building through that door unless the Main Office "buzzes" the visitor in again.
  - Room darkening film is placed on all the windows and the doors in the main building and PK buildings.
  - Glass doors are covered in a thicker plastic to lessen the shatter factor if they are broken.
  - Bollards were placed in the parking area surrounding the PK play yard and the PK4 building.

While this list is impressive and while we would like to believe that we are invincible, we are constantly aware of how fragile safety and security are. We constantly monitor our facility, procedures, and policies to ensure that we are carefully looking for ways to improve all safety resources and processes. When we determine that there are new methods and procedures that we can implement to improve our safety and security program, we make every effort to implement them as quickly as possible.

## **THE EMOTIONAL HEALTH OF STUDENTS**

### **Notification of Incidents to Parents**

If a child is thought to be or determined to be experiencing emotional issues, parents will be notified immediately. Due to the culture of the school and the quality of the character of our children, we often are told of issues in confidence regarding self-destructive behaviors or suicidal ideology before they become a crisis. We find out who may be in crisis when children confidentially tell an adult in the school, from parents who overhear conversations or whose children have confided in them will call the school in confidence, and sometimes the child who is in distress will come to an adult on their own.

Parents or guardians are immediately notified by the principal and every effort to maintain the child's dignity and confidentiality is made. The child in crisis is then remanded directly to the parents or guardians with information regarding where to seek assistance. The child may not return to school until the parents have provided proof that they are working with a counselor and that their child is emotionally ready to return to the school. The school will work with the parents, the child, and the counseling services in compliance with the recovery plan that is suggested by the doctor or mental health staff. The principal will discuss this policy in more detail in the event a family needs our support for their child.

## **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 tolerated. 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)

Currently the following areas are bused to the school:

- Vineland School District buses students from Vineland

### **Walkers**

With written parent permission students can walk home. Students are to cross the streets at the appropriate corners and leave the school grounds 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. Parents are not to linger or stay parked in the drop-off or pick-up line after dropping off 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. You may drop off your child(ren) at 7:45am without paying for Before Care.

Pick-up is from 2:40 to 3pm on the Madison Ave. side of the school (where drop-off is held). If you do not pick up your child by 3pm we will automatically send your child to After Care. You will be billed for the time your child spends in After Care.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER**

### **Notification of Delayed Openings and Snow Days**

Edgerton Christian Academy School has subscribed to the BlackBoard Alert Now notification system. Parents will be notified via a phone call, e-mail, and/or text message in the event of a delayed opening or a school closing due to snow or emergency. We try to do this 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.

### **Delayed Openings**

We prefer delayed openings rather than closing school when snowfall is not excessive and we can

clean the parking lots and sidewalks. 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 the 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.

### School Closings and Make-up Snow Days Policy

ECA will close in the event that the snow is to continue throughout the day and we cannot clean the sidewalks and parking areas in time to open. ECA does not make up snow days at the end of the school year. Extending the school year to meet a pre-determined quota of school attendance days does not necessarily enhance learning or increase time spent on learning. However, we are still very conscious that our children need to complete their grade level's curriculum requirements before the school year ends. Therefore, we have instituted the following policy to be used for the days when school is cancelled:

- Students in grades 1 thru 4 will receive a packet of schoolwork to complete over the cancelled school day(s). Students in grades 5 through 8 will receive assignments on Google Classroom to be completed by the date that the teacher assigns. We are aware that the children will want to enjoy the weather on snow days, therefore we will do our best to make the amount of work appropriate as to permit the children the play time they desire.

## RELIGIOUS OPPORTUNITIES

This school is a Christian School. That means that we are 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 students 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 tenets 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.

### Intelligent Design and Creationism

We teach all subjects in accordance with the New Jersey Core Curriculum Content Standards. We do firmly believe and state that God is our Creator, that He created the earth, and that He is responsible for our universe. We also teach the theory of evolution in our science program while acknowledging the work that God the Creator has done. Therefore, if you feel that your child is required to respond to school work that is opposed to your religious beliefs, please contact us and we will attempt to work with you to find an alternative assignment for your child to complete that will be more closely aligned with your family's religious beliefs.

### Secular and Symbolic Parts of the Holidays

ECA participates in some of the secular and symbolic components of major holidays. Some examples of this are:

- The PK students have an Easter Egg Hunt.
- The Student Council puts a small gift in the shoes of the children just before Christmas celebrating St. Nicholas Day.
- The school decorates a Christmas Tree, lights an Advent Wreath, and displays a Nativity Scene during the holidays.
- PK and Kindergarten students dress in costumes for Halloween and participate in a parade. Some Halloween-types of art may be displayed throughout the school during this time, however we do not display artwork that is representative of the diabolical.
- The HSA hosts a Trunk or Treat family event on the last Thursday in October. Some families decorate their cars in a Halloween theme and some in Fall Harvest theme. This is a personal choice and all themes are respected.
- The children have classroom parties at Halloween, Christmas, Valentine's Day, and Easter. The teachers ask that the parties are kept "low-key".
- Kindergarten children "hunt" for Leprechauns on St. Patrick's Day.

## **GAMES OF CHANCE AND FUNDRAISING**

Our only source of revenue for ECA is through the collection of tuition, donations and gifts, and fundraising. Our fundraising activities include games of chance. We understand that this method of fundraising may not align with some family's values. Fundraising is never mandatory at ECA and we do not require your participation in any school fundraising efforts and we especially understand if you feel that these events conflict with your religious beliefs thus causing you to withhold your support.

ECA sponsors several types of fundraisers throughout the year. We sponsor 3 large fundraisers that yield a large profit for our efforts and we sponsor several smaller fundraisers throughout the year that yield a relatively high profit margin for the amount of labor involved.

The large fundraisers are:

- 50/50
- Basket Auctions
- ECA Annual Golf Tournament

Some Smaller fundraisers (which can vary from year to year) are:

- Coupon Books Sales
- Cookbook Sales
- Readathon
- Turkey Trot
- Gertrude Hawk Candy Sales
- ECA Wear
- Vacation Raffle
- Book Fairs

## **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.
- No volunteers may randomly "roam" the school or seek out their child(ren)'s classrooms to "visit" or explore through their lockers.
- Volunteers may not use the time they spend in the school helping as a convenient time to conference with the child's teacher. Conferences must be scheduled and may not be conducted impromptu.
- 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 the event 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.

### HSA Meetings

There are very few HSA meetings where actual attendance is encouraged. Most HSA business is conducted virtually through email and other telecommunications. It is our belief that this method for conducting HSA business is more conducive to current family lifestyles due to the fact that many of our families have both parents working. In addition, many children are heavily involved in after school activities. We also believe this creates an opportunity for parents become involved who want to help but feel they cannot physically attend meetings due to their personal schedules.

### 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(s) **will notify all parents of the classroom's students regarding activities and the ways they can support and/or participate through emails and notices.**

All room parent 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](mailto:info@edgartonchristianacademy.com) as an attachment. We will gladly 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. However, the most efficient method for communicating with all the parents of a classroom is through a class-wide email. The office can help with the contact list for your classroom.

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 well-being of all our 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 are made to maintain fiscal stability
- Ensure that ethical practices are pursued in the operation of the school and the treatment of its children and families

Trustee membership is determined in accordance with the Trustees Bylaws.

## GENERAL PRE-K & EARLY CHILDCARE INFORMATION

### Policy for Placement of PK Children in Class

Students are placed into their PK programs by age. We use the October 1<sup>st</sup> cutoff date to determine which aged class would best suit your child. The only exception to this rule would be if we had to take into consideration that a class is full or nearly full and/or that your child is on the cusp of the determinant age for a particular class.

Unfortunately, due to the requirements and constraints of child placement into appropriate classes, we cannot honor a parent's request for a specific teacher or classroom. Parents will be notified mid-August regarding the placement of their children.

### PK and Special Needs

At times the staff or the parents may recognize that a student needs extra attention due to language delays, behavior issues, or other atypical behaviors. The parent or the PK teacher may request a meeting with the parents. ECA will work with the parents to refer the family for assistance if needed. We have found that the concerted efforts of the school and the parents to determine the area of need and then to work with the families and the therapist, if required to remediate the issue, will yield the best results. We have found that our students do very well when we work together to resolve any issues that are identified early in childhood and yields positive outcomes.

### PK Uniform and Potty Training Policy

PreK 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.

We will work with you to help potty train your child. Therefore, children 2 to 3 years of age must be in the process of being potty-trained or ready to begin to be potty trained. Children who are working on becoming fully potty trained may be required to wear pull-ups for hygienic reasons. Until a child is **fully potty trained they may not wear "big girl" or "big boy" underwear**. If your child's teacher determines that your child must wear pull-ups while continuing to work on potty training, they will notify you. Please comply with this request. Occasional accidents are all part of a PK day, however a child who experiences several accidents a day presents hygiene issues for all children and it can be very distressing for the child.

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.

If you decide to change or increase the number of days your child comes to PK on a regular basis, you must first 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 parent 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 into 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.

### **Missed Days and Withdrawal from the PK Program**

If a child is absent for a period of time and then the parent decides to withdraw the child, no refund will be given for the time the child is absent. If you remove your child from the program mid payment period, no refund will be provided for that payment period. Your account will be disabled prior to your next payment date, however ECA will not prorate your last tuition payment commensurate with the number of days you attended during the payment period.

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 make up the days missed.

**The tuition fee contracted for your child's attendance in this program is based upon a prescribed number of days per week per number of days we are open that week (e.g., taking off for a holiday that may fall on one of your attendance days). No missed days due to personal choices, sicknesses, or holidays can be made up and 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.

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E-Mail: [info@edgartonchristianacademy.com](mailto:info@edgartonchristianacademy.com)  
 Website: [www.edgartonchristianacademy.com](http://www.edgartonchristianacademy.com)

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