

East Dayton Christian School

Parent-Student Handbook



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They that wait upon the Lord shall renew their strength. They shall mount up with wings as eagles. They shall run and not be weary. They shall walk and not faint.

Isaiah 40:31

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I. INTRODUCTION

PHILOSOPHY OF EAST DAYTON CHRISTIAN SCHOOL

East Dayton Christian's philosophy is based on the Word of God. The primary objective and purpose of the school is to train the student in the way of life presented in the Scriptures while giving him a good education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of the spiritual truths may have a firm foundation. This is followed by instruction of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. In the elementary, strong emphasis is placed on phonics and memorization of mathematical facts. In the upper elementary, stress is placed on the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. At the high school level, the emphasis is on higher order thinking and problem solving with college preparation as the focus. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in East Dayton Christian School. We believe that the heart of character training is obedience (deciding to do what is right), which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student.

The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To obey, to do right, to love God and country, and to always measure ones attitudes against the principles laid out in the Scriptures, are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

BRIEF HISTORY OF EAST DAYTON CHRISTIAN SCHOOL

East Dayton Christian School is an inter-denominational ministry, formed in September, 1978, as a home missions outreach of Dayton Gospel Temple, Inc. The school presently includes grades Preschool – High School.

Because it does not teach any one particular church doctrine, East Dayton Christian is not a parochial school. It is a private school, chartered by the Ohio State Board of Education. This school is distinctively Christian because it offers education in a positive atmosphere, and approaches all knowledge as part of a Biblical and Christian worldview. It is an interdenominational school because Administration, Teachers, Staff, Parents, and Students represent many denominations and churches.

DOCTRINAL POSITION

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity here at East Dayton Christian School. God has blessed this ministry because we have placed Jesus Christ as the focal point of everything we do. We all believe in the central message of the Word of God, and stand solidly behind the Statement of Faith that appears on every teacher application and is stated here in the Student Handbook. We will not compromise on these central doctrines of the Word of God, yet those of us who belong to the body of believers have some differences that are peculiar to our particular denominations. When these particular issues are raised in our school, we refer the student to the local church for guidance and for the answer.

MINISTRY GOALS

Serving the Family

1. To serve the home as parents follow the biblical command to “train up a child.”

Obedying God’s Word

2. To practice Biblical principles in all of our policies and guidelines. Matthew 28:20

Equipping the Student

3. To equip the student with academic and Biblical knowledge and experience so that they might disciple others. Matthew 28:19,20

Balancing the Resources

4. To balance gifts, tuition, expenses, salaries, and future planning. I John 3:17,18

Following the Savior

5. To employ Christian faculty and staff who minister to the needs of students and their families. Luke 6:40

MISSION STATEMENT

Recognizing that God is the absolute authority and basis for all truth, East Dayton Christian School strives to assist the family in training students to fulfill God’s purpose in their lives.

SCHOOL PURPOSE

The primary objective and purpose of East Dayton Christian School (EDCS) is to train the student in the knowledge of God and the Christian way of life and to give the student an excellent education. The teachers of East Dayton Christian School realize the solemn responsibility before God in molding the lives and character of each of their students in order to give a good foundation for each child’s future. East Dayton Christian School is not for profit. It operates under New Life Fellowship, Inc.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Tim. 3:16; II Pet. 1:21)
2. We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:1; John 10:37,38)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 7:25; John 2:11; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16)
4. We believe that man is sinful by nature and that regeneration of the Holy Spirit is essential for his salvation. (Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5-6)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)
6. We believe in the resurrection of both the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9; I Cor. 12:12, 13; Gal. 3:26-28)
8. We believe in the creation of man by the direct act of God. (Gen. 5:1-2)

II. ACADEMICS

ASSIGNMENTS

All students are expected to have their assignments completed on the date due. Late assignments may be seriously penalized grade-wise or rejected. Lost textbooks, outside meetings, or failure to get the assignments are not valid excuses for turning in late assignments.

BIBLE

Bible study is recognized at EDCS as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of the Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

BIRTH CERTIFICATES

Birth certificates will be checked by the school office at the time of enrollment. Parents should bring a copy of their child’s birth certificate (not hospital birth record) for the office to keep on file.

EIGHTH GRADE PROMOTION REQUIREMENTS

In order to be promoted to high school, eighth graders must pass Bible, Mathematics, and Language Arts. EDCS faculty and staff plan an awards/promotion ceremony for the spring of the school year. Eighth graders will also raise funds and spend one day at “The Barn” near Troy, Ohio.

FIELD TRIPS

Various classes take trips to interesting and educational places in the area from time to time, as a vital part of the instructional program. Parents are notified in advance of these trips. Kindergarten and first grade classes invite Boonshoft Children’s Museum to come to EDCS for these classes rather than taking these youngest students off campus.

FIRST FULL DAY OF SCHOOL

The first day of school is listed on the yearly calendar. Listed below is a schedule for the day:

Start Bell	(7-12).....	8:00 a.m.
Start Bell	(K-6).....	8:15 a.m.
Dismissal	(Morning Kindergarten).....	10:45 a.m.
Start Bell	(Afternoon Kindergarten).....	11:45 a.m.
Dismissal	(Bus riders – varies depending on district).....	2:15 – 3:00 p.m.
Dismissal	(Walkers, car riders, daycare –varies depending on grade).....	2:30 – 3:00 p.m.

Final Pickup (From daycare).....no later than 5:30 p.m.

Bus transportation is available from many of the surrounding communities. Schedules are passed out at Orientation in August. Student must ride their assigned bus. Guests are not allowed to ride home on the bus for visits. Parents must provide transportation for after-school visits and overnights. EDCS expects students to be good representatives on the school buses. Consequences will result when rules are broken. (Please refer to Orientation handout entitled, "Bus Rules.")

It is best for the parent to leave the child with the teacher on the first full day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both the child and the teacher. Parents should wait in their car in the pickup line or outside the school doors for their children when school is dismissed.

GRADING SYSTEM

Academic progress is reported on a grading period basis. Letter grades are used for all grades. The grading scale is as follows:

<u>Grading Scale</u>	
(Grades 1-10)	
A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	82-84
C	78-81
C-	75-77
D+	73-74
D	68-72
F	0-67

Kindergarten students will receive their report cards every six weeks. The first six weeks, however, they will receive a progress report in lieu of a report card. We do not give Kindergarten students lower than a "C". Therefore, a letter grade of "B-" or "C" should alert

success in our program.

Grades one, two, and three will receive report cards at the end of each six weeks. Tests will be sent home each week for parents to look over, sign, and return the next day.

Report cards will be sent home at the end of each nine-week period for grades four through ten/ Report slips showing a student's progress will be sent home on alternate Mondays for grades four through six, and every fourth and seventh Monday of the quarter for junior high and high school. These slips are due back on Tuesday morning bearing the parent's signature. EDCS is implementing a web-based system (SnapGrades) for upper grades in the fall of 2009; this will allow parents to track grades as frequently as they wish.

There is a \$1 replacement fee for a lost report card.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in advancing their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material can be mastered.
3. For remedial activity: Homework following instruction is given to overcome various weak points in the student's grasp of a subject.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Completed homework is necessary to succeed at East Dayton Christian School. Therefore, it is assigned every day except Wednesday (K-4), special EDCS program nights, and three-day weekends. Homework is tracked by the teacher. If your child should be delinquent in homework, you will be informed according to guidelines given at orientation, so that the work can be made up and training in responsibility in this area can be reinforced. No homework is given on Wednesday for grades K-4. If homework is given on Wednesday in grades 5-10 (that have a daily study hall), it will be due on Friday. *Repeated delinquent homework could result in a student's expulsion or placement on academic probation.*

HONOR/RECOGNITION

Honor Roll (Grades 1-10)

Honor Roll consists of all students that have made "A's" and "B's" within a grading period (except in Penmanship.) Students may have an "A," "B," or "C" in Penmanship. Penmanship is not considered for any honor roll in Kindergarten and First Grade.

Principal's List (Grades 1-10)

Principal's List consists of all students who have straight "A's" within a grading period (except in Penmanship.) Students may have an "A" or "B" in Penmanship only.

Yearly Honor Roll/Principal's List

For the annual awards' assembly, we use the same criteria as listed above. This is determined by examining the yearly average column on the report card.

Kindergarten Honor Roll

Honor Roll consists of all "A's" with one "A-" in all subjects except Writing. This is due to the fact that Kindergarten students do not receive below a "C" on their report card.

Kindergarten Principal's List

Principal's List consists of all "A's" and "A+'s" except in Writing.

Kindergarten Yearly Honor Roll/Principal's List

For Yearly Honor Roll Award, the student must be on the Honor Roll every grading period or a combination of one of the two honor rolls listed above.

For Yearly Principal's List, the student must be on the Principal's List every grading period.

KINDERGARTEN GRADUATION

In order to participate in Kindergarten graduation, a student's account must be paid in full prior to the graduation ceremony. The date of graduation is listed on the yearly calendar. There is a cap, gown, and reception fee.

MAKE-UP WORK FOR ABSENCES

When a student is absent, the student must work carefully with the teachers to get the work made up as quickly as possible, but at most within twice the amount of time which was missed (i.e. if absent two days, the student has four days to make up work). However, such work is the responsibility of the student, not the teacher. When an absence occurs, the student will receive full credit for make-up work unless it is turned in past the above-stated deadline. If, however, a student misses only the day a test is given, or the day an assignment is due, he or she is responsible to make up the work the first day he or she returns.

Work or tests assigned prior to the absence, which fall due on the date of the absence or the following day, should be turned in on the day he or she returns to school. An exception to this

would be if the parent sends a note stating that the student was unable to do any work or studying at all during this illness; the test could be delayed by one day at the discretion of the teacher.

A **homework request**, when a child is sick, should be made prior to 9:30 a.m. and may be picked up at 3:30 p.m. in the School Office.

ORIENTATION

All students and parents are expected to be in attendance on Orientation Day in August. The schedule for each grade level is listed on the yearly calendar. Parents and students attend a brief informational meeting in the church sanctuary followed by a brief meeting in the student's homeroom. This is a "getting acquainted" time for the students and teachers.

PARENT-TEACHER MEETINGS

Parent-Teacher Meetings are held according to the school calendar. Every parent is requested to attend each meeting for the benefit of the student and to obtain pertinent information concerning the school program.

STUDENT WITHDRAWALS

All withdrawals from school must be accomplished through the school office. Students having attended one full day or more of any period will owe the full period's tuition.

TRANSFER STUDENTS

All incoming students will be expected to take an entrance examination. Should the student's accomplishments (as shown on the test) be on the grade level to which the student has been promoted, records do not indicate cause for any disciplinary concern, and the intake interview provides no cause for concern, then the student will be admitted to that grade. It is the policy of the school not to accept students whose accomplishments have not been up to acceptable standards.

III. ATTENDANCE

ATTENDANCE PROCEDURES AND POLICIES

In order to be in compliance with state laws relative to attendance, to help build the character quality of responsibility in students, and to continue to recognize the parents' continuing responsibility for their children, the following guidelines have been established:

1. Excused absences include:
 - a. Illness
 - b. Death in the immediate family
 - c. Medical or dental appointment
 - d. **By administrative prior permission (5 days per school year) except for EdChoice Scholarship students.**

Since the home is the center of the child's educational program, the school encourages collective family activities which involve the student in fruitful learning experiences. Students may be excused from school, at the prior written request of parents, to go on trips with the family or to attend church-sponsored outings up to 5 days in one school year. Arrangements must be made prior to absence.

EdChoice recipients should consult the school office for current guidelines.

2. In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent on the day a student returns from an illness or absence except in 1d above. All excuses must be turned in to the child's teacher. If a child returns to school after an absence without an excuse, a note will be sent reminding the parent that an excuse needs to be sent no later than three (3) days after the absence. Thereafter, it is considered an automatic unexcused absence.
3. Excessive unexcused absences may result in dismissal from school. No refunds on tuition will be made because of absences. Unexcused absences during final exams will lower the semester grade one full letter.
4. We ask that parents call the school office (at 252-5400) between 8:00 and 9:00 a.m. if their child is absent. This enables EDCS to know, for certain, where students are and helps provide safety for all our children. If a phone call is not received, then Ohio State Law requires:

A phone call will be made in an attempt to notify the person responsible for the student in question (parent, guardian, custodian, or other).

- a. The first phone call will be made to the home.
 - b. The second phone call will be made to the place of work of the person(s) responsible.
5. **Signing In and Out:** All students who arrive late must stop by the school office and obtain a pass to class. All students leaving mid-day for doctor appointments, etc.

must be signed in and out by their parents. Those students who arrive after 9:00 a.m. will not be able to order a school lunch.

ATTENDANCE – ALL GRADES

Students are considered a half-day absent if they arrive after 9:15 a.m. or if they leave before 2:00 p.m. Any student who has been absent more than sixteen (16) days per semester must have a doctor's note for each absence. Any student with more than thirty (30) absences in the school year could repeat the grade the following year or be required to attend summer school at the School Board's discretion. Parents should contact the school Administrator if unusual circumstances occur. Students receiving state tuition scholarships are in jeopardy of losing their scholarship if absences exceed more than 20 unexcused days. (Please refer to state guidelines regarding requirements concerning absences.)

DELAY SCHEDULE

1 hour delay: There is no A.M. Daycare; high school and junior high students may enter the building at 8:50 a.m. and all other car riders may enter the building at 9:00 a.m. School will begin at 9:00 a.m. for high school and junior high and at 9:15 a.m. for all other grades.

2 hour delay: There is no A.M. Daycare; high school and junior high students may enter the building at 9:50 a.m. and full-day Kindergarten and grades 1-6 may enter the building at 10:00. School will begin at 10:00 for high school and junior high and at 10:15 for all other grades.

If a student is dependent on the public school's transportation system, the student may abide by the stated schedule of that particular school district. If EDCS has school and one of the involved public schools is closed, students from the closed school district will be excused.

EMERGENCY CLOSING OF SCHOOL

If, for any reason, it becomes necessary to close school on short notice, parents may secure the details by listening to the following radio/TV stations: WFCJ-FM (93.7), WHIO-AM (1290), and WING-AM (1410), and television channels 2 and 7. These notices may also be accessed on other stations, as well as the EDCS school website calendar link and the Facebook fan page. When there is bad weather, one of two messages will be conveyed: (1) school is closed; (2) school is delayed ___ number of hours. (Please keep listening or watching; the message could change to *closed* if bad weather persists.) If no message is aired, then it is safe to assume that school is scheduled as usual.

PICKING UP STUDENTS EARLY

For the safety of each student at EDCS, we ask that all visitors, including parents, report to the office before picking up a student early. Teachers will not release a student except to authorized school personnel or to individuals who have obtained a pass from the office.

All students who arrive last or who leave before dismissal time must sign in or out at the main school office.

PICKING UP STUDENTS FROM DAYCARE

For the safety of each student, please do not let other parents in with you at the door. Each individual must identify himself or herself at the door and give the name of the student he or she is picking up. The office will release the door for entry. If others arrive behind you, kindly remind them to address the camera. We appreciate your help in this area as it helps to ensure the safety of our students.

TARDINESS (GRADES K-10)

Punctuality is very important! Being on time is a virtue to be cherished! If a student comes to school after the assigned start time, that student is to report to the School Office for a tardy slip, which will permit entrance into class.

TARDY POLICY – GRADES K-12

School begins at 8:00 a.m. for students in grades 7-12. It begins at 8:15 a.m. for students in grades K-6. Students are expected to be in the classroom at the time the bell rings. Students arriving after that time are considered tardy.

Each tardy will be recorded on the report card as either excused or unexcused. In each semester, the first two unexcused tardies will be forgiven. This allows for the occasional occurrences that could result in a late arrival (i.e. particularly heavy traffic.) Beginning with the third offense in a semester, each unexcused tardy will result in a one-point deduction from the final average, for that grading period, in the first academic subject of that day for students in grades K-4. This excludes Bible and specials. For students in 5th grade through high school, the point deduction will be in the homeroom teacher's subject area.

During the course of the school day, the existing policy for *lates to class* (for those students who have multiple academic teachers) will remain in effect (i.e. three late arrivals to a student's third period class will result in a detention from that subject's teacher.)

Ten (10) unexcused tardies to school in a semester will result in a student being placed on probationary status; loss of field trip privileges and extracurricular activities may also result.

In cases of a severe problem, such as an accident that closes the interstate, it will be at administration's discretion to determine if the tardy should be considered excused or unexcused. Students whose bus arrives late are not considered tardy.

Each school year, this policy will be strictly enforced beginning the first school day in September. This is to allow all families to make adjustments to account for their particular routes, traffic patterns, and other potential problems. Please plan accordingly.

IV. CONDUCT AND EXPECTATIONS

STANDARDS OF CONDUCT

EDCS Honor Code

East Dayton Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of the spiritual growth into the image of Christ (Rom. 8:29), which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law of love and high law of love (Matt. 22:37-39; Rom. 13:8-10; Gal. 15:14). The result is a life consecrated unto God and separated from the world. East Dayton Christian must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct, based on the following Biblical principles, is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells up (I Cor. 8:9, 12-13, 19:332). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27).

A sense of the need for spiritual growth in the light of these principles has led East Dayton Christian School to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects each student whether at home, school, or elsewhere, 24 hours a day, 7 days a week:

A. To refrain from:

- Indecent language, swearing
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco products
- Behavior that adversely affects the testimony of Jesus Christ, EDCS, and/or the Student
- Aiding and/or abetting any of the above

B. On school premises and off school premises, at or involving any school-sponsored activity or program, refrain from:

- Possession and/or concealment of a dangerous weapon
- False alarms and/or threats
- Possession and/or use of fireworks and/or explosives
- Stealing
- Forgery
- Destruction or defacing of school or private property
- Defiance of authority
- Deception, lying, and/or cheating
- Verbal/non-verbal/written (including electronic) abuse of staff or student(s)
- Vulgarity, profanity, or obscenities (verbal/nonverbal/written)
- Repeated violations of school rules
- Truancy
- Inappropriate dress

- Unauthorized absence from class or school
- Leaving school without authorization
- Disruptive behavior
- Fighting
- Disrespect
- Excessive unexcused tardiness to class and/or school
- Improper boy/girl relationship
- Inducing panic

Depending on the severity of the action, in the judgment of the Administration, any of the acts listed above in A. or B. shall constitute sufficient cause for discipline, suspension (a temporary removal from school for a designated period of time, i.e. 3 days), or expulsion (a permanent removal from EDCS.)

East Dayton Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration or the educational policies. In keeping with our Christian standards, discrimination will not be tolerated and is subject to disciplinary action.

The selection of the restrictions mentioned may appear arbitrary to some; but while not condemning others who see differently, East Dayton Christian believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

CARE OF PROPERTY

East Dayton Christian School belongs to God. It is important that we properly maintain and care for it. Thus, willful damage, defacing of, or destruction to school or church property will not be tolerated. All damage must be paid for, whether willful or accidental.

No banners, signs, posters, plaques, pictures, or other objects may be hung on walls of any building without permission from the school office.

No furniture may be moved from any room without the permission of the Principal's Office.

DETENTION POLICIES

Length: 55 minutes per detention

Time served: Every Tuesday and Thursday, when school is in session, 3:05-4:00 p.m.

Missed or Late Detention: If a student is late to detention, it is counted as though he/she had missed. If he/she misses, he/she will be assigned to the next two detentions.

Teacher Responsibilities: No student is to serve a detention until the teacher has informed the home of the infraction by detention slip, phone, or email (confirmed by parent.)

Rescheduling a Detention: Parents may request a one-time postponement of any detention in cases where there is a conflicting appointment or other exceptional circumstance following school. This request should be made prior to the detention time through the school office. Final approval will lie with administration.

DISCIPLINE POLICIES

East Dayton Christian School expects full cooperation from both students and parents in the education of the student. A student who shows repeated behavioral problems may be required to stay after school. Depending on the nature of the offense, teachers are permitted to assign *detention* for the first offense. This is an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral problems rather than academic instruction. If, at any time, the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

GRADES 1-10: After a student has accumulated five detentions in a semester, the student may receive an in-school suspension, out-of-school suspension, or Saturday School.

The purposes of the discipline policies at EDCS are:

1. to assist the students in developing a lifestyle that is pleasing unto the Lord as they strive to become more like Him;
2. to apply Biblical principles in handling daily problems;
3. to provide a consistent pattern of expectations to which students can respond positively;
4. to encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will;
5. to protect and build respect for the personal rights of fellow students and adults;
6. to protect and build respect for the personal property of persons and organizations;
7. to encourage students to accept responsibility for their words and actions;
8. to establish standards that would support the Biblical instruction that is provided in the Christian home of which EDCS is an extension;
9. to encourage honesty in all matters;
10. to avoid behavior that may tempt a weaker brother;
11. to protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Any student who has been suspended due to detention accumulation may be placed on probation.

EXTENDED DAY CARE

Afternoon extended day care is available for student (K-8) until 5:30 p.m. Students may also arrive as early as 6:30 each morning. (See day care brochure for cost.) Kindergarten students who pay a weekly fee do not have to pay extra for afternoon care. Anyone picking up their child

from Extended Day Care past 5:30 p.m. must pay \$2.00 per minute late fee. Two late fees in a semester will result in a three-day suspension of day care services. If upon returning to day care, the situation continues, the parent will be required to terminate day care services.

FRAMEWORK FOR DISCIPLINE

EDCS uses the following steps in seeking to resolve disciplinary challenges in our school. How far we have to go through the steps depends upon how persistent the problem is.

1. Teacher talks to, counsels, and/or prays with the student. (This includes administration of the classroom discipline plan.)
2. Teacher confers with parent over the phone or in person.
3. Disciplinary action is taken, in keeping with the offense.
4. Parent-Teacher-Student conference occurs.
5. Student is referred to the assistant principal or the principal.
6. Parent-Teacher-Student-Administration conference occurs.*
7. Suspension and/or probation (conditional status) and/or recommendation to the Board for expulsion.

*Suspension due to accumulation of detentions does not require a conference.

LOCKERS

Lockers are furnished to students in grades 5 and up. No student should ever enter another student's locker. Students should take enough books for several classes to avoid using the lockers between every class. Lockers are inspected periodically. They must be kept clean and neat. Food, other than sack lunches/morning snacks, is NOT to be kept in the lockers. The Administration reserves the right to check lockers at any time.

The student occupying the locker is responsible for damages done to the locker. Students are encouraged to use locks on their lockers. Locker numbers and combinations are to be registered with the homeroom teacher and the school office. Students may use magnets, not tape, to post appropriate items inside lockers.

LIBRARY

Students in grades 1-6 have library class one day a week. Students are allowed to check one book out per week. The book is due back the following week. Students will be charged ten cents (10¢) per day if the book is not returned on time. For lost books, a replacement fee will be charged. All library fines must be paid in order for students to receive their report cards.

LUNCH PERIOD

1. All food is to be eaten in the designated lunchroom ONLY.
2. Courtesy and good manners shall be in evidence at all times.
3. Students are permitted to talk quietly at their table during the lunch period.
4. Each student is to clean his area when concluding lunch.

5. Students are expected to treat the lunchroom hostesses/hosts and other personnel with respect.
6. Any student acting in an unacceptable manner may be asked to eat in an isolated area. A second offense will constitute one detention.

LUNCH PROGRAM

The EDCS lunch program is run by Mad River Local Schools, not East Dayton Christian School. Each lunch must be paid for in advance. All students in grades 1-10 are given an electronic card. Lunch money can be brought to school and given to the classroom teacher, or parents may go online and put money in their student's account. Lunch money should be sent in a sealed envelope to the teacher for students in grades 1-3. Those who pack a lunch may purchase milk with their electronic card. If you do not wish for your child to purchase milk, then you must provide a store-bought drink. Do not send a beverage in a thermos or plastic container. We also request that those who pack their lunch not bring candy or pop.

Please make sure that your child's teacher, the school nurse, and the school office are aware of any food allergies your child may have. If your child has a verified milk allergy, and you submit a doctor's statement to that effect to our office, orange juice will be substituted in place of milk in the hot lunches that your child orders. Please inform us of this condition so that we may monitor the purchase of ice cream for your child as well.

If your child arrives at school without a lunch or money for a lunch, then a lunch will be charged to your child's lunch account. After three lunch charges, the student will be given a "peanut butter" lunch along with side dishes.

PARKING

Traffic Pattern (a.m.)

The Eastman parking lot has a drop-off line for K-3 students as well as parking for those parents who wish to escort their students into the building. ALL CARS must enter through the ENTRANCE and follow the line to the back door. Parking lot attendants will assist from 8:00-8:20 a.m. Those parents who are parking should use the last three rows to park their vehicle.

Parents may also use a drop-off line for grades 4 and up on Spinning Road from 7:50-8:20 a.m. This is a one-way driveway; please enter on Eastman and exit out via Spinning Road.

Traffic Pattern (Kindergarten)

Parents who pick up morning Kindergarten students at 10:40 need to use the Eastman parking lot. Afternoon Kindergarten students may enter by the church doors on Spinning from 11:35 – 11:40.

Traffic Pattern (p.m.)

Students are dismissed on a graduated schedule from 2:30-3:00 p.m. Schedules are given a Orientation. All students are to be picked up at the Eastman parking lot. You may enter the pick-up lines at each dismissal time or park in the last two rows of the lot.

PROBATION (CONDITIONAL STATUS)

Probation is invoked when a student has a serious problem. It gives the student an opportunity to correct the problem. If he or she does not improve to a satisfactory level, he or she may be dismissed or asked to withdraw from the school. The problems for which a student would be placed on probation fall into one of two categories:

I. Academic (Grades 5-10)

A student is placed on Academic Probation for the next grading period if:

- a. He fails three subjects.
- b. He fails two subjects, one of which is Bible.
- c. He fails Bible for the semester.

II. Attitude / Disciplinary (Grades K-10)

A student is placed on Attitude/Disciplinary Probation for the next grading period if he or she demonstrates:

- a. A rebellious spirit, which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
- b. Continued deliberate disobedience to a teacher, disregard for school rules, or committing a serious breach of conduct, inside or outside of school, which has an adverse effect upon the school's testimony.

Probation will last one grading period. Student activities may be limited. Positions of trust and responsibility may be relinquished for the remainder of the school year. At the end of the probationary period, the student will be evaluated to determine if the conditions set for his/her probation have been fulfilled. A recommendation will be made to (a) remove the student from a probationary status, (b) continue the student's probation status, or (c) have the student be dismissed or withdrawn from EDCS.

RADIOS/ELECTRONIC DEVICES

Student use of i-Pods, video games, cameras, portable radios, tape recorders, CD players, and other electronic devices is prohibited in the building and on school transportation. Students are not allowed to carry pagers. Cell phones for students who have long bus rides home or "away" sporting events, must be kept in the school office for grades K-6. Junior high students should turn their cell phones in to the homeroom teacher upon arrival at school and pick it up at dismissal time. High school students may keep cell phones in their lockers, but use during school hours is prohibited.

Failure to follow the guidelines regarding cell phones and other electronics will result in confiscation of items until a parent is able to pick up the item. Please consult disciplinary guidelines for further consequences.

STUDENT-FACULTY RELATIONSHIP

It is understood that every student at East Dayton Christian should develop and maintain an attitude of respect for each teacher, office staff, administration, and for fellow students. The proper method of addressing an adult is to use the terms "Miss", "Mrs.", "Mr." ...and all replies should be given respectfully. This standard is applicable throughout the school day, including all school programs and activities which are sponsored by EDCS.

In responding to adults, students are to respond respectfully with such phrases as, "Yes, Sir", and "No, Ma'am." Mannerly expressions such as "Please" and "Thank you" and "Excuse me" are to be used when appropriate.

SUSPENSION POLICY

Suspension is a temporary removal from school for a designated period of time.

1. Students will be suspended from school:
 - a. After a student has accumulated five detentions per semester. The student may serve one day of in-school or out-of-school suspension or a Saturday School.
 - b. At administrative discretion.
2. Students who have earned a suspension due to detention accumulation will be placed on disciplinary probation.
3. Student Responsibilities:
 - a. Complete assignments and give to the classroom teacher upon returning to school.
 - b. Remain at home (or other location as agreed upon by Principal and parents) on the day(s) assigned, during school hours.
 - c. The student will have two (2) points taken off each course final quarter grade for each day of suspension.
 - d. Saturday School hours are 8:00-10:30 a.m. on the designated date. A school uniform is required along with a \$20 fee.

V. EDCS DRESS CODE

EAST DAYTON CHRISTIAN SCHOOL DRESS STANDARDS

I. Statement of Philosophy:

Proper grooming must be taught, along with rules of manner and morals. EDCS supports the emphasis of the Christian home in matters of modesty, dress, and good grooming. EDCS through its dress standards, seeks every means at its disposal to encourage its students to think and act like Christian ladies and gentlemen. It serves to give the student a distinctive appearance, encouraging Christian conduct and creating school pride. It seeks to create an atmosphere conducive to learning.

II. Statement of Biblical Principles:

1. Our dress should reflect our Christian walk and character.

The objective: clothes are a badge by which we communicate. There should always be cleanliness, neatness, and modesty.

Our dress should enhance our good works and be the proper accompaniment of godliness.

The objective: to give priority to the spiritual drive over the physical and psychological drives (II Tim. 2:20-25).

Our dress should be characterized by modesty, which means reserved, moderate, chaste, and decent. It should therefore be appropriate and sensible.

The objective: through modesty, winning some to Christ, by modesty, emphasizing inner qualities. Modesty, in effect, mirrors the inner being through the outer appearance.

2. Our dress should give an appearance that reflects our mission and our message (messengers on a pilgrimage, messengers in a priestly role, and ambassadors for Christ) (I Cor. 5:20; I Peter 2:11). We must be mindful that the testimony of our Lord Jesus Christ is extremely important in the eyes of the world, and Christians are expected to live by a higher standard.
3. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are God-given gifts (I Peter 3:1-6; I Tim. 2:9; Deut. 22:5; I Cor. 6:9-10).
4. Our dress should characterize a believer's freedom, meaning, "not the right to do what we want, but the power to do what we ought," (Gothard). Paul said in I Cor. 8:9, "Take heed lest by any means this liberty of yours becomes a stumbling block to them that are weak." Your personal appearance should contribute to your testimony for Christ (II Tim. 2:9).

EDCS DRESS CODE FOR GRADES K-4

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

BOYS

Grades K-4

- Slacks:** Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs.
- Uniform Shorts:** Navy/khaki shorts from E.A. or French Toast only. Please follow dates on the school calendar for months shorts may be worn. **NO CAPRI PANTS.**
- Belts:** Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.) Belts are optional for grades K and 1.
- Shirts:** Cotton, short- or long-sleeve, collared, button-front shirt – white or light blue.
- Turtlenecks:** White/light blue/navy
- Socks:** Navy, white, light blue, or khaki; socks should be visible at all times. (If the shoe obscures the socks as with high-tops or boots, the student may be asked to show that he or she is wearing socks during dress code checks.)
- Earrings:** Boys may not wear earrings or tattoos of any kind. No body piercing.
- Sweaters:** Solid navy crew neck cardigan; solid navy pullover v-neck
- Sweater vests:** Solid navy v-neck sweater vests
- School Sweatshirts:** School Eagles from E.A.
- Sweatshirts:** Solid navy with no hoods or pockets
- White Polo Shirts:** Plain white polo- may be purchased anywhere
- Eagle Polo Shirts:** Navy, light blue, or gold with Eagle emblem – purchased from E.A. only; Banded polo shirt may be worn with no belt.
- P.E. Uniform:** Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
- Shoes:** For safety purposes, shoes must have a back on the heel and sandals must have a heel strap.
- Hair:** Well-groomed and normal coloring – New or unusual hairstyles not cleared with the office ahead of time may result in suspension or expulsion. Hair needs to be cut above the ears, eyebrows, and collar. Hair may not be bleached or dyed.
- Make-up:** Boys are not allowed to wear makeup. Clear lip balm is not considered to be makeup.

Guidelines for Out of Dress Code Days:

Boys: Ankle-length pants (no sagging pants); jeans (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); NO sports jerseys without an undershirt; NO bandanas.

- ☺ *Solid white undershirts only may be worn under uniform shirts.*
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR GRADES K-4

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

GIRLS

Grades K-4

Navy Jumper:	Solid navy with rounded neck or v-neck from E.A. or French Toast only.
Plaid Jumper:	Plaid jumper from E.A. or French Toast (blue/red plaid only). Length should be no shorter than top of the knee when standing.
Slacks:	Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs.
Uniform Shorts:	Navy/khaki shorts from E.A. or French Toast <u>only</u> . Please follow dates on the school calendar for months shorts may be worn. <u>NO CAPRI PANTS.</u>
Belts:	Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.) Belts are optional for grades K and 1.
Blouses:	Cotton, short- or long-sleeve with <u>round</u> collar – white or light blue.
Turtlenecks:	White/light blue/navy
Socks:	Navy, white, light blue, khaki (includes tights and cable tights); socks should be visible at all times. In cold weather, navy or white leggings may be worn <u>under jumpers only</u> for students in grades K-4. (If the shoe obscures the socks as with high-tops or boots, the student may be asked to show that he or she is wearing socks during dress code checks.)
Hair Accessories:	Barrettes, bows, headbands, and beads may be any reasonable color. No large or distracting hair accessories and <u>NO bandanas.</u>
Earrings:	No more than two earrings per ear. No body piercing or tattoos.
Sweaters:	Solid navy crew neck cardigan; solid navy pullover v-neck
Sweater vests:	Solid navy v-neck sweater vests
School Sweatshirts:	School Eagles from E.A.
Sweatshirts:	Solid navy with no hoods or pockets
White Polo Shirts:	<u>Plain</u> white polo- may be purchased anywhere
Eagle Polo Shirts:	Navy, light blue, or gold <u>with Eagle emblem</u> – purchased from <u>E.A. only</u> ; <u>Banded</u> polo shirt may be worn with no belt.
P.E. Uniform:	Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
Shoes:	For safety purposes, shoes must have a back on the heel and sandals must have a heel strap.
Make-up:	No makeup other than clear lip gloss may be worn by girls in grades K-6. Light-colored nail polish may be worn.

Guidelines for Out of Dress Code Days:

Girls: Ankle-length, loose-fitting pants; NO CAPRIS, jeans, (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; NO SKORTS; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); Dress/Skirt length must be to the top of the knee or longer; NO bandanas.

- ☺ Solid white undershirts only may be worn under uniform shirts.
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR GRADES 5-6

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

BOYS

Grades 5-6

- Slacks:** Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs. NO lowriders.
- Uniform Shorts:** Navy/khaki shorts from E.A. or French Toast only. Please follow dates on the school calendar for months shorts may be worn. **NO CAPRI PANTS.**
- Belts:** Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.)
- Dress Shirts:** Short- or long-sleeve oxford with button-down collar – white or light blue.
- Turtlenecks:** White/light blue/navy
- Socks:** Navy, white, light blue, or khaki; socks should be visible at all times. (If the shoe obscures the socks as with high-tops or boots, the student may be asked to show that he or she is wearing socks during dress code checks.)
- Earrings:** Boys may not wear earrings or tattoos of any kind. No body piercing.
- Sweaters:** Solid navy crew neck cardigan; solid navy pullover v-neck
- Sweater vests:** Solid navy v-neck sweater vests
- School Sweatshirts:** School Eagles from E.A.
- Sweatshirts:** Solid navy with no hoods or pockets
- White Polo Shirts:** Plain white polo - may be purchased anywhere
- Eagle Polo Shirts:** Navy, light blue, or gold with Eagle emblem – purchased from E.A. only;
Banded polo shirt may be worn with no belt.
- P.E. Uniform:** Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
- Shoes:** For safety purposes, shoes must have a back on the heel and sandals must have a heel strap.
- Chapel Dress:** Navy dress pants, white oxford shirt, belt, socks, shoes, navy striped tie from E.A. only; navy sweater (if needed)
- Hair:** Well-groomed and normal coloring – New or unusual hairstyles not cleared with the office ahead of time may result in suspension or expulsion. Hair needs to be cut above the ears, eyebrows, and collar. Hair may not be bleached or dyed. No facial hair, sideburns, mustaches or beards allowed.
- Make-up:** Boys are not allowed to wear makeup. Clear lip balm is not considered to be makeup.

Guidelines for Out of Dress Code Days:

Boys: Ankle-length pants (no sagging pants); jeans (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); NO sports jerseys without an undershirt; NO bandanas.

- ☺ Solid white undershirts only may be worn under uniform shirts.
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR GRADES 5-6

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

GIRLS

Grades 5-6

- Navy Skirt:** Solid navy pleated skirts must resemble E.A. in style. **NO SKORTS.** Length should be no shorter than the top of the knee when standing.
- Plaid Skirt:** Plaid skirt (blue/red plaid) from E.A./French Toast only. **NO SKORTS.** Length should be no shorter than the top of the knee when standing.
- Slacks:** Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs.
- Uniform Shorts:** Navy/khaki shorts from E.A. or French Toast only. Please follow dates on the school calendar for months shorts may be worn. **NO CAPRI PANTS.**
- Belts:** Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.)
- Blouses:** Short- or long-sleeve oxford blouse with button-down collar in white or light blue
- Turtlenecks:** White/light blue/navy
- Socks:** Navy, white, light blue, khaki (includes tights and cable tights); socks should be visible at all times. (If the shoe obscures the socks as with high-tops or boots, the student may be asked to show that he or she is wearing socks during dress code checks.)
- Hair Accessories:** Barrettes, bows, headbands, and beads may be any reasonable color. No large or distracting hair accessories and **NO bandanas** may be worn.
- Earrings:** No more than two earrings per ear. No body piercing or tattoos.
- Sweaters:** Solid navy crew neck cardigan; solid navy pullover v-neck
- Sweater vests:** Solid navy v-neck sweater vests
- School Sweatshirts:** School Eagles sweatshirt from E.A.
- Sweatshirts:** Solid navy with no hoods or pockets
- White Polo Shirts:** Plain white polo- may be purchased anywhere
- Eagle Polo Shirt:** Navy, light blue, or gold with Eagle emblem – purchased from E.A. only; Banded polo shirt may be worn with no belt.
- P.E. Uniform:** Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
- Shoes:** For safety purposes, shoes must have a back on the heel and sandals must have a heel strap.
- Chapel Dress:** Navy skirt, oxford blouse, socks or hose, shoes, navy sweater (if needed)
- Make-up:** No makeup other than clear lip gloss may be worn by girls in grades K-6. Light-colored nail polish may be worn.

Guidelines for Out of Dress Code Days:

Girls: Ankle-length, loose-fitting pants; NO CAPRIS, jeans, (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; NO SKORTS; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); Dress/Skirt length must be to the top of the knee or longer; NO bandanas.

- ☺ Solid white undershirts only may be worn under uniform shirts.
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR JUNIOR HIGH (7 & 8)

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

BOYS

Grades 7-8

Slacks:	Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs. NO lowriders.
Uniform Shorts:	Navy/khaki shorts from E.A. or French Toast only. Please follow dates on the school calendar for months shorts may be worn. <u>NO CAPRI PANTS.</u>
Belts:	Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.)
Dress Shirts:	Short- or long-sleeve <u>oxford with button-down collar</u> – white or light blue.
Turtlenecks:	White/light blue/navy
Socks:	Navy, white, light blue, or khaki; <u>No socks required except with P.E. shoes</u>
Earrings:	Boys may not wear earrings or tattoos of any kind. No body piercing.
Sweaters:	Solid navy crew neck cardigan; solid navy pullover v-neck
Sweater vests:	Solid navy v-neck sweater vests
School Sweatshirts:	School Eagles from E.A.
Sweatshirts:	Solid navy with no hoods or pockets
Plain Polo Shirts:	Plain white, light blue, navy, or gold polo – may be purchased anywhere
Eagle Polo Shirt:	White, navy, light blue, or gold with Eagle emblem – purchased from <u>E.A.</u> ; <u>Banded</u> polo shirt may be worn with no belt.
P.E. Uniform:	Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
Shoes:	For safety purposes, shoes must be worn at all times.
Chapel Dress:	Navy dress pants, white oxford shirt, belt, socks, shoes, <u>navy striped tie from E.A. only</u> , navy sweater (if needed)
Hair:	Well-groomed and normal coloring – New or unusual hairstyles not cleared with the office ahead of time may result in suspension or expulsion. Hair needs to be cut above the ears, eyebrows, and collar. Hair may not be bleached or dyed. No facial hair, sideburns, mustaches or beards allowed.
Make-up:	Boys are not allowed to wear makeup. Clear lip balm is not considered to be makeup.

Guidelines for Out of Dress Code Days:

Boys: Ankle-length pants (no sagging pants); jeans (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); NO sports jerseys without an undershirt; NO bandanas.

- ☺ Solid white undershirts only may be worn under uniform shirts.
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR JUNIOR HIGH (7 & 8)

ALL CLOTHING MUST RESEMBLE EDUCATIONAL APPAREL IN STYLE AND COLOR. All items purchased from French Toast or other companies must resemble Educational Apparel styles.

GIRLS

Grades 7-8

Navy Skirt:	Solid navy pleated <u>skirts</u> must resemble E.A. in style.
Plaid Skirt:	Plaid skirt (blue/red plaid) from E.A./French Toast only. <u>NO SKORTS.</u> <u>Length should be no shorter than the top of the knee when standing.</u>
Slacks:	Solid navy or khaki poly/cotton dress pants. These may be purchased anywhere but they must match E.A. or French Toast in style and color. No patch pockets or pockets on the legs.
Uniform Shorts:	Navy/khaki shorts from E.A. or French Toast <u>only</u> . Please follow dates on the school calendar for months shorts may be worn. <u>NO CAPRI PANTS.</u>
Belts:	Grades 2 and up. Solid colors with no ornamentation – Navy, blue, black, brown, or gray (required with pants and shorts that have belt loops unless banded polo is worn.)
Blouses:	Short- or long-sleeve <u>oxford blouse</u> with button-down collar in white or light blue
Turtlenecks:	White/light blue/navy
Socks:	Navy, white, light blue, or khaki; <u>No socks required except with P.E. shoes</u>
Hair Accessories:	Barrettes, bows, headbands, and beads may be any reasonable color. No large or distracting hair accessories and <u>NO bandanas</u> may be worn.
Earrings:	No more than two earrings per ear. No body piercing or tattoos.
Sweaters:	Solid navy crew neck cardigan; solid navy pullover v-neck
Sweater vests:	Solid navy v-neck sweater vests
School Sweatshirts:	School Eagles sweatshirt from E.A.
Sweatshirts:	Solid navy with no hoods or pockets
Plain Polo Shirts:	Plain white, light blue, navy, or gold polo – may be purchased anywhere
Eagle Polo Shirt:	White, navy, light blue, or gold with Eagle emblem – purchased from <u>E.A.</u> ; <u>Banded polo shirt</u> may be worn with no belt.
P.E. Uniform:	Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
Shoes:	For safety purposes, shoes must be worn at all times.
Chapel Dress:	Navy skirt, oxford blouse, socks or hose, shoes, navy sweater (if needed)
Make-up:	Junior high and high school girls may wear light make-up and nail polish. Determination of appropriateness is at the discretion of administration.

Guidelines for Out of Dress Code Days:

Girls: Ankle-length, loose-fitting pants; NO CAPRIS, jeans, (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; NO SKORTS; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); Dress/Skirt length must be to the top of the knee or longer; NO bandanas.

- ☺ Solid white undershirts only may be worn under uniform shirts.
- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR HIGH SCHOOL

YOUNG MEN

GRADES 9-12

- Slacks:** Full-length, solid color (except white) cotton, corduroy, or dress pants, **NO JEANS, NO CAPRI PANTS**
- Shorts:** E.A. or French Toast knee-length shorts (EDCS selected items only)
- Belts:** To match clothing – required with pants or shorts when waistband (with belt loops) shows
- Shirts:** Collared shirts with sleeves, either button-down or polo style, any color (no thin or sheer fabrics)
- Turtlenecks:** Any color
- Socks:** Any reasonable style or color are allowed, but are not required
- Sweaters:** Appropriate styles of any color may be worn (No hoods, words, or pictures)
- Sweatshirts:** School Eagles from E.A. or plain solid-colored (No hoods, words, or pictures)
- P.E. Uniform:** Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
- Shoes:** Shoes are required at all times.
- Accessories:** No caps or hats may be worn during the school day and **NO bandanas** may be worn.
- Chapel Dress:** Navy or black pants, white cotton dress shirt, appropriate socks, shoes, belt, appropriate tie, navy or black sweater (if needed)
- Earrings:** Boys may not wear earrings or tattoos of any kind. NO body piercings.
- Hair:** Well-groomed and normal coloring. New and unusual hairstyles not cleared with the school office in advance may result in suspension or expulsions. Hair should be cut at the eyebrows or higher, trimmed neatly at the sides, and above the collar. Hair may not be bleached or dyed.
- Facial Hair:** No mustaches or beards. Sideburns should be well-trimmed and may not extend below the ear.
- Make-up:** Boys are not allowed to wear makeup. Clear lip balm is not considered to be makeup.

Guidelines for Out of Dress Code Days:

Boys: Ankle-length pants (no sagging pants); jeans (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; shirts with sleeves (must be longer than waistline and meet EDCA Philosophy and standards); NO sports jerseys without an undershirt; NO bandanas.

- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

EDCS DRESS CODE FOR HIGH SCHOOL

YOUNG LADIES

GRADES 9-12

- Skirts:** Any knee-length or longer solid color (except white); **NO SKORTS**
- Slacks:** Full-length, solid-color (except white) cotton, corduroy, or dress pants, **NO JEANS, NO CAPRI PANTS**
- Shorts:** E.A. or French Toast knee-length shorts (EDCS selected items only)
- Belts:** To match clothing – required with pants or shorts when waistband (with belt loops) shows
- Shirts:** Collared shirts with sleeves, either button-down or polo style, any color (no thin or sheer fabrics); must be at waist or longer so that skin is not visible at the waistline; No low or revealing necklines
- Turtlenecks:** Any color
- Socks:** Any reasonable style socks or hose are allowed, but are not required
- Sweaters:** Appropriate styles of any color may be worn (No hoods, words, or pictures)
- Sweatshirts:** School Eagles from E.A. or plain solid-colored (No hoods, words, or pictures)
- P.E. Uniform:** Grades 3-12 – purchase through E.A. only. Solid navy sweatpants may be worn over P.E. shorts in cold weather. Sweatpants may have a solid stripe on the leg.
- Shoes:** Shoes must be worn at all times. No heel height to exceed 2 ½ inches.
- Hair Access.:** Barrettes, bows, headbands, and beads may be any reasonable color. No large or distracting hair accessories and **NO bandanas** may be worn.
- Chapel Dress:** Navy or black skirt, white cotton blouse, navy or black sweater (if needed), and shoes
- Earrings:** No more than two earrings per ear; No extremely large earrings; No body piercing or tattoos
- Hair:** Well-groomed and normal coloring – New or unusual hairstyles not cleared with the office ahead of time may result in suspension or expulsion.
- Make-up:** Junior high and high school girls may wear light make-up and nail polish. Determination of appropriateness is at the discretion of administration.

Guidelines for Out of Dress Code Days:

Girls: Ankle-length, loose-fitting pants; NO CAPRIS, jeans, (no holes or graffiti); jogging pants; UNIFORM SHORTS ONLY; NO SKORTS; shirts with sleeves (must be longer than waistline and meet EDCS Philosophy and standards); Dress/Skirt length must be to the top of the knee or longer; NO bandanas.

- ☺ Only two bracelets may be worn at one time.
- ☺ **Any violation of the above: student may be kept out of class until correct clothing articles can be provided or may be sent home at the Administration's discretion.**

OUT-OF-DRESS-CODE DAYS

This is a school fundraiser that takes place on the majority of Thursdays throughout the school year. Students pay \$1 to the homeroom teacher if they wish to participate. Full-length pants may be worn or uniform shorts only (during shorts season), shirts with sleeves and proper, modest necklines, and girls may wear dresses or skirts that come to the top of the knee or longer. No tight or sheer clothing should be worn. No bandanas should be worn. Please follow EDCS philosophy and guidelines.

As new clothing styles develop, they will be evaluated with the guidelines of modesty and appropriateness as a standard.

Regarding the enforcement of the Dress Code, it is suggested that students be involved in the enforcement. When a student observes a violation or a possible violation, and the Teacher or Principal has not yet noticed it, the Scriptural pattern is to go to the student in the spirit of meekness (Gal. 6:1) and point out the problem, asking the student to get an official judgment of the outfit. If the student refuses, the other student may ask the judgment of a third student (Matt. 18:5-18). Together they may approach the student and ask him/her to get an official opinion. If the student still refuses, someone in authority should be approached.

SPECIAL ACTIVITY DRESS CODE

Boys & Girls: T-shirts without questionable messages or pictures are permitted in addition to the existing dress code. Blue jeans may be worn, provided they are in good condition with no holes, tears, or graffiti.

VI. MISCELLANEOUS

ADDRESSING CONCERNS (OF ANY NATURE)

If a parent has a question or concern related to a classroom situation, he should first meet with the particular classroom teacher. If a person has a question or concern related to a non-classroom situation, they should first meet with the individual "in-charge." If the matter is not resolved, the assistant principal (discipline) or the school principal (school policy) is the proper person to contact next.

ATHLETICS

OPEN LETTER TO FANS AND PARTICIPANTS

It is important to me that we all be aware of our testimony and actions at the athletic events in which students from EDCS participate. Everyone is looking at us to see if there is anything different in the way we act and in the way we play. We belong to Jesus Christ. We are commanded to be His ambassadors to do all things in His name!

Many times we react as the world reacts. We get upset at those officiating. We sometimes overreact as players on the other teams do things they should not do. We must remember to react as Christ would react, asking ourselves, "What would Jesus say or do?" Our testimony has been good in this community. Let's all pray together that others will continue to see Christ in us, as we use our talents and abilities for Him.

Jack Kemper
Athletic Director

ATHLETIC IN- AND OUT-OF-TOWN TRIPS

Due to the unavailability of buses and certified bus drivers, it is necessary that parents avail themselves to meet this ministry need.

Buses and drivers, when available and affordable, will be used. When used, a student shall travel both to and from the game with the rest of the team UNLESS the parents notify the coach. Permission will be granted to allow a student to travel with his or her parents.

ATHLETIC TEAMS

East Dayton Christian School offers the following interscholastic teams:

Boys' Basketball	Grades 5-HS
Girls' Basketball	Grades 5-HS
Girls' Volleyball	Grades 5-HS
Cheerleading	Grades 5-HS

In addition, new high school sports teams are being started, as resources allow.

FINANCES

All monthly tuition payments must be paid through FACTS Tuition Management Company. Information can be obtained in the school office concerning tuition rates and policies.

All-day Kindergarten student only pay a weekly fee through the school office. A late fee of \$10.00 will be added for those who are one week behind in their payment. It is EDCS policy to charge \$25 for all checks returned by your bank for any reason.

East Dayton Christian is endeavoring to keep reasonable tuition rates for the benefit of each parent. For that reason, we have to operate fund-raising programs and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects, etc. The school receives no federal assistance other than a tax-exemption under New Life Fellowship, Inc.

Important Note: Any student whose account is not paid in full by the last day of school will not receive their final report card, nor will any records be transferred. All accounts must be paid in full in order for Kindergarten students to graduate and for eighth grade students to take part in the Promotion Ceremony. High school students will not be allowed to participate in graduation ceremonies until all accounts are settled.

FINANCES – WITHDRAWALS

For any student who attends one day of a given school year, the responsible party owes the full book and activity fees upon withdrawal.

For a student who attends any part of one day in a month, the responsible party owes tuition for the entire month. No academic records will be transferred until the financial accounts are paid in full.

INDIVIDUAL STUDENT SALES

Students are not allowed to sell items to other students while on school premises. They are allowed to sell the items to teachers (i.e. Girl Scout Cookies, Boy Scout Popcorn, etc.) If a student is selling items to peers, the student will be informed that EDCS policy prohibits individual student sales to other students and all items should be taken home on that day. The school sanctions Pencil Sales and Bake Sales as a way for groups to raise money for school activities.

MISSIONS

Everyday our students are given the opportunity to pray for students around the world and donate money to Latin America Child Care (LACC). LACC is an organization which allows a child in Latin America to attend a Christian school, receive one hot meal a day, and receive periodic medical and dental care.

Funds are collected daily in each homeroom. Recognition is given at the end of the month to groups of students who have been faithful in giving and praying for these missions interests.

PARENT'S DAY

EDCS enjoys having parents visit the classroom the week before Mother's Day. Our annual Art Fair also takes place at this time. Please check the school calendar for this year's scheduled times.

PATRIOTISM

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning, and each of us meet it with a different emotional reaction – a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe and even dedication of one's life to a cause. Where and when these feelings begin we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of good examples in everyday living."

(Excerpt from PLANNED PATRIOTISM)

POLICY & PROCEDURES FOR THE SCHOOL CHAPLAIN

Students may counsel with the School Chaplain by appointment only during Study Hall, before, or after school hours. Appointments may be made by sending a note to the office for the Assistant Principal to secure a time with the chaplain. School policies or school rules may not be the primary focus of discussion with the chaplain. The School Chaplain is available to discuss any spiritual, emotional, or relationship matter.

SCHOOL VISITS

Please feel free to consult with the teacher regarding any problems or questions that concern your child. It is the desire of the administrators and faculty to be of service to both parents and students; and each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient before- or after-school hour. Any parent with an emergency must report to the school office. Do not go to the classroom after 8:00 a.m. for JH/HS or 8:10 a.m. for K-6 without a pass from the school office. Parents must also sign their child out in the office prior to picking them up before regularly-scheduled dismissal.

For the safety of all students, anyone entering the building must first report to the school office.

TELEPHONES

All school telephones are for school business only. Students should not be called during school hours except in case of an emergency. Please see the school policy on cell phones, radios and electronic devices.

VII. HEALTH AND WELL-BEING

COMMUNICABLE DISEASES

The Ohio Department of Health requires that students with the following conditions be excluded from school:

- Strep Throat - may return to school 24 hours after medication is started
- Chicken Pox - excluded from school until all lesions are crusted over (usually 7 days)
- Impetigo - may return 24 hours after treatment is begun and no drainage is present
- Hepatitis A - excluded from school at least 7 days after onset of jaundice
- Measles - excluded from school at least 4 days after rash appears.
- Influenza - excluded from school until symptoms are gone
- Head Lice - excluded from school until treated and inspection by school reveals no nits
- Mumps - excluded from school 9 days after swelling occurs
- Ringworm - excluded from school until 24 hours after treatment began
- Scabies - excluded from school until student and household contacts have been treated
- Conjunctivitis - (pink eye) excluded from school during acute stage until discharge has ceased
- Common Cold - excluded from school until acute symptoms have ceased

EMERGENCY MEDICAL AUTHORIZATION

All students must have a current Emergency Medical Authorization Form on file. These are distributed each year at the beginning of the school year. They are to be completed and returned to the school immediately. These forms must be in no later than September 15 in order for the student to attend.

If your phone number, address, or place of employment should change at any time during the school year, please notify the school office.

If at any time you will be out of town and your child will be in someone else's care, the school office should be notified in writing.

FIRST AID

The school is equipped with a first-aid room, for use in case of accidents or illness. When students are ill or have symptoms listed in the Communicable Diseases list, parents will be contacted to come and pick the child up. Parents may assist in the health program by :

1. meeting immunization requirements on time,
2. observing children for signs of disease or illness; keeping students home when they are ill,

3. promptly sending in statements concerning illness,
4. providing a sound health program at home by providing:
 - a. adequate rest,
 - b. balanced diet, starting the day with breakfast each morning,
 - c. good study hours,
 - d. regular medical exams,
 - e. encouraging the importance of hand-washing to prevent illness, and
 - f. regular dental exams.

GUIDANCE

Guidance comprises individual and group services designed to give systematic aid to all students in achieving development in spiritual, educational, personal, and health concerns. Out-of-school resources, such as local pastors, etc., as well as faculty and staff, are used to implement the guidance program.

HEALTH RECORDS

In addition to immunization records, all students entering school for the first time must have a Health Record completed by their physician, including vision and hearing.

ILLNESS

A child with a temperature of 100°, vomiting, or acute diarrhea will be sent home. That child cannot return to school for 24 hours after the fever has subsided (without fever-reducing medication), or vomiting or acute diarrhea have ceased. For the welfare of your child and others in the school, all children who are sick must be kept home. When the child is well enough to participate in a normal school day, please send a hat, coat, etc., as an aid in prevention of future illness. Elementary and intermediate students do participate in outdoor activities each day, weather permitting.

IMMUNIZATION RECORDS

By law of the Ohio General Assembly, all students must have on file, prior to the 15th day of school, evidence of one of the following:

2. The specific date (month/day/year) that each dose of the following immunizations were given:
 - Hepatitis B Vaccine - 3 doses
 - MMR Vaccine - 2 doses
 - Polio Vaccine - 3 or 4 doses (A fourth dose is required if the third dose was administered prior to the fourth birthday.)
 - DTP/DtaP/DT - 4 or 5 doses (A fifth dose is required if the fourth dose was administered prior to the fourth birthday.)
 - Varicella - 1 dose

OR

3. A written statement from the physician stating that the immunizations were withheld due to medical reasons.

OR

4. A written statement from the parents or guardians stating that immunizations were withheld due to philosophical/religious beliefs.

No new students will be admitted to class until one of the above criteria is met.

MEDICATION

We strongly urge that, whenever possible, the timing of taking medications be scheduled so that they can be taken at home. Only when no other arrangements can be made will it be acceptable for them to be taken at school under clinic supervision.

No student is to have medication in his or her possession at school without the permission of the school nurse or administrator.

If it is necessary for your child to be given medication at school, the following requirements must be met:

1. Written permission by physician and parent/guardian of ALL medications to be Administered. (Form can be obtained from the clinic or the school office.)
2. All medication from home must be sent in the original container with the child's NAME, MEDICATION NAME, and DOSAGE to be given stated on the container.
3. The clinic hours are from 8:00 a.m. – 3:00 p.m.
4. Medication must be taken by the student in the presence of the school nurse.

EDCS will assume no responsibility for liability in association with administration of medications at school.

These regulations are in accordance with Section 3313.713 of Ohio law regarding administration of medications to students at school. Compliance with this is in an effort to provide as safe setting for your child.

TESTING AND SCREENING

The following screenings are provided through our school clinic:

- Speech and Hearing (Mandatory) Grades K, 1, 3, 5, 7, and all new students
- Vision (Mandatory) Grades K, 1, 3, 5, 7, and all new students
- Scoliosis (As Available) Grades 6, 7, and 8 (Male and Female)

All screenings will be done on all students in the above grade levels unless a specific request is made by a parent or guardian stating that the screening is being completed by a family physician. Written results must be turned in to the school clinic.

SAFETY PROCEDURES/DRILLS

CODE 1 DRILL

These drills are to be conducted quarterly. No one will be permitted to enter the building until the drill is over. In the event of a site evacuation, administration, faculty, staff, and students will walk to Spinning Hills Junior High on Eastman Avenue.

EVACUATION

Each room has a To-Go Bag for emergency purposes. Our evacuation plans and building blue prints are on file at the Riverside Police Department. If EDCS students and staff must leave school property, we will be walking to Spinning Hills Junior High, located at the corner of Eastman and Woodman.

FIRE DRILLS

State law requires monthly fire drills. At the sounding of the fire alarm, each student should leave his or her classroom and walk, single file, to the designated place as outlined by the emergency plan for that room. Quiet and order must prevail during the entire drill. Students are to stay together in the designated area with the teacher. Roll call will be taken.

TORNADO DRILLS

State law requires monthly tornado drills in March, April, and May. At the sounding of the alarm, students are to walk, single file, to the designated area. Students will be made aware of the exact area by their teachers. Students must remain in the *safe* position for the duration of the drill. Quiet and order must prevail during the entire drill. Roll call will be taken.

Letter to Students:

Dear Student,

In our school, everyone is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other.

God made each of us different. Some of us He made girls. Some of us He made boys. Some of us have blond hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God.

Sometimes people make fun of people who are different from them. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different.

When we make fun of people because they are different, we are not respecting them. We call this being disrespectful.

When we are disrespectful to each other, we hurt each other's feelings. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children, and sometimes they do not want to come to school any longer.

In our school, we want to be sure that everyone who is a part of our school is happy to be here and has a chance to do their very best here. So if someone, whether it is a teacher or another child, says something or does something that is mean or disrespectful to you just because you are different, we want you to tell the school principal right away. She or he will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell your teacher when something disrespectful happens. It is not tattling, and it will not get you in trouble. If you always tell when something disrespectful happens, we can make sure our school remains a happy place where everyone respects each other's differences.

Sincerely,

EDCS Administration

STUDENT SEXUAL HARASSMENT POLICY
Employee-Student and Student-Student

POLICY:

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

EXAMPLES OF SEXUAL HARASSMENT:

1. Unwelcome sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

EMPLOYEE-STUDENT SEXUAL HARASSMENT:

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT:

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT:

Students who feel that they have been subject to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT:

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Lucinda Hume, Co-Administrator (937)252-5400
2. Melony Marciniak, Principal (937)252-5400
3. Stan Ellingson, Assistant Principal (937)252-5400
4. Richard Wilson, JH/HS Teacher (937)252-5400

CONFIDENTIALITY:

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is against this school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any investigation, proceeding, or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:

When one of the school officials designated in the policy receives a complaint, he or she shall immediately inform the principal or administrator. The principal or administrator will direct an

investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.