



# 2021-2022

## PARENT-STUDENT HANDBOOK

East Dayton Christian School

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East Dayton Christian School does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarships, athletic and other school-administered programs. EDCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with EDCS administration and to abide by its policies. (Romans 2:11)

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**This handbook does not create a contract and is subject to change at any time.**

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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 an excellent 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 one's 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**

It began in a basement but has impacted thousands.

East Dayton Christian School is an interdenominational ministry that started with a preschool in 1974, opened with 8 Kindergarten and 3 First grade students in 1978 with enrollment doubling each of the first four years and by 1985 include grades K-8.

Beginning in 2008, high school began by adding one grade level each year until EDCS celebrated the first Senior graduating class in 2012.

One of our students has played on an NFL Super Bowl champion team; LeBron James played as a Junior High student on our campus against EDCS in a state championship game.

Our Music & Worship Arts choir backed up Mark Lowry on "Mary, Did You Know?" at the sold out Victoria Theatre.

While thoroughly Christian, EDCS ministers to a wide-array of students; Christian, non-Christian, poor, wealthy, suburbia, inner-city, rural, with racial diversity, academic achievers and academic strugglers.

A missions outreach of New Life Fellowship Church, East Dayton Christian School year year has hundreds of students yet smaller class sizes and features preschool, childcare and grades K-12.

### **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**

- **Partnering with Families**  
To serve the home as parents follow the Biblical command to “train up a child.”
- **Obedying God’s Word**  
Matthew 28:20 To practice Biblical principles in all of our Policies and guidelines.
- **Equipping the Student**  
Matthew 28:19, 20 To equip the student with academic and Biblical knowledge and experience so that they might disciple others.
- **Fiscal Responsibility**  
I John 3:17, 18 To balance gifts, tuition, expenses, salaries, and future planning.
- **Following Jesus Christ**  
Luke 6:40 To employ Christian faculty and staff who minister to the needs of students and their families.

## **MISSION STATEMENT**

East Dayton Christian School is committed to providing academic excellence from a Biblical worldview in partnership with families to provide a Christ-centered atmosphere to equip students from diverse backgrounds for lifelong leadership and service to glorify Jesus Christ.

## **SCHOOL PURPOSE**

**The primary objective and purpose of East Dayton Christian School (EDCS) is to train the next generation of Christian leaders and equip them for a life of service to their Savior, homes, churches, vocations, and communities.**

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)
7. 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)
8. 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)
9. We believe in the creation of man by the direct act of God. (Gen. 5:1-2)

## **STATEMENT OF FINAL AUTHORITY**

**The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of East Dayton Christian School’s faith, doctrine, practice, policy, and discipline, our school/church board of directors is East Dayton Christian School’s final interpretive authority on the Bible’s application.**

## ***II. ACADEMICS***

### **ASSIGNMENTS**

All students are expected to have their assignments completed on the date due. Late assignments will be 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." We use KJV & NIV versions for memorization.

## **BIRTH CERTIFICATES**

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

## **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. Parents/Guardians who would like to attend a field trip are required to complete a background check. Please contact the front office for the correct form. Kindergarten classes often invite Boonshoft Children's Museum to come to EDCS for these classes rather than taking these 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:

Morning Daycare – all students	6:30 a.m.
<b>Start Bell (5-12)</b>	<b>8:00 a.m.</b>
<b>Start Bell (K-4)</b>	<b>8:15 a.m.</b>
Dismissal (Bus riders – varies depending on district)	2:25 – 3:00 p.m.
Dismissal (Walkers, car riders, daycare –varies depending on grade)	2:20 – 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. Students 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**

The assessment tool is a ten point scale for grades 2-12. This scale improves the school environment and standardizes the grading scale with most private and public schools in the Dayton area. The expectations are rigorous and are not diminished since these are determined by teacher expectations and not a particular grading scale. EDCS is committed to maintaining high standards of assessment, therefore the grading scale used is not as important as the method of assessment. Kindergarten and 1st grade use a standards based grading scale. Their assessments are different from the normal test and quizzes for 2nd-12th graders.

### **K-1 GRADING SCALE**

Mastered	93-100 (Principal List)	Moderate Mastery	70-84
High Mastery	85-92 (Honor Roll)	Low Mastery	69 & below

### **2-12 GRADING SCALE**

GPA Value (unweighted)			GPA Value (unweighted)		
A+	99-100	4.0	C+	78-79	2.5
A	93-98	4.0	C	73-77	2.0
A-	90-92	3.75	C-	70-72	1.75
B+	88-89	3.5	D+	68-69	1.5
B	83-87	3.0	D	65-67	1.0
B-	80-82	2.75	F	64 & below	

## 9-12 HONORS GRADING SCALE

GPA Value (weighted)			GPA Value (weighted)		
A+	99-100	5.0	C+	82-84	3.3
A	95-98	5.0	C	78-81	3.0
A-	93-94	4.7	C-	75-77	2.7
B+	91-92	4.3	D+	73-74	2.3
B	97-90	4.0	D	68-72	2.0
B-	85-86	3.7	F	67 & below	0

You may access your student(s) grades through our web-based system (Facts Mgt). This will allow parents to track grades as frequently as they wish.

Report cards will be sent home at the end of each nine-week period for grades K-12. There is a \$1 replacement fee for a lost report card envelope. Report slips showing a student's progress will be emailed every three weeks. Student progress can be viewed by students and parents at any time through Facts Mgt.

### **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 may be assigned every day except Wednesday (K-8) and short holiday weekends, except for long-term assignments (K-8).** Homework is tracked by the teacher. If your student 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. If homework is given on Wednesday in grades 5-8 it will be due on Friday.

### **HONOR/RECOGNITION**

#### Honor Roll

- Grades 2-12  
Honor Roll consists of all students that have made "A's" and "B's" within a grading period.
- Grades K5-1st  
Honor Roll consists of all students that have reached a "High Mastery" level within a grading period.

#### Principal's List

- Grades 2-12  
Principal's List consists of all students who have straight "A's" within a grading period.
- Grades K5-1st  
Principal's List consists of all students who have reached "Mastered" level within a grading period.

#### **Yearly Honor Roll/Principal's List** (Grades K-12)

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. In addition, there may be other awards presented during the annual awards assembly.

## **KINDERGARTEN**

### **• ENTRANCE**

Incoming kindergarten students should be 5 years of age by September 30th. Students must pass the kindergarten entrance test given by EDCS and submit the necessary paperwork for enrollment. If a parent wishes their child to be considered for kindergarten who has a later birthdate the following requirements must be met:

1. Must be 5 years of age by October 31st
2. IQ score must be 115 or higher as established by the Kaufman Intelligence Test
3. Pass the EDCS kindergarten entrance test
4. Submit a recommendation from a preschool teacher.

### **• 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 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.

**A homework request (Grades K-3) 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. Homework for grades 4-12th can be accessed through Facts Mgt or you can email the teacher directly.**

## **ORIENTATION**

**All students and parents are expected to be in attendance on Orientation Day in August. The schedule for each grade level is listed in the summer mailing and the school website. 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. Please note the school calendar for dates.

## **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, grades 1-12, must have records transferred from the students previous school system. Grades 1-12, may be expected to take an entrance examination. Should the student's accomplishments (as shown on the entrance test and/or transferred records) 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 POLICY AND PROCEDURES**

Ohio State law requires that all students be in school all days and hours that school is in session. In order to be in compliance with this law 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:

Excused absences include:

- Illness (Absences for more than three **consecutive** days **will require a medical note by the student's actual doctor in order to be excused. Note must cover all days missed and be turned into the school office within 3 days of the**

students return to school.

- **Funerals**

- Medical or dental appointment **Absences or tardiness due to Medical appointments will only be excused if a doctors note is turned into the office.** (After a routine appointment, students are expected to attend or return to school. Failure to do so, could possibly result in ½ day unexcused absence. **If a medical appointment causes a student to miss a full day of school, the medical note must excuse the student for the entire day.**)

- Absences approved in advance by administration (5 family days per school year) - **Parents need to use the form provided on the school website under the parent portal. There is a copy of the form located in the front office as well.** 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. Therefore, **with prior written requests of the parents,** students may be excused from school to go on family trips or attend church-sponsored activities.

**\* EdChoice recipients should consult the EdChoice Attendance Policy guidelines regarding family days.**

- **College visits: A note needs to be turned in from the college visited in order to be counted as an excused absence. If no note is turned into the office it will be considered unexcused. All other school visits or shadowing a student at another school are unexcused.**

**\*Driving school/Driver's tests: whenever possible, schedule classes/appointments after school. These absences are not excused.**

- **Out-of-School Suspensions or students picked up during the school day due to discipline issues may have unexcused absences.**

In case of absence, the parent must email Mrs. Hawley at [chawley@eastdaytonchristian.org](mailto:chawley@eastdaytonchristian.org) and the homeroom teacher or write a dated note to the teacher explaining the reason for the absence. This note should accompany the child to school within 3 days of the student's return. If a note isn't received by the office within the 3 days, the absence will be automatically considered unexcused.

Excessive unexcused absences may result in dismissal from school. No refunds on tuition will be made because of absences. **Please refer to the policy that follows:**

**Any student who exceeds 20 absences in a school year will be referred to administration for review in order for your student to be considered for enrollment the next school year.**

Parents/guardians are to contact the school office each day that their child will be absent from school. Those students who are coming late should be called in by 8:20am as school lunches are ordered by 8:30am. **Lunch cannot be ordered after this time.** The school office phone number is 252-5400.

Signing In and Out:

- Any parent signing in for a specified amount of time will need to turn their keys into the office.
- All students who arrive late must stop by the school office and obtain a pass to class. Students who are not accompanied by an adult should have a note explaining the reason for their tardiness; otherwise they will be automatically unexcused. If a note is given, the school office will determine whether the student is excused or unexcused depending on the reason cited in the note. Parents/guardians may also contact the school office by phone **or email** with the reason.
- All **minors** signing out before their dismissal time will need to be signed out at the school office by a parent/guardian. If another person is authorized by the parent/guardian to sign out a student, the person must be of legal age **and must provide a valid photo ID in the office.** **Students who drive to school and are leaving early must have a note written by the parent/guardian with the reason that they will be leaving school early. This note must be in the school office at the beginning of the school day.**
- **All students of legal age who reside with their parents/guardians and will be signing out before their dismissal time, must have a note written by the parent/guardian with the reason that they will be leaving school early. This note must be in the school office at the beginning of the school day.**
- **All students, regardless of grade, are considered a half-day absent if they arrive after 9:30AM or if they leave school before 2PM.**



## **ATTENDANCE – ALL GRADES**

Students are considered a half-day absent if they arrive after 9:30AM or if they leave before 2:00PM. Any student who has been absent more than ten (10) days per year must have a doctor's note for each absence that follows. Any student with more than twenty (20) absences in the school will be referred to administration for review in order for your student to be considered for enrollment the next school year.

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.)

**Students in grades 2-12 who reach twenty (20) unexcused absences in a school year will be assigned an in-school suspension.**

**Students in grades K-12 who reach twenty-five (25) unexcused absences to school in a school year will require an in-person meeting with an administrator in order for your student to be considered for enrollment the next school year. A separate administration review for discipline and/or continuing enrollment may occur (grades K-12).**

## **DELAY SCHEDULE for inclement weather**

1 hour delay: Everything is exactly one hour later. Morning daycare will open at 7:30AM for registered daycare students. School will begin at 9AM for grades 5-12 and 9:15 for grades K-4. Students who are late will be considered tardy until 9:30AM.

2 hour delay: Everything is exactly two hours later. Morning daycare will open at 8:30AM for registered daycare students. School will begin at 10AM for grades 5-12 and 10:15AM for grades K-4. Students who are late will be considered tardy until 10:30AM. Students enrolled in AM Kindergarten only will not meet. Full day and PM Kindergarten will meet.

## **FOR INCLEMENT WEATHER ONLY:**

If EDCS has school and one of the involved public schools is closed, students from the closed school district will be considered an excused absence. **Parents still need to notify the school office for the absence to be excused.**

## **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.

**All health/school records are kept confidential according to standards put forth from the Ohio Department of Education:**

*"Parents have the right to inspect and review their child's education records. Parents also have the right to have their representative inspect and review their child's records. If the parents' representative does not accompany the parents, but the parents want the representative to review the files at a later time, the parents should put that permission form in writing. If there is a question about whether the parents have the authority to review the records, an agency may presume that the parents have the authority to inspect and review records related to their child unless the agency has been advised that the parents do not have the authority under applicable state law governing such matters as guardianship, separation and divorce."*

**Due to privacy/confidential issues, faculty and staff of East Dayton Christian School are required to not request prayer for their student(s) or their family on or off campus without permission from the guardian.**

## **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 One Call Now and television channels 2 and 7. These notices will also be posted on the EDCS Facebook 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, all visitors, including parents, MUST identify themselves at the main school office door (Spinning Rd.) Once identified, 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.

Upon entry, 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 after school begins or who leave before dismissal time must sign in or out at the main school office.

### **TARDY POLICY – GRADES K-12**

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. In order for tardies to be considered as excused, please confirm the circumstance to the front office by written note, phone call, or email. Students whose bus arrives late are not considered tardy. **In cases of a severe problem, such as an accident that closes the interstate, it will be at the administration's discretion to determine if the tardy should be considered excused or unexcused.**

**School begins at 8:00 a.m. for students in grades 5-12. It begins at 8:15 a.m. for students in grades K-4.** 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.

**A student who reaches 10 unexcused tardies in a school year will serve an after school detention (grades 2-12) and be placed on disciplinary probation (grades K-12) Twenty (20) unexcused tardies to school in a school year the student will be assigned an in-school suspension (grades 2-12). Each additional 5 unexcused tardies will result in a detention. Twenty-five (25) unexcused tardies to school in a school year will require an in-person meeting with an administrator in order for your student to be considered for enrollment the next school year. A separate administration review for discipline and/or continuing enrollment may occur (grades K-12). During the course of the school day, for junior high and high school students; three unexcused tardies to class will result in a detention.**

Each school year, this policy will be strictly enforced starting the second week of school. 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***

### **A Rationale for the EDCS Honor Code**

The characteristics of a Christian academic and social community include love (Romans 12:10), unity (I Corinthians 1:10), humility, gentleness, forbearance, kindness, forgiveness (Ephesians 4), and encouragement (I Thessalonians 5:11). They also require community members to be committed to integrity in both academic activities and human relationships (Romans 12:17; Matthew 18:15-20; Philippians 2:1-7). The Christian is called to “do all to the glory of God” (I Corinthians 10:31). We glorify God when our actions and attitudes reflect His glory by emulating His attributes. These include the characteristics listed above as well as others including justice, grace, integrity, beauty, compassion, and truth. We are exhorted to walk worthy of our calling as believers which include manifesting these characteristics in our lives (Ephesians 4:1-4; Colossians 1-10). We readily recognize our dependence upon God’s grace and the work of the Holy Spirit in this process.

As we endeavor to apply these principles in the context of the school community, it is helpful to provide specific descriptions of the commitments, expectations, and practices that should be present in the Christian school. EDCS is committed not only to the academic development of students but also to the maturity of each student’s walk with Christ. This includes encouraging holiness of life and academic integrity (Hebrews 10:24; Romans 12:17).

The EDCS honor code has been established to provide specific expectations of what attitudes and actions are essential in building a school culture that will contribute to the flourishing of all members of the community. Students are expected to contribute to fostering a school community that will reflect the glory of God by personally committing to comply with these standards and by encouraging one another to do so as well.

This Honor Code has been developed in light of I John 2:1. "...I am writing these things to you so that you may not sin. But if anyone does sin, we have an advocate with the Father, Jesus Christ the righteous." In the previous chapter John calls believers to acknowledge their sin and to confess it to God and be cleansed (I John 1:8-10). Psalm 32:1-5 warns of the difficulties associated with covering our sin and the benefits of seeking forgiveness. The point of the Honor Code is not that it will make us righteous. It will, however, help guide the way to right and honorable living in the academic community. The scripture calls us to confession and repentance when we fail. To deny one's sin and profess honor while refusing the way of repentance produces a hypocrite. To aspire to honor while recognizing, confessing, and repenting from failure when it occurs leads to growth in grace and builds a community of integrity that glorifies God. The goal is not perfect compliance but that students live honorable and respond with appropriate confession and repentance when they fail. This can lead to restoration and growth in grace and will cultivate a community where all can flourish.

As a student of East Dayton Christian School, I recognize my calling to a lifestyle that glorifies God. I will be committed to uphold and promote honesty, trust, respect and fairness in all aspects of school life as defined in this Honor Code.

**As a student at EDCS I will be committed to following the dress code, dressing in conformance with one's biological sex and using the restrooms that conform with one's biological sex.**

### **EDCS Honor Code**

**1. I will be committed to academic honesty and integrity:** by submitting my own work for tests and assignments without the unauthorized assistance of others; by refusing to provide unauthorized assistance to others; by reporting research and accomplishments accurately; and by avoiding any behaviors that involve cheating, plagiarism, fabrications, and falsifying data (Exodus 20:15; Romans 12:17).

**2. I will be committed to showing respect and cooperation with those in authority:** by being truthful, honest, and fair in all my communication with the faculty and staff; by avoiding any behavior that shows defiance or insubordination of authority by expressing opinions and making appeals with humility and respect (Titus 3:1-2; Colossians 3:9; Hebrews 13:17).

**3. I will be committed to showing respect to my fellow classmates:** by showing tolerance of others and their views; by respecting the personal property of others, by using appropriate, nonviolent means of resolving conflict; by avoiding behaviors as bullying, harassment, hazing, or any speech or behavior which is demeaning to others (Romans 12:9-18; Colossians 3:8-14; Ephesians 5:4; Romans 12:18).

**4. I will be committed to a lifestyle that pursues excellence in all that I do and say:** by living a life of integrity and personal accountability to do the right thing; by taking appropriate action against wrongdoing, undeterred by peer pressure, fear, loyalty or compassion; by conducting myself as a responsible member of the school community in a manner that brings honor to the Lord, the school, and my family (Colossians 3:17; Acts 5:29; I Timothy 4:12; 2 Timothy 2:22).

**5. I will be committed to the following school policies:** by being cooperative and accepting of instruction and discipline; by complying with the school's student standards of conduct listed in the parent-student handbook. This includes honoring school policies by refraining from the use or possession of alcohol, drugs, or tobacco on or off campus and by avoiding sexual immorality (I Thessalonians 4:3-8).

I recognize that attendance at East Dayton Christian School is a privilege which includes certain responsibilities, some of which are listed in the Honor Code. I recognize that violations of the Honor Code or school policies may result in discipline, up to and including suspension or expulsion.

**I have received a copy of the Honor Code and commit to live in compliance and to respond appropriately should I violate the provisions stated above.**

Student Name

Date

NOTE: The point of the Honor Code is not that it will make us righteous. It points the way to right and honorable living in the school community. The goal is that students live honorably and respond with appropriate confessions and repentance when they fail. This can lead to restoration and growth in grace and will cultivate a community where all can flourish.

## **STANDARDS OF CONDUCT**

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:

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

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 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 relationships (boy/girl and/or same gender)
- Inducing panic
- Inappropriate use of social media

Depending on the severity of the action, in the judgment of the Administration, any of the acts listed above shall constitute sufficient cause for discipline, suspension (a temporary removal from school for a designated period of time, i.e. 3 days), withdrawal, 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 a 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 Assistant Superintendent Office.

**DETENTION POLICIES** -- Length: 50 minutes per detention

**There will be a required parent administration meeting for all students who receive 10 detentions in a semester before a student is eligible to re-enroll for the following year.**

Time served: Every Tuesday and Thursday, when school is in session, 3:10-4:00 p.m.

Missed or Late Detention: If a student has missed or is late to detention, the reason will be reviewed by administration.

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 the 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 withdraw. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to withdraw.

**A student may be asked to remain off campus while the administration investigates situations that may involve school and/or student/personnel safety.**

**GRADES 1-12:** 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 students **K-6 until 5:30 p.m.** Students may also arrive as early as 6:30 each morning. (See day care brochure for cost.) 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 daycare, the situation continues, the parent will be required to terminate daycare services.

**IN ORDER FOR YOUR STUDENT TO ATTEND THE DAYCARE AT ANYTIME, EITHER AM OR PM, YOU MUST FILL OUT A DAYCARE FORM. YOUR STUDENT WILL NOT BE PERMITTED TO USE THE DAYCARE SERVICE WITHOUT HAVING A COMPLETED DAYCARE FORM.**

**Any K-12 students who are not involved in an EDCS after school activity, who are in the building past 3:15pm will be sent to daycare. Parents will be charged a daycare fee accordingly. At the conclusion of the after school activity, students must be picked up at that time; or they will be sent to daycare and parents will be charged a daycare fee accordingly.**

## **FRAMEWORK FOR DISCIPLINE**

**Code of Christian Conduct:** East Dayton Christian School has the right to discipline or ask an employee or student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student or employee to potential disciplinary action, up to and including expulsion or dismissal.

EDCS uses the following in seeking to resolve disciplinary challenges in our school.

1. Teacher talks to, counsels, and/or prays with the student. (This includes administration of the classroom discipline plan.)
2. Disciplinary action is taken, in keeping with the offense.
3. Teacher confers with the parent over the phone, in person, or via email.
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. Depending on the offense, this step may occur before other steps in this plan.

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

## **LOCKERS**

Lockers are property of EDCS and furnished to students in grades 5 and up. No student should ever enter another student's locker. Students may need to consider taking 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, is NOT to be kept in the lockers. The Administration reserves the right to check lockers and all school property that the student uses at any time.**

The student occupying the locker is responsible for damages done to the locker. If students choose to use a lock they are required to use a standard number combination lock. 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 K-4 have library class one day a week. Students in grades 1-6 are allowed to check one book out per week. The book is due back the following week. Books may be checked out for a longer period of time. 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**

**During lunch, seating in the cafeteria will be reserved for students only - we will not be able to accommodate parents or guests.**

- All food is to be eaten in the designated lunch area ONLY.
- Courtesy and good manners shall be in evidence at all times.
- Students are permitted to talk quietly at their table during the lunch period.
- Each student is to clean his area when concluding lunch.
- Students are expected to treat the lunchroom hostesses/hosts and other personnel with respect.
- Any student acting in an unacceptable manner may be asked to eat in an isolated area. A second offense may constitute one detention.
- **Due to food allergies edible birthday treats are not allowed -- you may bring in non food items to treat the class for your child's birthday such as pencils, stickers, etc.**

## **LUNCH PROGRAM (K-12)**

The EDCS lunch program is run by Beavercreek Local Schools, not East Dayton Christian School. Each lunch must be paid for in advance. 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. If you send lunch money, please put in a sealed envelope with the teacher and student name. Students may purchase just milk if they choose. 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 the clinic, 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 (AM)**

The Eastman parking lot has a drop-off line for K-4 students as well as limited 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 gate. Parking lot attendants will assist from 7:30-8:15 AM. Those parents who are parking should use the last three rows to park their vehicle. **Due to limited parking parents are encouraged to use the drop off lines**

Parents may also use a drop-off line for grades 5 and up on Spinning Road from 7:30-8:00 AM. This is a one-way driveway; please enter on Eastman and exit out via Spinning Road.

### **Traffic Pattern (PM)**

Students are dismissed on a graduated schedule from 2:20-3:00PM. Schedules are given at 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)**

A student is placed on probation when they reach any of the designated parameters. 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 asked to withdraw from the school.

### **Academic (Grades 5-12)**

**A student is placed on Academic Probation for quarterly, semester or end of year average:**

- He fails two core subjects (History, Science, Math, Language)
- He fails Bible

### **Disciplinary (Grades K-12)**

**A student is placed on Attitude/Disciplinary Probation for a specified period of time as determined by administration if he or she demonstrates:**

- A rebellious spirit, which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
- 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.

During the probationary period student activities may be limited. Positions of trust and responsibility may be relinquished for a specified period of time. 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 dismissed or withdrawn from EDCS.

**If any student fails a core subject for a year they may be placed on academic probation for the following school year until the end of the first quarter. At that time the student's grades will be evaluated as to fulfilling conditions set for his/her probation.**

## **RADIOS/ELECTRONIC DEVICES & CELL PHONES**

- K-4 students must turn off their cell phones and keep them in their book bags
- 5-12 students must turn off their cell phones but may keep it with them or in their locker/book bag.
  - Any student who has their cell phone turned on and/or in use, the teacher will confiscate the phone and issue a detention.
  - All other student electronic devices not approved by EDCS are prohibited during school hours.
- Students entering the building are required to remove headphones/earbuds.
- Failure to follow the guidelines regarding electronic devices will result in confiscation until the end of the day, and the student may receive a detention.

## **STUDENT-FACULTY RELATIONSHIP**

It is understood that every student at East Dayton Christian School 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.

Students will be suspended from school:

- 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.
- At administrative discretion.

**Students who have earned a suspension due to detention accumulation will be placed on disciplinary probation.**

Student Responsibilities:

Out of School Suspensions:

- **Students in grades 7-12 will receive a zero on all graded classroom assignments while suspended, including tests and quizzes. Students in grades 6 and below will receive a 50% deduction from classroom assignments while suspended, including tests and quizzes.**
- Remain at home (or at a location agreed upon by the Principal and parents) on the day(s) assigned during school hours.

In-School Suspensions:

- **In-School Suspension on the designated date. Follow EDCS dress code guidelines.**

## ***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).



**Girls/Grades K-4: Dress code varies by grade level. Please consult the appropriate dress code for your student(s).**

**EDCS DRESS CODE FOR GIRLS, GRADES K-4**

Items may be purchased according to the following code, **as long as all items purchased resemble EDCS-selected styles from Educational Apparel:**

1 = Educational Apparel

2 = French Toast

**3 = Purchase from any company, must resemble our uniform attire**

**Polos must be worn at all times - even under sweatshirts.**

**Navy Jumper:**

- Solid navy with rounded neck or V-neck. Length should be no shorter than the top of knee when standing and jumper must resemble E.A. in style. (3)

**Plaid Jumper:**

- Plaid jumper from E.A. or French Toast (blue/red plaid only). Length should be no shorter than the top of the knee when standing and must resemble E.A. in style. (1,2)

**No Skirts**

**Slacks:**

- Solid navy or dark tan poly/cotton, ankle-length dress pants. No pockets on the legs. **Style and color must resemble E.A. (3)**

**Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from **E.A., French Toast or uniform company. NO CAPRI PANTS.** Please follow the school calendar for months that shorts may be worn. (1,2,3)

**Belts:**

- GRADES 2 AND UP. Solid colors with no ornamentation – Navy, white, black, brown, or gray belt is required with all pants and shorts that have belt loops unless the banded polo is worn. Belts are optional for grades K and 1. (3)

**Blouses:**

- **Cotton, button-up short or long-sleeved with rounded or pointed collar–white or light blue. (3)**

**Plain Polo Shirts:**

- **Navy, Light blue & white polo; banded polo shirt may be worn with no belt. (3)**

**Eagle Polo Shirts:**

- **Gold polo MUST have the EDCS emblem; banded polo shirt may be worn with no belt.(1)**

**Turtlenecks:**

- White, light blue, navy (3)

**Undershirts:**

- Solid white (only) undershirts may be worn under all uniform shirts. (3)

**Sweaters/sweater vests:**

- **Solid navy (3)**

**Sweatshirts:**

- **School sweatshirts (1) or solid navy with no hood (3)**

**PE Uniform: Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather. Pants may have solid stripes on the leg. (3)
- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- **Tennis shoes must be worn on the gym floor.**

**Socks:**

- Socks, tights, leggings of any color. Socks must be worn.

**Shoes:**

- **Athletic shoes are preferred due to safety reasons. Any gym shoes or other shoes worn with black soles must be non-marking (those are identified as such when purchased). Some footwear can be very hazardous, especially on the playground. For this reason, flip-flops, clogs, thongs, sandals, heelys (skate shoes), crocs, house slippers, booties, as well as shoes or boots with higher than normal heels, are not permitted. Boots may be worn to school but students must change into gym shoes upon arrival.**

**Piercings/Tattoos:**

- No more than two earrings per ear. Gauges are not permitted. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Hair Accessories:**

- Barrettes, bows, headbands, and beads may be any color. Caps or hats may not be worn during the school day except at recess. Please no inappropriate pictures or words.

**Make-up:**

- No makeup other than clear lip gloss may be worn by girls in grades K-6. Nail polish may be worn.

\*All shirts, except for banded polo's, must be tucked in at all times.

**Guidelines for Out-of-Dress-Code Days:**

- Ankle-length jeans – loose fitting, no sagging, no holes or frays, no graffiti

- Ankle –length pants – no tight or sagging fit, no holes, no graffiti
- Leggings are not allowed unless worn under a skirt/dress that is knee length.
- Jogging pants/sweatpants
- Uniform shorts ONLY
- Shirts with sleeves – must be waist-length or longer and meet EDCS philosophy
- Skirt – must be to the top of the knee or longer even if worn over leggings
- Dresses with sleeves, must be to the top of the knee or longer even if worn over leggings,
- NO CAPRIS, NO SKORTS
- No attire that advertises or promotes area high schools other than EDCS is allowed.

**Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.**

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**Boys/Grades K-4:** Dress code varies by grade level. Please consult the appropriate dress code for your student(s).

#### **EDCS DRESS CODE FOR BOYS, GRADES K-4**

Items may be purchased according to the following code, as long as all items purchased resemble EDCS-selected styles from Educational Apparel:

1 = Educational Apparel

2 = French Toast

3 = Purchase from any company, must resemble our uniform attire

**Polos must be worn at all times - even under sweatshirts.**

#### **Slacks:**

- Solid navy or dark tan poly/cotton, ankle-length dress pants. No pockets on the legs. Style and color must resemble E.A. (3)

#### **Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from E.A., French Toast or uniform company. NO CAPRI PANTS. Please follow the school calendar for months that shorts may be worn. (1,2,3)

#### **Belts:**

- GRADES 2 AND UP. Solid colors with no ornamentation – Navy, white, black, brown, or gray belt is required with all pants and shorts that have belt loops unless the banded polo is worn. Belts are optional for grades K and 1. (3)

#### **Dress Shirts:**

- Cotton, button-up short- or long-sleeved with rounded or pointed collar–white or light blue. (3)

#### **Plain Polo Shirts:**

- Navy, Light blue & white polo; banded polo shirt may be worn with no belt. (3)

#### **Eagle Polo Shirts:**

- Gold polo MUST have the EDCS emblem; banded polo shirt may be worn with no belt.(1)

#### **Turtlenecks:**

- White, light blue, navy (3)

#### **Undershirts:**

- Solid white (only) undershirts may be worn under all uniform shirts. (3)

#### **Sweaters/sweater vests:**

- Solid navy (3)

#### **Sweatshirts:**

- School sweatshirts (1) or solid navy with no hood (3)

#### **PE Uniform: Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather. Pants may have solid stripes on the leg. (3)
- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- **Tennis shoes must be worn on the gym floor.**

#### **Socks:**

- Any color. Socks must be worn.

#### **Shoes:**

- Athletic shoes are preferred due to safety reasons. Any gym shoes or other shoes worn with black soles must be non-marking (those are identified as such when purchased). Some footwear can be very hazardous, especially on the playground. For this reason, flip-flops, clogs, thongs, sandals, heelys (skate shoes), crocs, house slippers, booties, as well as shoes or boots with higher than normal heels, are not permitted. Boots may be worn to school but students must change into gym shoes upon arrival.

#### **Piercings/Tattoos:**

- Boys may not wear earrings. No visible Tattoos and/or body piercings on campus or school related events.

#### **Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

#### **Hair Accessories:**

- Caps or hats may not be worn during the school day except at recess. Please no inappropriate pictures or words.

#### **Make-up:**

- Boys are not allowed to wear makeup. Clear lip balm is not considered to be Make up.

\*All shirts, except for banded polo's, must be tucked in at all times.

#### **Guidelines for Out-of-Dress-Code Days:**

- Ankle-length jeans – loose fitting, no sagging, no holes or frays, no graffiti
- **Ankle-length pants – no tight or sagging fit – including joggers - no holes, no graffiti**
- Jogging pants/sweatpants
- Uniform shorts ONLY
- Shirts with sleeves – must be waist-length or longer and meet EDCS philosophy
- NO CAPRIS
- No attire that advertises or promotes area high schools other than EDCS is allowed

**Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.**

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**Girls, grades 5&6 :** Dress code varies by grade level. Please consult the appropriate dress code for your student(s).

#### **EDCS DRESS CODE FOR GIRLS, GRADES 5-6**

**Polos must be worn at all times, even underneath outerwear.**

Items may be purchased according to the following code, **as long as all items purchased resemble EDCS-selected styles from**

#### **Educational Apparel:**

- 1 = Educational Apparel
- 2 = French Toast
- 3 = Purchase from any company

#### **Skirt**

- **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. (3)
- **Plaid Skirt:** Blue/red plaid from E.A. or French Toast only. **NO SKORTS.** Length should be no shorter than the top of the knee when standing. (1, 2)

#### **Pants:**

- Solid navy or dark tan poly/cotton, ankle-length dress pants. No pockets on the legs. Style and color must resemble E.A.  
(3) Loose fitting, no stretchy material.

#### **Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from E.A., French Toast or uniform company. Loose fitting. Please follow the school calendar for months that shorts may be worn. (1,2,3)

#### **Belts:**

- Required when belt loops are showing.

#### **Polo Shirts:**

- Navy, light blue & white polo do not have to have a logo. (3)
- Gold polo MUST have EDCS emblem. (1,2)

#### **Layering:**

- Layering of shirts underneath a polo/sweatshirt is permitted if layers are school colors. (White, navy & gold)

#### **EDCS spirit wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, or light jacket may be worn. T-shirts are only allowed on ODC days. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

#### **P.E. Uniform: Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather. Pants may have solid stripes on the leg. (3)
- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- Tennis shoes must be worn on the gym floor.

#### **Socks:**

- Socks must be worn.

#### **Shoes:**

- For safety reasons shoes must be worn at all times. Shoes must have a back on the heel and sandals must have a heel strap. Heel height should not exceed 2”.

#### **Piercings/Tattoos:**

- No more than two earrings per ear. Gauges are not permitted. No visible Tattoos and/or body piercings on campus or school related events.

#### **Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Hair Accessories:**

- Caps or hats may not be worn during the school day except at recess.

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants, no holes that show skin
- No leggings or jeggings are to be worn on their own (May be worn under uniform shorts or skirt)
- Uniform shorts & skirts ONLY
- No dresses
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

**Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.**

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

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**EDCS DRESS CODE FOR BOYS, GRADES 5-6**

**Boys, grades 5&6: Dress code varies by grade level. Please consult the appropriate dress code for your student(s).**

**Polos must be worn at all times, even underneath outerwear.**

**Items may be purchased according to the following code, as long as all items purchased resemble EDCS-selected styles from Educational Apparel:**

- 1 = Educational Apparel
- 2 = French Toast
- 3 = Purchase from any company

**Pants:**

- Solid navy or dark tan poly/cotton, ankle-length dress pants. No pockets on the legs. Style and color must resemble E.A. (3)

**Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from E.A., French Toast or uniform company. NO CAPRI PANTS. Please follow the school calendar for months that shorts may be worn. (1,2,3)

**Belts:**

- Required when belt loops are showing.

**Polo Shirts:**

- Navy, light blue & white polo do not have to have a logo. (3)
- Gold polo MUST have EDCS emblem. (1,2)

**Layering:**

- Layering of shirts underneath a polo/sweatshirt is permitted if layers are school colors. (White, navy & gold)

**EDCS spirit wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, or light jacket may be worn. T-shirts are only allowed on ODC days. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

**P.E. Uniform: Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather. Pants may have solid stripes on the leg. (3)
- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- Tennis shoes must be worn on the gym floor.

**Socks:**

- Socks must be worn.

**Shoes:**

- For safety reasons shoes must be worn at all times. Shoes must have a back on the heel and sandals must have a heel strap.

**Piercings/Tattoos:**

- Boys may not wear earrings. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants, no holes that show skin
- Uniform shorts ONLY
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

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**EDCS DRESS CODE FOR GIRLS, GRADES 7-8**

**Girls, grades 7&8:** Dress code varies by grade level. Please consult the appropriate dress code for your student(s).

**Polos must be worn at all times, even underneath outerwear.**

Items may be purchased according to the following code, as long as all items purchased resemble EDCS-selected styles from Educational Apparel:

- 1 = Educational Apparel
- 2 = French Toast
- 3 = Purchase from any company

**Skirt**

- **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. (3)
- **Plaid Skirt:** Blue/red plaid from E.A. or French Toast only. NO SKORTS. Length should be no shorter than the top of the knee when standing. (1, 2)

**Pants:**

- Solid navy or dark tan poly/cotton, loose fitting, ankle-length dress pants. No pockets on the legs. Style and color must resemble E.A. (3)

**Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from E.A., French Toast or uniform company. NO CAPRI PANTS. Please follow the school calendar for months that shorts may be worn. (1,2,3)

**Belts:**

- Required when belt loops are showing.

**Polo Shirts:**

- Navy, light blue & white polo do not have to have a logo. (3)
- Gold polo MUST have EDCS emblem. (1,2)

**Layering:**

- Layering of shirts underneath a polo/sweatshirt is permitted if layers are school colors. (White, navy & gold)

**EDCS spirit wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, or light jacket may be worn. T-shirts are only allowed on ODC days, including EDCS T-shirts. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

**P.E. Uniform: Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather. Pants may have solid stripes on the leg. (3)
- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- Tennis shoes must be worn on the gym floor.

**Socks:**

- Socks are not required except with P.E. uniform.

**Shoes:**

- For safety reasons, shoes must be worn at all times. Heel height should not exceed 2". (3)

**Piercings/Tattoos:**

- No more than two earrings per ear. Gauges are not permitted. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants, no holes that show skin
- No leggings or jeggings are to be worn on their own (May be worn under uniform shorts or skirt)
- Uniform shorts & skirts ONLY
- No dresses.
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

**Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.**

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

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**EDCS DRESS CODE FOR BOYS, GRADES 7-8**

**Boys, grades 7&8:** Dress code varies by grade level. Please consult the appropriate dress code for your student(s).

**Polos must be worn at all times, even underneath outerwear.**

**Items may be purchased according to the following code, as long as all items purchased resemble EDCS-selected styles from Educational Apparel:**

- 1 = Educational Apparel
- 2 = French Toast
- 3 = Purchase from any company

**Pants:**

- Solid navy or dark tan poly/cotton, ankle-length dress pants. No patch pockets or pockets on the legs. Style and color must resemble E.A. (3)

**Uniform (ONLY) Shorts:**

- Navy or dark tan knee-length shorts from E.A., French Toast or uniform company. NO CAPRI PANTS. Please follow the school calendar for months that shorts may be worn. (1,2,3)

**Belts:**

- Required when belt loops are showing.

**Polo Shirts:**

- Navy, light blue & white polo do not have to have a logo. (3)
- Gold polo MUST have EDCS emblem. (1,2)

**Layering:**

- Layering of shirts underneath a polo/sweatshirt is permitted if layers are school colors. (White, navy & gold)

**EDCS spirit wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, or light jacket may be worn. T-shirts are only allowed on ODC days. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

**P.E. Uniform:- Grades 3-8**

- Shirt - purchase through E.A. only. (1)
- Shorts – solid navy blue mesh gym shorts, must resemble E.A. in style. (1,3)
- Solid navy sweatpants or gym pants are required to be worn over P.E. shorts in cold weather.

Pants may have solid stripes on the leg. (3)

- Socks and tennis shoes with a non-marking sole are required for P.E. (3)
- Tennis shoes must be worn on the gym floor.

**Socks:**

- Socks are not required except with P.E. uniform.

**Shoes:**

- For safety reasons, shoes must be worn at all times. (3)

**Piercings/Tattoos:**

- Boys may not wear earrings. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Facial Hair:**

- Facial Hair is to be trimmed short and close to the face.

**\*All shirts, except for banded polo's, must be tucked in at all times.**

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants
- Uniform shorts ONLY
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

**Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the Administration's discretion.**

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

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**EDCS DRESS CODE FOR GIRLS, GRADES 9-12**

**Girls, grades 9-12: Dress code varies by grade level. Please consult the appropriate dress code for your student(s).**

**Polos must be worn at all times, even underneath outerwear**

**Skirts:**

- Only the approved uniform skirt from educational apparel is acceptable. They are available in Black, Navy blue or Tan. Skirt length needs to be at least to the top of the knee.

**Pants:**

- Must resemble uniform pants from educational apparel - relaxed fit, straight leg.
- Loose fitting ankle-length Khaki/Dockers Style pants OR dress pants. **Relaxed fit.** Solid colors only. Black, Navy blue or Tan.

**Uniform (ONLY) Shorts:**

- Loose fitting knee length Khaki/Dockers style shorts. Solid colors only. Black, Navy blue or Tan. Must resemble Educational Apparel or French Toast style.

**Belts:**

- Required when belt loops are showing.

**Shirts:**

- Polo shirt with buttons, short or long sleeve, any color or design. Must be at waist or longer so that skin is not visible at the waistline. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

**EDCS spirit wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, light jacket, or letterman jacket may be worn. T-shirts are only allowed on ODC days. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS outerwear)**

**P.E. Uniform:**

- Grades 9-12, Loose fitting gym shorts must be knee length, gym pants, or sweatpants. T-shirt must be EDCS appropriate (must have sleeves and must be at waist or longer so that skin is not visible at the waistline.) Socks and tennis shoes with a non-marking sole are required for PE. Tennis shoes must be worn on the gym floor.

**Socks:**

- Not required except for P.E.

**Shoes:**

- For safety reasons, shoes must be worn at all times. Heel height should not exceed 2".

**Piercings/Tattoos:**

- No more than two earrings per ear. Gauges are not permitted. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**

- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Hair Accessories:**

- Caps and hats may not be worn during the school day.

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants, no holes that show skin
- No leggings or jeggings are to be worn on their own (May be worn under shorts or skirt)
- Uniform shorts & skirts ONLY
- No dresses.
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the administration's discretion.

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

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**EDCS DRESS CODE FOR BOYS, GRADES 9-12**

**Boys, grades 9-12:** Dress code varies by grade level. Please consult the appropriate dress code for your student(s).

**Polos must be worn at all times, even underneath underwear**

**Pants:**

- Must resemble uniform pants from educational apparel
- Khaki/Dockers, Cargo Style pants OR dress pants. Solid colors only. Black, Navy blue or Tan.

**Shorts:**

- Khaki/Dockers, Cargo style knee length shorts. Solid colors only. Black, Navy blue or Tan.

**Belts:**

- Required when belt loops are showing.

**Shirts:**

- Polo shirt with buttons, short or long sleeve, any color or design. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS underwear)**

**EDCS School wear:**

- Any EDCS approved sweatshirt (with or without hoods), zip up, light jacket, or letterman jacket may be worn. T-shirts are allowed only on ODC days. **(polo shirt must be worn at all times, even under sweatshirts or other EDCS underwear)**

**P.E. Uniform:**

- Grades 9-12, Gym shorts must be knee length, gym pants, or sweatpants. T-shirt must be EDCS appropriate (must have sleeves). Socks and tennis shoes with a non-marking sole are required. Tennis shoes must be worn on the gym floor.

**Socks:**

- Not required except for PE.

**Shoes:**

- For safety reasons, shoes are required at all times.

**Piercings/Tattoos:**

- Boys may not wear earrings. No visible Tattoos and/or body piercings on campus or school related events.

**Hair:**



- Well-groomed and natural coloring. If a student colors their hair, the color must be a natural color. No Mohawks. Shaved designs must meet EDCS philosophy. Hats are not to be worn during the school day.

**Facial Hair:**

- Facial hair is to be trimmed short and close to the face.

**Guidelines for Out-of-Dress-Code Days:**

- Loose fitting, ankle-length pants, no holes that show skin
- Uniform shorts ONLY
- Shirts with sleeves, waist length or longer
- No attire that advertises or promotes area high schools other than EDCS is allowed.
- All attire must meet EDCS philosophy.

Any violation of the above: Disciplinary action will occur as infractions are noted. The student may be kept out of class until correct clothing articles can be provided, they may receive a dress-code violation, or they may be sent home at the administration's discretion.

**ATHLETES DRESS DURING SEASON:**

All games - athletes are to wear the current season athletic warm up attire on game day.

**OUT-OF-DRESS-CODE DAYS**

This is a weekly school fundraiser that takes place on the majority of Fridays throughout the school year. Students pay \$1 to the homeroom teacher if they wish to participate. Follow the out-of-dress code guidelines as listed in the Dress Code per each grade level.

***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 please contact the building principal.

- |                                      |   |
|--------------------------------------|---|
| • Attendance/Transportation/EdChoice | Mrs. Hawley                                     |
| • <b>Student Relations/Conduct</b>   | Mr. Ellingson, assistant principal              |
|                                      | <b>Mr. Ferguson, Campus Ministries Director</b> |
| • K-4 Academics                      | Mrs. Coots, K-4 principal                       |
| • 5-12 Academics                     | Mrs. Auvil, 5-12 principal                      |
| • Daycare                            | Mrs. Winnett                                    |
| • Athletics                          | Mr. Campbell, athletic director                 |
| • Classroom                          | Respective teacher                              |
| • Tuition/Billing accounts           | Mrs. Svoboda                                    |
| • Technology Director                | Mrs. Carol Veness                               |

**ATHLETICS**

Any athletic information can be obtained from <https://www.eastdaytonchristian.org/athletics/>

**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.

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 fundraising 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.

EDCS Participates in EdChoice and Dayton Foundation scholarships.

**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.

High school students will not be allowed to participate in graduation ceremonies until all accounts are settled. **Any student whose account is 2 months past due is unable to attend school and will be considered as an unexcused absence. Once the account is paid to date, the student will then be allowed to resume school.**

**Tuition assistance is available from outside sources for students who qualify. Please contact the office for an application. East Dayton Christian School does not offer tuition assistance scholarships. The Eagle scholarship may only be used for applicable student fees.**

**EDCS offers the following discounts:**

- 1. Employee discount:**
  - a. Full time: employee discount is 50% off tuition.**
  - b. Part time: employee discount is 25% off tuition. The employee must work at least 20 hours to qualify.**
- 2. New Life Fellowship Church tithe paying member discount: 10% off tuition.**

### **FINANCES – WITHDRAWALS**

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**

Non EDCS fundraisers being promoted on school premises should have prior approval in writing from administration. No student sales are allowed unless otherwise approved by administration.

### **MISSIONS**

K-8 grade 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.

High School students will be praying and working with local mission outreach programs.

### **GRANDPARENTS DAY**

**EDCS enjoys having grandparents visit the classrooms late October or early November. 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.... 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)

**Each school day begins with prayer and pledges to the American Flag, Christian Flag, and the Bible.**

### **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 4-12 or 8:15 a.m. for K-3 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.**

**Students and/or other individuals are allowed to visit East Dayton Christian School during normal school hours if prior permission has been given by the EDCS administration.**

### **TECHNOLOGY**

**K-12th grade students have the opportunity to use a chromebook in the classroom. HS students will be assigned a chrome book. If a chromebook is damaged while in the possession of a 3rd-12th grade student, they may serve a**

**detention and/or Saturday School. In addition, they will be responsible for repairing or replacing the chromebook. All repairs or replacement purchases will be done by EDCS/Gem City Digital.**

### **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
- 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 for 24 hours after last acute symptoms

### **EMERGENCY MEDICAL AUTHORIZATION**

All students must have a current Emergency Medical Authorization Form on file. These are included in all enrollment packets. They are to be completed and returned to the school with your completed packet. All information is confidential according to the Ohio Department of Education Policy.

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 or by email.

### **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 :

- *Meeting immunization requirements on time,*
- *Observing children for signs of disease or illness; keeping students home when they are ill,*
- *Promptly sending in statements concerning illness,*
- *Providing a sound health program at home by providing:*
  - *adequate rest,*
  - *balanced diet, starting the day with breakfast each morning,*
  - *good study hours,*
  - *regular medical exams,*
  - *encouraging the importance of handwashing to prevent illness, and*
  - *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.

The High School guidance counselor assists high school students and families with preparing for college readiness.

## **HEALTH/SCHOOL 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. **All health/school records are kept confidential according to standards put forth from the Ohio Department of Education:**

*“Parents have the right to inspect and review their child’s education records. Parents also have the right to have their representative inspect and review their child’s records. If the parents’ representative does not accompany the parents, but the parents want the representative to review the files at a later time, the parents should put that permission for in writing.*

*If there is a question about whether the parents have the authority to review the records, an agency may presume that the parents have the authority to inspect and review records related to their child unless the agency has been advised that the parents do not have the authority under applicable state law governing such matters as guardianship, separation and divorce.”*

## **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:

You may refer to the Ohio Department of Education website for detailed information.

- 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.)
  - DTaP//DT/Tdap/Td - 4 or 5 doses (A fifth dose is required if the fourth dose was administered prior to the fourth birthday.) Grades 7-11 - one dose of Tdap vaccine must be administered prior to entry.
  - Varicella - 2 dose

OR

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

OR

- 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 clinical 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:

- Written permission by physician and parent/guardian of ALL medications to be administered. (Form can be obtained from the clinic or the school website.) Medication Form A must be signed by the physician and Medication Form B must be signed by the parent/guardian.
- 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.

- The clinic hours are from 8:00 a.m. – 3:00 p.m.
- 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 a safe setting for your child.

### **PREMARITAL PREGNANCY POLICY**

A student, who is pregnant, married, **living apart from their guardian**, or a parent of a child will not be allowed to attend EDCS. If a student becomes pregnant, she will be asked to withdraw immediately or be placed on homebound status. A homebound student will remain a student at EDCS until the end of the term and then be asked to withdraw. Young men responsible for pregnancy will be held accountable in a similar manner.

### **SCREENINGS**

The following screenings are provided through our school clinic:

- Speech and Hearing (Mandatory)                      Grades K, 1, 3, 5, 7, 9, 11 and all new students
- Vision (Mandatory)                                      Grades K, 1, 3, 5, 7, 9, 11 and all new students

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.

**This handbook does not create a contract and is subject to change at any time.**



## **East Dayton Christian School**

### **WELLNESS POLICY**

*East Dayton Christian School supports a school environment that encourages and models nutritious eating habits and physical activity, which promotes lifelong health and academic success.*

*EDCS will foster in our students an understanding of healthy foods and the acquisition of skills necessary to promote lifelong healthy eating habits and physical activity through a coordinated effort that involves EDCS staff, students, parents, and community members. The following will be incorporated as appropriate: food services, family and community involvement, health education programs, physical education program, health services, staff wellness, counseling, and other efforts to promote a healthy school environment. This coordinated effort will contribute to students' knowledge of nutrition and physical activity in the following ways:*

#### **Students will:**

1. Practice making healthy food and physical activity choices as an integral part of the school day through: school meals, special events, physical education classes and extracurricular activities
2. Learn to use appropriate resources to make informed and educated decisions about their lifelong health.
3. Recognize the various influences (i.e. family, community, culture, advertising, peers) on nutrition and physical activity choices
4. Create and maintain personal nutrition and physical activity plans through setting goals and activities that recognize the connection between physical activity and healthy eating.

#### **The above goals will be achieved through the implementation of the following procedures:**

1. Nutrition Education
  - a. Elementary school nutritious snack policy
  - b. Third Grade Health Curriculum
  - c. High School health Curriculum
2. Physical Activities
  - a. Physical Education classes/outside activities
    1. Kindergarten – 60 minutes per week
    2. First – third grades: 80 minutes per week
    3. Fourth – sixth grades: 25 minutes daily and 1 gym class per week
    4. Seventh and eighth grades: 90 minutes per week all year
    5. High school: 225 minutes per week for one year during the four years
  - b. Elementary extracurricular activities
    1. Basketball
    2. Running Jrs.
  - c. Junior High and High School extracurricular activities
    1. Cross Country
    2. Volleyball
    3. Cheerleading
    4. Basketball
3. School lunch program
  - a. Ongoing collaboration of cafeteria personnel

- b. Additions of more nutritious alternatives

### ***VIII. SAFETY PROCEDURES/DRILLS***

#### **CODE 1 DRILL (LOCKDOWN/EVACUATION)**

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 Middle School on Eastman Avenue and/or Kroger on Spinning Road.

#### **EVACUATION**

Each room has a To-Go Bag for emergency purposes. Our evacuation plans and building blueprints 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. EDCS also conducts a drill in the fall. 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. Attendance will be taken.



## **East Dayton Christian School**

### **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

#### **Instruction**

##### **Student and Staff Access to Computers, Telecommunications, Electronic, and Networked Information Resources**

East Dayton Christian School recognizes that as computers, telecommunications and other new technologies change the ways that information may be accessed, communicated and transferred, those changes may also alter instruction, staff and student learning. Electronic information services are available to students, teachers and staff in our schools who qualify. Our goal in providing this service is to promote education excellence by resource sharing, innovation, and communication. Telecommunications, because it may lead to any publicly available file server in the world, will open classrooms to electronic information which may not have been screened by our staff prior to use by students of various ages. Internet access, monitoring software, and filtering systems are in place at East Dayton Christian School. East Dayton Christian School will make every effort to protect students and teachers from any misuses or abuses of the information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

While computers and the school-area network are provided for staff and students to conduct research and communicate with others, access to such will be provided to staff who shall act in a considerate and responsible manner. Such will also be provided to students who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply to all computer use and users (See Student Handbook). Based upon needs determined by designated staff, student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency. Student use shall require submission of permission forms and agreement forms by the parent and by the student. EDCS supports and respects each family's right to decide whether or not to apply for student access while at school. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.

#### **Instruction Acceptable Use Policy or Agreement**

Internet access is supplied by MetaSolutions. In addition, we use the Securly web filtering software and Gaggle to filter email and Google drive. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computer and network resources. Students or staff knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of East Dayton Christian School and or civil authorities, and such activities may result in termination of their account/access and/or expulsion from school or termination of employment.

When a re-enrollment form is signed by the parent/guardian (K-8) or 1:1 Device Agreement is signed by student and parent/guardian (HS), this document becomes a legally binding contract and indicates those who have signed have read the terms and conditions carefully and understand their significance. All staff of East Dayton Christian School is expected to follow this policy and will be required to sign this East Dayton Christian School -User agreement, which will be legally binding.



## Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Nor reasonable expectation of continued use or access shall exist. The administration, faculty, and staff of East Dayton Christian School may deny, revoke, or suspend specific user accounts/access.

1. **ACCEPTABLE USE.** The use of your account and/or access must be consistent with the education objectives of the East Dayton Christian School.
  - a. Use of electronic resources for recreational entertainment is prohibited.
  - b. To transmit or knowingly receive any materials in violation of any United States, State of Ohio, or East Dayton Christian School regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
  - c. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.
  - d. Use of other organization networks or computing resources must comply with rules appropriate to that network.
2. **NETWORK ETIQUETTE.** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Never send, or encourage others to send abusive messages.
  - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images. Illegal activities of any kind are strictly forbidden. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!
  - c. Privacy. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
  - d. Electronic mail. Electronic mail (e-mail) is not guaranteed to be private. **With Google Apps for Education, we are able to offer student emails and Google drive for each student in grades 5-12. This will be the only email students will use while on school property. We also offer Google drive for grades 3-4.** All students will use Google drive for document storage. **Students will not be allowed to use flash drives in school owned computers to eliminate the transfer of viruses to the school network.** Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the authorities.
  - e. Do not use computers or the network in such a way that you would disrupt the use by other people. **Talk, Write, and Chat usage by students is prohibited.** Chain letters and Inter-Relay chat are misuses of the system.
  - f. Permission of the tech office must be obtained before downloading large files. Do not install programs on a computer.
3. **SERVICES.** East Dayton Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. East Dayton Christian School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via the information system is at your own risk. East Dayton Christian School specifically denies any responsibility for the accuracy of information obtained through its services.
4. **SECURITY.** Security on our computer system is a high priority due to the large number of users. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can

identify a security problem on the Internet, you must notify a system administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.

5. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
6. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release East Dayton Christian School from any and all claims or damages or any nature arising from their access, use, or inability to access services.

East Dayton Christian School will use work/photo of students in conjunction with the schools' homepage on the World Wide Web and/or EDCS Social Media sites. **If you do not wish for your child's work/photo to be posted on the school web site and/or EDCS Social Media sites, as parent or guardian it will be your responsibility to complete the East Dayton Christian School Privacy Form to request that your child's work/photo not be posted on East Dayton Christian School sites.**

### **East Dayton Christian School Student User Agreement**

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of East Dayton Christian School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the East Dayton Christian School electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless East Dayton Christian School from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

### **Parent or Guardian Consent for Internet Use**

Parents and guardians need to be aware that a relatively small portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. East Dayton Christian School does not condone the use of such materials and will not allow the use of such materials in school. East Dayton Christian School will diligently work to eliminate these materials by using filters to eliminate such material from our network. It is impossible to restrict access to every controversial item. For this reason, we are giving parents and guardians the option of not permitting their child to have access to the Internet, under the supervision of staff, for educational purposes. If you do not wish your child to have access to the Internet in school, please fill out the **East Dayton Christian School Student Privacy Form**.

As the parent or guardian of the student signing the new enrollment/re-enrollment form, I have read the electronic resources Acceptable Use Policy and guideline for student use established by the East Dayton Christian School. I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.



## **East Dayton Christian School**

### **STUDENT PRIVACY FORM**

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of East Dayton Christian School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the East Dayton Christian School electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless East Dayton Christian School from all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

#### **Student Privacy**

From time to time, EDCS may publish examples of student projects, athletic activity, group photographs, or student recognition on the EDCS website, on school publications, and/or video/digital media. A student's personal information will NOT be published.

- My child may use the Internet while at school according to the rules outlined in the EDCS Acceptable Use Policy for Technology
- My student's photo and/or selected projects may be published on EDCS website, school publications, and/or school's video/digital media.

**If I do not agree with the above statements, you will need to fill out an EDCS Student Privacy Form found on the website under About Us>Technology**

#### **General Computer Guidelines include, but are not limited by:**

- Students will never share their password with another student. Passwords should always be kept confidential.
- Grades 5-12 are provided a school email through Google Apps for Education. **This will be the only email students will use while on school property.**
- Students will store all documents on Google drive. **Students will not be allowed to use flash drives in school owned computers to eliminate the transfer of viruses to the school network.**
- **Students will use EDCS technology for school-related work only.**
- Downloading and streaming music and videos is not allowed.
- **Talk, Write, and Chat usage by students is prohibited.**
- Students are prohibited from playing non-academic games during the instructional day.

- Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by EDCS technology staff . This will result in disciplinary action.
- Any computer communication will be used only for legitimate and responsible communication between students, faculty, and the outside world. Bullying, rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students will never share personal information about themselves or others while using the school computers.
- Internet access, school email, and other media that are accessed, created or stored on EDCS computers are the sole property of the School. **The School has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.**
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the school network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.
- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction.
- Technology privileges can be taken away at any time for disciplinary reasons.

**As the parent or guardian of the student signing the East Dayton Christian School new enrollment/re-enrollment checklist, I understand that I agree with the following:**

- **I have read the electronic resources Acceptable Use Policy and general computer guidelines for student use established by the East Dayton Christian School.**
- **I also grant permission for my son or daughter to access networked computer services such as electronic school email and Internet.**
- **I understand and agree that individuals and families may be held liable for violations.**
- **I understand that some materials on the computer or Internet are objectionable, but I accept responsibility for guidance of computer or Internet use - setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media.**
- **If a chromebook is damaged while in the possession of the student, they may serve a detention and/or Saturday School. In addition, they will be responsible for repairing or replacing the chromebook. All repairs will be done by EDCS.**
- **Student use of chromebooks shall require submission of Student Technology Guidelines form signed by the parent and student.**



## East Dayton Christian School

### POLICY PROHIBITING VIOLENCE AND HARASSMENT

#### I. General Policy

It is the policy of East Dayton Christian School to provide and maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. East Dayton Christian School prohibits any form of religious, racial, or sexual harassment and violence.

It is a violation of this policy for any student, teacher, or administrator or other school personnel to harass a student, teacher, administrator, or other school personnel by means of communication or conduct of a sexual nature or regarding race or religion as defined by this policy. School personnel include school personnel, board members, volunteers, contractors, agents, or persons subject to the supervision of the school.

The school will take action to investigate all complaints whether verbal or written, formal or informal of religious, racial, or sexual harassment, or violence and take appropriate action against any employee, volunteer, or student who has violated this policy.

#### II. Racial, religious, sexual harassment defined

A. **Racial harassment defined:** physical or verbal conduct that relates to an individual's race when the conduct

1. has the purpose of creating a hostile, intimidating, or offensive learning or working environment
2. has the effect of substantially interfering with the individual's academic performance or work environment
3. adversely affects the individual's academic opportunities or work.

B. **Religious harassment defined:** physical or verbal conduct as it relates to one's religion when that conduct

1. has the purpose of creating a hostile, intimidating, or offensive learning or working environment.
2. has the effect of substantially interfering with the individual's academic performance or work environment.
3. adversely affects the individual's academic opportunities or work.

C. **Sexual harassment defined:** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other physical or verbal conduct or communication of a sexual nature when:

1. submission to that communication or conduct is made a term of condition, either explicitly or implicitly, of retaining or obtaining an education or employment.
2. submission to or rejection of that communication or conduct by an individual is used in making decisions affecting an individual's education or employment.
3. that communication or conduct has the effect or purpose of unreasonably interfering with an individual's education or employment or creating a hostile, intimidating, or offensive learning or work environment.

***Sexual harassment may include but is not limited to:***

- *unwelcome pressure for sexual activity*

- *unwelcome verbal harassment or abuse*
- *unwelcome patting, pinching, or physical contact other than necessary restraint of pupils by teachers, administrators, or other school personnel to avoid physical harm to persons or property*
- *unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status or employment*
- *unwelcome behavior or words directed at an individual because of their gender*
- *unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or academic status*

***Assault is defined as any of the following:***

- *An act done with the intent to cause fear in another of immediate bodily harm or death*
- *The threat to do bodily harm to another with present ability to carry out the threat*
- *The intentional infliction or attempt to inflict bodily harm upon another*

### **III. Reporting procedures**

Any individual, who believes he or she has been the victim of racial, religious, or sexual harassment or violence by a student, teacher, administrator, or school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. The school encourages the reporting party or complainant to use the school reporting form available from the assistant principal or school office, however verbal reports will be considered as complaints as well. Nothing in this policy shall prevent a person from reporting violence or harassment directly to the assistant superintendent.

#### **A. School building level:**

The assistant principal is the person responsible for receiving oral or written reports of racial, religious, or sexual harassment. Any adult school personnel, who receives a report of racial, religious, or sexual harassment or violence, must inform the assistant principal immediately. The building principal should be contacted if the assistant principal is not available.

Upon receipt of the report, the building principal must notify the assistant superintendent immediately, without screening or investigating the report. The principal may request but not insist on a written complaint. A written statement of the facts alleged will be forwarded as soon as practical to both the assistant superintendent and the superintendent. If the report was given verbally, the assistant principal or principal will reduce it to written form within 24 hours and forward it to the assistant superintendent and superintendent. Failure to report any harassment or violence or complaint as provided herein will result in disciplinary action against the assistant principal or principal (whichever the incident was reported to).

The complaint shall be made or filed directly with the assistant superintendent and superintendent.

The school shall post the name and addresses of the assistant superintendent and superintendent.

#### **B. Adverse effect of complaint**

Submission of a good faith complaint or report of racial, religious, sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

#### **C. Reporting forms**

The use of reporting forms is not mandatory.

#### **D. Privacy**

The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as is possible, consistent with the school's legal obligations to investigate, take appropriate action, and to conform with any discovery or disclosure obligations.

### **IV. Investigation**

By authority of the school board, the assistant superintendent, after receipt or complaint alleging racial, religious,

sexual harassment or violence shall immediately undertake or authorize an investigation. The investigation may be conducted by school personnel or by a third party designated by the school. The investigation may include personal interviews with the complainant, the individual(s) against whom the incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

In addition, the school may take immediate steps to protect the complainant, students, teachers, administrators, or other personnel pending completion of an investigation of alleged racial, religious, sexual harassment or violence.

The investigation will be completed as soon as practical. The school assistant superintendent will produce a written report for the school board upon completion of the investigation. If the complaint involves the assistant superintendent or superintendent, the complaint may be filed directly with the Chairman of the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **V. School Action**

### **Appropriate action**

- Upon receipt of a report the school will take appropriate action. The action may include but is not limited to warning, suspension, exclusion, expulsion, remediation, termination, or discharge. School action taken for violation of this policy will be consistent with requirements of state and federal law and school policies.
- Written report to complainant
- The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records of privacy.

## **VI. Reprisal**

The school will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates against any person who reports any alleged racial, religious, sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment.

## **VII. Right to alternative complaint procedures**

These procedures do not deny the right of an individual to pursue other avenues of recourse, which may include filing charges, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **VIII. Harassment or violence as abuse**

Under certain circumstances, alleged harassment or violence may also be possible abuse. If so, mandatory reporting under law may be applicable. Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **IX. Dissemination of policy and training**

- A. This policy will be in the parent student handbook.
- B. This policy will be posted throughout the school in areas accessible to students and staff.
- C. The school will develop a method of discussing this policy with students and employees.
- D. This policy will be reviewed annually for compliance with state and federal law.

**Personnel listed in this policy:**

1. Assistant Principal – Stan Ellingson
2. 5-12 Principal – Stacie Auvil, K-4 Principal - Deena Coots
- 3. Superintendent – Lucinda Hume**
4. Chairman of the Board – Rev. Timothy Hume





## East Dayton Christian School

### **Religious, Racial, or Sexual Harassment and Violence Report Form**

#### General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

*East Dayton Christian School maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator, or other school personnel that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstance.*

Complaint \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Date of the alleged incident(s) \_\_\_\_\_

Check as appropriate:

\_\_\_\_\_religious \_\_\_\_\_racial \_\_\_\_\_sexual

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal

statement (i.e., threats, requests, demands); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)



## **East Dayton Christian School**

### **STUDENT THREAT ASSESSMENT PROCESS**

#### **How is a threat identified?**

When a student's behaviors and communications deviate from normal behavior and indicate concern for their own safety or the safety of others, school administration should initiate a threat assessment. The Threat Assessment Team will initiate a threat assessment when any student makes a threat via drawings, writings, gestures, etc., or there is concern that a student may act in a violent manner.

#### **STUDENT THREAT ASSESSMENT STEPS**

##### **A threat is reported:**

##### **Step 1: Make sure all students are safe**

- Appropriately detain the student(s) that are causing concern
- Make sure they do not have access to coat, backpack, electronics, or locker
- If there is imminent danger, call the Riverside Police Dept. (911).

##### **Step 2: Alert the Threat Assessment Team**

- Report the situation to the Assistant Superintendent (937) 681-2211; (937) 429-1255.
- The Threat Assessment Team consists of:
  - a. Building Administrator (Principal or Assistant Principal)
  - b. Guidance Counselor
  - c. School Nurse
  - d. As appropriate, a teacher or other staff member who knows the student well

##### **Low Level of Concern/Transient**

The risk to staff, students, and overall school safety is minimal. Transient threats are statements that do not express a lasting intent to harm someone. Transient threats either are intended as figures of speech or reflect feelings that dissipate in a short period when the student thinks about the meaning of what he or she has said. All transient threats end in an apology or explanation that indicates clearly that the threat is over.

##### **Medium Level of Concern/Serious Substantive Threat**

Violent action is threatened and possible. The meaning of the threat is not clear; the threat could be carried out, although the threat may not appear realistic.

- Any threat that cannot be readily identified as transient should be regarded as substantive.
- Threats that involve a plan to assault someone are considered serious substantive threats. A serious substantive threat usually involves a fight or a threat to hit someone or to beat someone up without the use of a weapon.
- This threat is more direct and more concrete than a low level threat; there is no apology and no indication that the threat is over.
- Wording suggests some thought as to how the act will be carried out. There may be indication of time, place, but not a detailed plan.

##### **High Level of Concern/Very Serious Substantive Threat**

This threat involves imminent and serious danger to the safety of others.

- The threat involves a weapon or a threat to kill, rape, or sexually assault someone; behavior that could be considered felonious assault.
- The threat is direct, specific, and the student has the capacity to act on the threat.

### **Step 3: Complete the Threat Assessment Report Checklist and form(s)**

The Checklists will guide the team inquiry, document concerns, and help a Supervision Plan to maximize student safety.

Members of the team will seek information from:

- Current and previous school/discipline records
- Law Enforcement
- Interviews with school staff, students, parents/guardians, the target of the threat, and the student of concern
- Searches of the student(s) lockers, car, etc. as appropriate
- Activities: diaries, notebooks, internet histories
- Parent/guardian interview: offer support; seek their help in understanding and clarifying student behaviors.

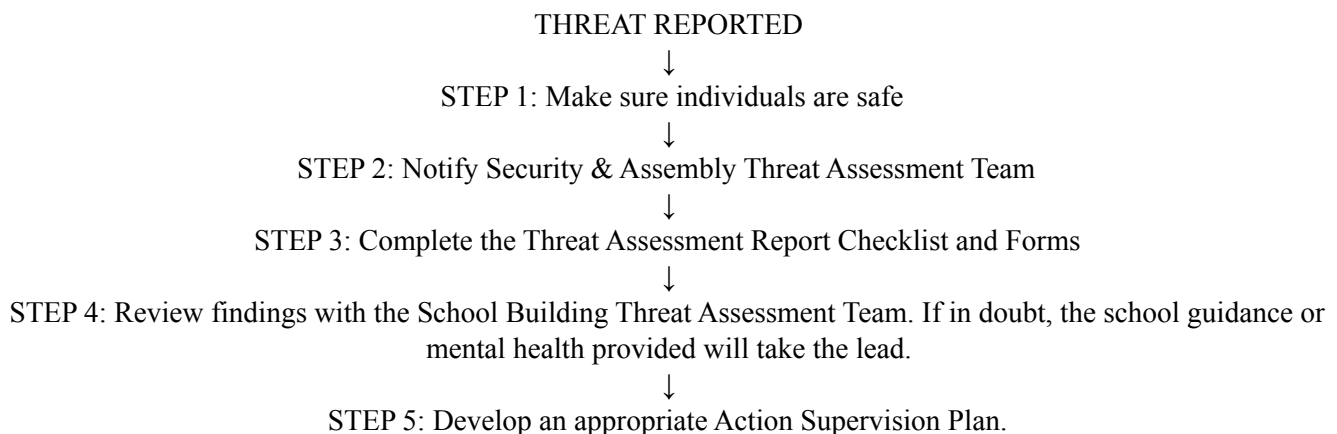
### **Step 4: Review Findings with the School Building Threat Assessment Team including the Assistant Superintendent**

If there is any doubt, the Guidance or school mental health provider will take the lead.

### **Step 5: Complete the Action and Supervision Plan**

### **Step 6: Communicate Supervision Plan to all school staff that are responsible for the student's educational experience as appropriate.**

**Important Factors to be considered:** The purpose of this protocol is to determine whether a student poses a threat to the safety of others or self, to identify circumstances that may increase the risk for potential violence, and to assist school staff in developing a safety and supervision plan. We need to ask: does the student have the resources, intent, and motivation to carry out the threat? Is there evidence to movement from thought to violent action? Document all information that is pertinent (warning signs, concerns, witness information, parent/guardian input, all checklists, action/supervision plan, etc. Determine level of threat and get completed documents to the Superintendent's Office





## **East Dayton Christian School**

### **POLICY ON BULLYING**

East Dayton Christian School expects its students and employees to show respect to God, country, family, faculty, and fellow students. We desire our students to follow Philippians 4:8 as their guide concerning their choices and conduct..."whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things". Christian conduct is expected at all times. It is important for students and staff to remember they represent Jesus Christ at all times whether they are on or off campus.

Conduct that is not a reflection of Christ, and directed to an individual or group, can often be in the form of bullying. East Dayton Christian School, through the Olweus Bullying Prevention Program, has adopted the following definition of bullying:

*A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.*

Bullying may take one or more of the following forms:

- being verbally bullied
- being socially excluded or isolated
- being physically bullied
- being bullied through lies and false rumors
- having money or other things taken or damaged
- being threatened or forced to do things
- racial bullying
- sexual bullying
- cyber-bullying (via cell phone or internet)

The following anti bullying rules are posted in each homeroom and several hallways:

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

East Dayton Christian School teachers will discuss with students the definition of bullying and the four anti bullying rules at the beginning of each school year as well as The Beatitudes from the book of Matthew.

Monthly meetings in homerooms will also address bullying topics to help students gain an understanding and awareness of relationships with peers, communication skills, team building, and respect in light of God's Word.

East Dayton Christian School recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and administration and addressed according to the procedures below:

### **PROCEDURES**

- Confidential reporting of any bullying activity can be done by calling the anonymous school help line at 252-5400 (option 4) or via email to:
- Reporting may also be done by filling out the violence reporting form located in each hallway.

- Investigations into bullying allegations will be undertaken in a timely manner after the reporting of a bullying incident, and will be carried out in such a way as to minimize the risk of escalation.
- All parties will be spoken to: victim, bully, and sufficient bystanders to establish the facts of the situation. All parties will be asked to give a verified account of what has happened with a view of understanding the whole picture.
- Parents/guardians of student(s) accused and the victim(s) of the bullying will be informed.
- All incidences will be documented.
- All staff will be informed about all incidents so that they may be aware of any issues between students.
- Parents/guardians will be informed throughout the process.
- All incidents of bullying (as noted in the policy's definition) will be followed up in writing to parents/guardians of at least the victim and the bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take disciplinary action in cases of retaliation.
- If the reported allegations are found to be true, the following steps will be taken:
  1. Communication with parents, faculty, staff concerning the situation.
  2. Discipline issued, which may involve: detention, separation, suspension, expulsion; while an investigation takes place, student(s) may be asked to remain off campus until the investigation is complete.
  3. Depending on the situation, local police authorities may need to be contacted.



## **East Dayton Christian School**

### **CONFLICT RESOLUTION POLICY**

Occasionally during the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, in any one of several possible areas.

Matthew 18:15-17

“If your brother sins against you, go and show him his fault, just between the two of you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” NIV translation

I agree by my signature below to handle complaints or problems in the way described below:

1. In light of the Biblical example for conflict resolution, I agree to not discuss concerns that I am having with a teacher or the school with any other parent until I have followed the steps listed below.
2. All questions, problems, or complaints should be brought directly to the teacher or person involved before anyone else is involved. All participants should be tactful, listening and maintaining a positive attitude.
3. If the situation is not resolved at this level through direct contact, it should then be discussed together with the teacher or person involved and their immediate supervisor.
4. If the situation is not resolved at this level through direct contact, it should then be brought to the administrative team.
5. If it is not resolved at this level, the administrative team will then present it to the Superintendent for consideration.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **East Dayton Christian School**

### **PARTNERSHIP AGREEMENT FORM**

#### **Missions Statement**

East Dayton Christian School is committed to providing academic excellence from a Biblical worldview in partnership with families to provide a Christ-centered atmosphere to equip students from diverse backgrounds for lifelong leadership and service to glorify Jesus Christ.

**By signing this Partnership Agreement, we give permission for our child to take part in all school activities, including sporting events, practice and school-sponsored trips away from the school premises (except as specifically listed below).** Further, in the event our child becomes ill or is injured while under school supervision, we authorize the school authorities to take the following steps: a) parental contact made and instructions followed as given by parent, b) in the event a parent isn't reached, contact will be made to the student's physician and follow his/her instructions; c) in the event the student's physician cannot be reached, contact will be made to a licensed practicing physician for further instructions. We release East Dayton Christian School, its Board of Directors, administration, employees, agents, and representatives from any injury or damage which may be caused by our child(ren).

#### **I/We acknowledge East Dayton's Christian School's position on the following:**

- Our belief in and commitment to Jesus Christ as Savior and Lord.
- East Dayton Christian's Biblical role to mold students to be Christ like.

#### **I/We acknowledge and agree to the following:**

1. Our commitment to participate in the Christian education of our son/daughter.
2. Our commitment to volunteer as our schedule allows for activities such as (athletics concessions, fall festival, open house, parking lot duty, other school activities not listed)
3. Our commitment to the Statement of Faith, Mission, and Philosophy of East Dayton Christian School as stated in the handbook.
4. Our commitment to the policies of East Dayton Christian School.
5. Our commitment to support all classroom rules and regulations, and to follow all rules concerning bus and school transportation.
6. Our understanding of the Biblical lifestyle that the school teaches and requires for all personnel. This includes but is not limited to the sanctity of marriage as the legal union between one man and one woman (Genesis 2:23-24, Matthew 19:4-6).
7. Our commitment to give beyond our tuition as God leads and enables.
8. Our commitment to attend all parent meetings and lend our support to the programs.
9. Our commitment to pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times. (Romans 13:8-10; I Corinthians 12:12-14; 13:1-13; Galatians 5:13-15, 25,26; Ephesians 4:1-7).

10. Our commitment to agree with any policy and policy implementation. If we disagree with any policy set or implemented by the school, we will in no case complain to any other party. In the spirit of meekness and unity we will register our concerns with the teacher or administrator involved (Matthew 18:15-17).
11. Our commitment to our tuition obligation as stated and signed on the Financial Commitment Form.
12. We further agree to the following financial policy as set by East Dayton Christian School on early withdrawal or late entry:
  - **Early Withdrawal**
    - a. Registration and reenrollment fees are non-refundable
    - b. \$250 fee after July 1<sup>st</sup>
    - c. We, the parents/guardians, are responsible for tuition and school fees for the entire month in which the student is withdrawing.
  - **Late Entry**

If our student enters after the first official day of the current school year, we, the parents/guardians are responsible for paying tuition and school fees for the entire month in which the student is entering.
13. We realize that all academic records will be held until accounts are paid in full. Records will not be transferred to another school if any account is outstanding.

We, the parents/guardians, understand and agree to East Dayton Christian's Partnership Agreement Form.

\*If a non-custodial parent desires to be included in the educational program including conferences and school activities, the non-custodial parent must sign this agreement.

04/2018





## **East Dayton Christian School**

### **CUSTODIAL AND NONCUSTODIAL PARENTS IN THE SCHOOL AND PRESCHOOL**

#### **What we need from parents**

- Parents must provide the school a copy of the child's birth certificate or other legal document showing the names of the natural parents or guardians
- Parents must provide the school with any court order showing the rights of the natural parents or other individuals. The court order must be the complete and most recent court order concerning the child. Updated and amended versions must be provided to the school as soon as possible.
- Parents must accept that the school system and its employees will not play favorites with parents. Parents should not attempt to put their child's teacher or other school staff in the middle of their disputes.
- Parents must not cause a disruption at school. Individuals who do so may be banned from the school. School is not the place for parents to settle private disputes or to compensate for their inability to visit with their child off school grounds.

#### **Rights of all natural parents**

- Natural parents are presumed to be the natural guardians to their child.
- Parents are jointly and individually responsible for the support, care, nurturing, welfare, and education of their child.
- Neither natural parent is presumed to have a right to custody or decision making over the other parent, unless there is a court order.
- Separation or divorce does not change the legal rights of the parents, unless there is a court order defining those legal rights. The school system does not recognize less-formal documentation, such as notarized statements or informal agreements.
- Married, unmarried, separated, or divorced parents who share legal custody share equally the right to make major decisions for their child, such as enrollment in a particular school system or the placement of the child in a specialized program.
- If only one natural parent has legal custody, according to court documentation, that parent has the right to enroll or withdraw their child from the school system.

#### **Right of custodial parents**

- The school system cooperates with parents in implementing court orders, such as recognizing the rights of the primary physical custodian.
- The parent who has primary custody of a child during the school year has the right to make day-to-day decisions for the child, such as emergency card information, who picks up the child from school, or whether the child can participate in a field trip.
- The school system is not responsible for enforcing visitation or custody schedules. In the absence of an acceptable schedule and full cooperation by parents, the school system will expect that, upon the end of the school day, the child will return to the location where he or she came from that morning, and any visitation or other arrangements shall occur off school grounds.

**Rights of noncustodial parents**

- Parents who do not have legal or physical custody still retain certain rights, unless a court order states otherwise.
- Noncustodial parents may meet with their child's teacher and other school staff, may obtain a copy of school records, may chaperone on field trips as long as school criteria to do so has been met (such as fingerprinting), and may arrange to receive parental communication from the school, unless there is a court order stating otherwise.
- The school system retains the right (but is not obligated) to notify the custodial parent anytime the noncustodial parent requests information from or asks to meet with school employees or participate in school activities.
- Step-parents and other individuals have no direct right to receive information about a student or discuss a student with school employees, unless they have legal guardianship or written permission of the legal custodian. However, they may participate in any school meeting held with the custodial or noncustodial parent, at the parent's request.

1/13/2020