



Eastern Hills

CHRISTIAN ACADEMY

Middle School Student Handbook (Revised 2/7/2019)

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EASTERN HILLS BAPTIST CHURCH

Sunday Schedule

9:00 a.m. Bible Study for All Ages
10:30 a.m. Family Worship Service
5:30 p.m. TeamKid
5:30 p.m. Youth Bible Study
5:30 p.m. Family Worship Service

Wednesday Schedule

5:30 p.m. Prayer Meeting
6:30 p.m. Father's G.Y.M.
Girls in Action
Mission Friends
Youth Prime Time
Adult Classes

Something for All Ages...

Babies – We provide a clean, safe environment for your baby while you are in Bible Study or Worship Service. Please know infants and children are welcome to join their parents in our Family Worship Service as well.

Preschool – Our Sunday Morning Bible Study time provides an atmosphere of love and learning mixed with fun and play. Children 3 and under are cared for during our Family Worship Service by our nursery workers. On Wednesday evenings preschool children are engaged in our Missions Friend program.

Elementary School – Sunday morning Bible Study is a wonderful time of learning and fun. TeamKid on Sunday evenings at 5:30 is a time of mission study, activity and scripture memory. Wednesday evening activities include Father's G.Y.M. and Girls in Action.

Mid and High School – Our Student Ministry is driven to reach the lost, bring students together, train disciples, and honor and serve God. Our weekly activities and other events are dedicated to biblical teaching, as well as allowing students to connect with each other in meaningful ways. They meet Sunday mornings and evenings and Wednesday nights.

College and Career – Stepping out of the Student Ministry and into the College and Career Ministry offers a bridge to young people at a tumultuous time: the world is strongly pulling them away from the church, and their decisions at this age are vital to their Christian maturity.

Couples and Single Parents – Our adult classes are a time of Bible study and fellowship. Life courses such as marriage enrichment or parenting skills are also offered in addition to various Bible Studies. These courses are taught on Sunday mornings and Sunday evenings.

Seniors – We have an exciting seniors group, CornerStone. They meet every Sunday morning for Bible Study and also have a monthly potluck and fellowship (Silver Seekers). These seniors are a family within our family. We depend on our seniors to share the wisdom and knowledge they have gained throughout their lifetime. They travel and also have local monthly activities.

We invite you and your family to come worship with us. For more information, please call the church office, 505-298-8455, or visit us at www.ehbc.org.

EHCA MISSION STATEMENT & PHILOSOPHY

Our mission is to help students grow as Jesus did: in wisdom, in stature and in favor with God and man, in order to become the individuals God created them to be.

Our mission is based on Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and man." Our focus is to prepare each student for their future by providing a strong academic foundation and a biblical worldview. Our goal is to provide a Christian environment where all students can grow cognitively, physically, spiritually, and socially. Our passion is to reach them for Christ and equip them to serve God so they impact their world through biblical thought and action.

EHCA STATEMENT OF FAITH (AS A MINISTRY OF EASTERN HILLS BAPTIST CHURCH)

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His death on a cross as a sacrifice for our sins, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for men to be saved from the condemnation of sin, we must experience a spiritual birth by faith in Jesus Christ as the Son of God and as our personal Lord and Savior.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved are raised to life everlasting, and they that are lost are raised to judgment and condemnation.

- We believe in the spiritual unity of believers in our Lord Jesus Christ made evident through the church by prayer and participation. Baptism is your public testimony of faith in Christ and agreement with His teachings.
- We believe that all Christians are under obligation to seek to make the will of Christ supreme in their own lives and in human society. In the Spirit of Christ, Christians should stand for Biblical Principles in every facet of life and seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love and to act in the spirit of love without compromising their loyalty to Christ and His truth.
- We believe it is the duty and privilege of every Christian to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate and teach their children faithfulness and Godliness.

EHCA MIDDLE SCHOOL PHILOSOPHY

Middle school is a unique time in a child's education. They are faced with transitioning from elementary school as well as preparing for high school. EHCA recognizes the unique developmental needs of middle schoolers. Our philosophy of focusing on the cognitive, physical, social, and spiritual development of students is well suited for these bridging years.

Preparing each student with a strong academic foundation to be successful in high school and beyond is not our only goal. We are also committed to providing students the spiritual foundation to accept Jesus Christ as their Lord and Savior. Both goals are possible with the positive, Christian based educational climate found at EHCA.

This is accomplished with a core of academic courses complemented by a program of specialized and exploratory activities stressing inquiry and creativity. These courses and programs are primarily designed to allow active participation and result in positive educational experiences. Since education is a lifelong process, helping our students develop learning skills and adaptive skills will best prepare them for future challenges.

Christian principles are incorporated throughout our curriculum and daily activities. By promoting Christian values in all areas of life, we provide an environment conducive to Christian growth. Our focus is to ensure students understand that faith in and obedience to Jesus Christ is essential to a successful and meaningful life.

High expectations from the school community (parents, staff, and students) are critical to student achievement and growth, so we ask that you partner with us in encouraging your students through the challenges ahead. Your support of our school will help develop a sense of belonging and connection to our school and community. This confidence will provide them the security necessary to grow as a person while learning responsibility and consideration for themselves and others.

ADMISSIONS

New Student Admissions

EHCA will only admit children transferring from other schools that we believe can be

successful with our particular curriculum and environment. The application process for new students is found on our website at www.easternhillscristianacademy.org.

All new students are admitted on probation for the first quarter. At the end of that time, a conference may be called with the parents to evaluate the student's progress and educational needs. At that time, we will discuss the student's continued enrollment at EHCA.

EHCA is not equipped to teach children that require special education classes or students with diagnosed learning disabilities who require special treatment in the regular classroom. Therefore, we do not admit children with these special needs. If a special need is identified for one of our enrolled students, the situation will be handled on an individual basis. Students expelled from other schools will normally be denied entrance to EHCA.

Tuition and Fees

Tuition for EHCA Middle School for 2019-2020 is \$7500 per year. Tuition paid in full by June 15, 2019, qualifies for a discount. There is a 10% discount for a second child, 20% for the third child and 30% for the fourth child. Discounts are taken from the lowest tuition. All tuition payments are processed through FACTS Tuition Management which requires every family to set up an account. A tuition plan must be set up through FACTS.

- The tuition plan requires an automatic withdrawal from a checking or savings account, or from a credit card charge (a convenience fee is charged per withdrawal).
- The plan will be set up for eleven monthly payments, July through May.
- Drafts may be set up for the 5th or the 20th of the month.
- A non-refundable enrollment fee of \$43

per family account will be charged by FACTS unless tuition is paid in full.

Signing up for FACTS after June 15th will require a prepayment directly to EHCA of one to two months tuition (based on the enrollment date). If a payment is returned, you will be notified and a \$30 FACTS Return Payment Fee will be automatically processed from the account provided. FACTS account fees are subject to change.

There is a \$450 registration fee (\$350 if paid by March 1, 2019). There is no discount on the registration fee and the registration fee is non-refundable except for the following reasons:

1. Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
2. Job-related transfer of parent or guardian beyond a 50-mile radius of the city of Albuquerque.

Note: Proper withdrawal procedures must be followed and no refund will be given if monies are owed on any other account. The amount owed must be paid or will be taken out of refund due.

All other fees and childcare are paid directly to EHCA either by check or credit card. Credit cards are processed through RenWeb and incur an additional service fee.

- Monthly statements for Discovery Club will be e-mailed to the parents and will be made available to the parents through ParentsWeb the first day of each month. Monthly statements include charges for the previous month. Payment is due to the school by the 15th of the month for these charges. The current month's tuition charge will show

up on your statement until the payment is processed through FACTS.

- A \$35 late fee will be added to your account if the balance on the monthly statement is not paid in full.
- Students may not be allowed to attend Discovery Club once accounts are one-month delinquent.

Tuition at EHCA is kept as low as possible. We are supported completely by tuition and parent donations. EHCA is a nonprofit corporation registered with the State of New Mexico

Any questions concerning your bill or payments will be handled by the EHCA bookkeeper.

Return Check Policy

A \$35.00 charge will be added to your bill for each returned check. The \$35.00 charge plus the amount of the returned check must be paid by a cashier's check or a money order within 10 business days. Failure to do so may result in the student being disenrolled until required payment is made.

Student Withdrawal Procedures

The following procedures should be followed when a student withdraws from EHCA for any reason:

1. Notify the Administration in writing of the exact date of withdrawal as soon as possible. Please include a forwarding address and the next school the student will be attending, if possible.
2. All books must be turned in and fees paid before a student is considered officially withdrawn. No applicable refunds will be issued until this step is completed.
3. Request any applicable refund in writing. The request may be submitted in a separate letter or included in the notification of withdrawal letter.

4. No refunds will be given if monies are owed on any other account.

GENERAL INFORMATION

Bus Transportation

EHCA students are bused occasionally for field trips and PE trips to the park. Students must be on their best behavior on the bus. The bus rules are as follows:

- No standing while bus is in motion
- No saving seats
- No pushing or shoving while on bus
- No loud yelling or screaming is allowed
- All hands and objects must be kept inside the bus at all times

If a student misbehaves on the bus, they will lose the privilege of riding the bus.

Child Custody

For parents who are not married, separated or divorced, EHCA must have a copy of any legal documents, ON-SITE, concerning visitation and custody, as well as, any subsequent change in status. Without legal documents on-site, we will assume that both parents have full custody of the child. EHCA has policies and procedures in place for releasing children only to adults authorized to pick them up. However, it is the responsibility of the custodial parent to INFORM the school administrator and/or early childhood director of specific visitation rights and/or changes in legal documents.

Class Interruptions

Help us minimize interruptions by taking care of issues before or after the scheduled school day. If there is an emergency, call the school office and we will relay the message to the child during the passing or lunch periods. Please make a scheduled appointment if you wish to meet with a teacher regarding an issue with your child.

Drop-off and Pick-up

Students are to be dropped off in the front of

the gym door. No students are allowed into the building before 7:30 am.

Students are to be picked up at the south parking lot. Parents must park in a designated parking spot to pick up their child. Students will walk to their cars.

It is the parents' responsibility to ensure anyone picking up their child is aware of these rules and is willing to follow them.

Field Trips

Parents are often requested as chaperones, but all parents will not be able to attend all field trips. Teachers will request only the number of parents needed as drivers or sponsors for each event. Parents who drive or act as chaperones may not bring siblings along.

All drivers must have a current background check, a copy of their driver's license, and updated proof of insurance on file in the Administrator's office.

In New Mexico, everyone must wear a seatbelt. New Mexico law requires all children up to their 7th birthday, regardless of weight, and all children less than 60 pounds, regardless of age, to ride in a child safety seat. The law also states that children ages 7 to 12 must ride in a booster seat until the adult seat belt fits them properly. Booster seats must be used with both lap and shoulder belts. Booster seats cannot be used with a lap belt alone.

Fundraising

A few major fundraising projects are conducted during the school year. The fundraisers allow the school to make special purchases to improve the quality of our program for our students. Many improvements we enjoy today would not have been possible without parent support and involvement in the past. We appreciate all the help that parents give us in improving

our school.

Information

The ParentsWeb and e-mails are used by teachers, administration, and extracurricular activities to share information with parents and students. The address for ParentsWeb is RenWeb.com. One of our school goals is to share more information on-line. Teachers will be posting weekly homework on the site for your convenience. Please encourage your students to check the website weekly for updates. You might also receive pre-recorded calls as needed to quickly share important school information. Our website, www.easternhillschriatianacademy.org, and our Facebook page are additional resources. The school calendar and handbooks are some of the items available on the website.

Lockers

Locker assignments will be made for one academic year. Students must keep all their property inside their assigned locker. Lockers are school property and are provided as a service and privilege to our students. Any violation of rules or vandalism will be cause for immediate suspension of the privilege for the rest of the year.

Students are responsible for the condition of their lockers and must keep their lockers clean at all times. They may not write on the outside or inside of the lockers. Students may only use blue painter's tape or magnets on the lockers, but decorations should be easily removable to avoid excessive damage or clean up to the lockers.

Students are not to share lockers or locker combinations. Locker security is the student's responsibility. Valuables, such as money, cameras, jewelry, etc. and items not applicable to the school setting should never be stored in the lockers and the school is not responsible for items stolen from the lockers. A student can only change lockers if given permission to do so.

Lost and Found

Families must pay in full for any property (books, furniture, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook or AR book, the book must be returned in good condition within 30 days of the last school day in the current school year. EHCA will not be responsible for lost or stolen articles belonging to a student. Students must pay for any EHCA property stolen from them while in their possession.

Lunches

Lunches are to be brought from home and all middle school students will eat in the gym. Lunches may be warmed up in the provided microwave. Please refrain from bringing lunches from a fast food restaurant (or any restaurant) unless permission is obtained from the administration. No sodas for lunch, please!

Parent-Teacher Conferences

Conferences will be scheduled at the end of the first quarter for 5th grade only. If parents choose not to attend or are unable to attend the parent-teacher conference on the scheduled date, they should not request an alternate within two weeks of the scheduled conference.

Parent-teacher conferences can be scheduled at other times during the year at the request of the parents or the teacher. Parents are encouraged to contact the teacher to arrange a parent-teacher conference before or after school or during the teacher's conference time. The principal will be involved if requested by the parent, teacher, or student, or as deemed necessary by the administration.

Snacks

- Students may eat in the commons area before classes begin.

- 3rd and 6th period teachers will set aside 10 minutes for students to have a snack. Textbooks cannot be out during the snack time. However, this time is not a social time. Students can be working with paper and pencil, having a discussion, or listening to the teacher lecture, etc.
- Please encourage healthy snacks - granola bars, cheese sticks or cubes, carrot sticks, nuts, fruit, etc. One of the elements of our education philosophy at EHCA is that students are encouraged to live a healthy lifestyle and we appreciate your assistance in helping our students develop healthy eating habits.

Parties

Classes have special parties and celebrations throughout the school year. Teachers will notify parents about the parties and whether or not parents will need to be involved. Please remember that parties are only for students who are in the class. Siblings are not included in the class parties and we ask that parents not 'crash' any parties meant solely for the students.

Parents may send a class or all school treat with their child on their birthday. The treat should not have to be refrigerated or heated and should be easily served. There may be some restrictions on treats if there are students with extreme food allergies.

If you wish to pass out invitations for a birthday party, please include all of the children in the class or all the boys or all the girls depending on the gender of your child. The same policy is in effect if you choose to hand out invitations to children in other classes. If you do not wish to include all of the children, please mail the invitations or distribute them somewhere other than school including the drop off and pick up parking lots. Children should not be picked up from school to attend the birthday party unless all of the children are included.

Record Changes

It is critical that the student's registration information be complete and up-to-date. It is the responsibility of the parent or guardian to notify the school office of any change of name, address, phone numbers (home, work, cell), or emergency numbers.

School Agenda

Fifth and sixth-grade students are required to purchase an EHCA student agenda at the beginning of the school year for \$5.00. Students will use the agenda to track classes and homework. Replacement copies must also be purchased for \$5.00.

Seventh and eighth-grade students are not required to buy a school agenda, they are required to track classes and homework.

Visitors

We have a general "no visitor" policy at EHCA. Prospective students who wish to visit our campus ("shadow" a student) should make special arrangements with the office a week before the visit. Other visits from non-EHCA students are not allowed. Students expelled or asked to dis-enroll from EHCA for any reason are not permitted on campus at any time, unless they have permission from the Principal and are accompanied by a parent.

It is the policy of Eastern Hills Christian School for all visitors to come directly to the office, provide a reason for their visit, sign in, and receive a badge before proceeding to additional areas of the school. All faculty, staff and appropriate visitors are provided and expected to wear name badges. Staff members are required to question any person in the building without proper authorization/identification.

ATTENDANCE PROCEDURES

(Based on the New Mexico Compulsory School Attendance Law)

1. Parents are urged to call the school to report the absence of their children.
2. Calls regarding absences are requested as early in the school day as possible, but they will be accepted until the end of the school day.
3. If the school has not been given prior notice by phone, the parent or guardian will provide the school with a written explanation concerning all student absences upon the student's return to school.
4. Absences will be recorded daily on RenWeb.
5. Parents will be informed on the report cards of the number of absences for each student.
6. Teachers will be informed of calls concerning student absences.
7. The school should be notified by the parent or guardian of anticipated absences because of trips, family emergencies, and doctor appointments. Please bring notes from appointments to excuse the absence.
8. The school will attempt to investigate any unexplained absences through phone contact with parents/guardians after three days of unreported absences.
9. A conference will be held by the principal with parents when an attendance problem appears to be developing.

Excused Absences

Absences may be excused for the following reasons, with appropriate documentation:

- Illness
- Doctor's appointment
- Family emergency/death
- Religious commitment
- Diagnostic testing

- School visit

A parent must call the school on the day of the absence to inform the school of the reason. If the absence is foreseeable, a note should be sent in advance. Upon returning to classes following an absence, the student is responsible for missed work. The student will have one day makeup time for each day absent (i.e. 3 days absent = 3 days to make up work).

Extended Student Absences

Occasionally, families must take students out of school for an extended period of time. Illnesses, family emergencies, and planned or unexpected vacation opportunities are among the reasons students might be absent for an extended period of time. Though family emergencies are unavoidable, vacations should be scheduled at times when school is not in session if possible. Although there is great educational value in visiting other places in the world, expecting a student to receive the same benefit from completing paperwork as opposed to participating in a classroom environment is unrealistic.

Teachers are not obligated to provide "school work" for an extended absence prior to the absence. Teachers may accommodate **some** work for two or three days. For excused or unexcused absences, students are allowed the same number of days to hand in work equal to the number of days absent. If work is taken early it is required to be completed and turned in upon return to school.

Reminder: Makeup Work Policy

Upon **returning to classes**, the student is responsible for making up missed work. The student will have a day's makeup time for each day absent. The students must take quizzes or tests which are to be given, even if it is the same day of his/her return unless the test was not previously scheduled or regularly scheduled. Regularly scheduled

tests include all spelling/vocabulary tests which occur the same time each week. All other tests are scheduled on the board at least a week ahead of time.

Note: research papers, reports, and major assignments are due on the assigned due date, even if it requires someone else bringing in the assignment. This may be waived by the principal in extreme emergency situations.

If a student must leave school during the day, the parent must sign him/her out. Only people on the emergency list will be able to pick-up students unless the administration is notified in advance of the pick-up with a phone call or written request. If returning to school the same day, the parent must sign the student in and the student must obtain a pink pass to class. Students must be signed in upon return and cannot be dropped off.

Excessive unexcused absences, defined as ten or more per semester, may result in a recommendation for retention and/or disciplinary action.

A student absent on the day of a scheduled extra-curricular activity will not be allowed to participate in the activity unless they attend at least a half day of school. This includes programs sponsored by the school such as sporting events.

Tardy Policy

A primary responsibility of EHCA Middle School students is to report to all classes in a timely fashion with the necessary instructional materials. This will give all students in the class an opportunity to take full advantage of the learning time provided.

Students can be dropped off at school at 7:30 am, and we encourage students to arrive early. After 8:00 am, students are late and must be signed in by whoever is dropping them off. The time is based on our atomic clocks, so if you are in doubt it is

important to walk your students in. If you drop off your student after 8:00, we will call you to come sign them in before they are allowed to go to class. The students will receive a lunch detention for every late day per quarter starting with their 4th tardy so please be sure your student arrives on time.

Snow Days

When APS closes or goes on an abbreviated schedule because of bad weather, EHCA will do the same. If they cancel school, our school will also be canceled. If they have a delayed school day, we will also have a delayed school day which will start exactly 2 hours later than normal (open at 9:30 am, start at 10:00 am) and end at the normal time (3:00 pm). APS school closures are usually announced on tv or can be found on the Albuquerque news websites. You will also receive a call from our automated system the morning of the cancellation.

Closed Campus

EHCA is a closed campus. Students may not leave school grounds for any reason without first signing out in the front office. Students will not be allowed to leave without the express permission of a parent or guardian. Parents are always welcome to visit. Any parent or visitor must first check in at the front office.

GRADING

Report Cards

Report cards are emailed approximately one week after each grading period ends. Grades should reflect the following: the quality of work done, the effort put forth in relation to ability, attendance, and participation. The grading scale at Eastern Hills is:

- A (90-100): Outstanding
- B (80-89): Very Good Progress
- C (70-79): Satisfactory/Average Progress
- D (60-69): Poor Progress/Improvement
- F (Below 60): No Significant Progress Shown

Honor Roll

Honor roll is based on semester grades and consists of three levels: Golden Eagle is awarded to students with all A's. Silver Honor Roll is awarded to students who have A's and one B. Bronze Honor Roll is awarded to students who have A's and two B's.

Late Work Policy

Homework is a necessary part of the educational program and needs to be completed on time in order for students to be prepared in class. The following policy is now in practice at the middle school.

- Students will turn in all assigned work on the due dates. All work must be completed. There is not an option to disregard assignments.
- Late work will be accepted the first day after the due date for a reduced grade.
- If it is not turned in the first day after it is due, the student:
 - Will receive a zero
 - Will receive a lunch detention for the missing assignment
 - Is still required to do the assignment for no credit. Since the goal is completing the work, it must still be done
- Students may also receive lunch detention to redo less than quality work. The work doesn't have to be perfect, but it should reflect an attempt at doing the work correctly.
- Grade checks are every Monday for those in sports (for more details, see Sports Grade Eligibility information under After School Programs/Athletics Programs).

Retention Policy

Reading and Math are considered core subjects at each grade level. If a student's scores less than 70% on average over the four grading periods in either or both areas, they may be retained in that grade level. The

child's family would be advised on the placement for the child. Exceptions may be made by the Administration.

HEALTH POLICIES

Accidents/Injuries

In the event of an accident, the health assistant and/or qualified staff members will administer first aid and appropriate action will be taken at the time. An accident/incident report must be completed by the responsible staff person who witnessed the accident, or who the accident was reported to, and completed by the health assistant. A copy of the report will be given to the parent and the other copy will be kept on file. Parent and/or guardian will be notified by phone of serious accidents.

Food Allergies

The following guidelines will provide school staff and parents guidance for providing reasonable and appropriate care for students with life-threatening food allergies who eat meals/snacks at EHCA.

- Definition – A food allergy is defined as a reaction of the body's immune system to a certain component, usually a protein, in a food or ingredient. The foreign particle triggers the body to produce Immunoglobulin E (IgE) which then triggers other cells to release substances that cause inflammation. Reactions can differ in severity and the most severe anaphylactic reactions can be life-threatening. A food allergy is **not** an intolerance or sensitivity, as these do not trigger an IgE immune response. A licensed physician must determine and provide documentation of a student's life-threatening food allergy.
- **Family Responsibility**
 - Inform school of student's life-threatening food allergy and complete necessary medical forms annually.
 - Provide physician documentation of

student's allergy and treatment for reactions.

- Provide the school with medication (EpiPens, etc.) and emergency contact information.
- Update school of any changes to a student's condition or treatment for reactions.
- Provide the school with a list of symptoms when the student is having a severe allergic reaction. Include information on what the school can do to accommodate the food allergen. However, the school will determine if it can reasonably accommodate the request.
- **Student Responsibility**
 - Take as much responsibility as possible for avoiding potential allergens by not trading or sharing food and washing hands before and after eating.
 - Learn to recognize symptoms of allergic reactions and inform an adult if an exposure to an allergen or reaction occurs.
 - If age appropriate, learn how to self-administer treatment.
- **School Administration Responsibility**
 - Ensure that the parents understand that EHCA is not guaranteeing or warranting that a student, while in the school environment, could not be exposed to the food allergen. EHCA cannot serve as an insurer against all exposure to food allergens.
 - Determine what actions EHCA can reasonably take to accommodate the food allergen. Inform the parents of what can or cannot be done by EHCA.
 - Educate students to avoid endangering, isolating, stigmatizing, or harassing students with life-threatening food allergies and make provisions to ensure the student is included in regular school activities as much as possible.

- Inform all other parents in the classroom of the food allergy. When necessary, distribute the letter from the parent requesting community cooperation for providing allergen-free snacks. The information will not be given to those classes that don't include the student with the life-threatening allergy, nor will EHCA require unaffected classes to eliminate allergens when no allergic student has the possibility of exposure.
- EHCA will endeavor to eliminate the specific allergen from school-provided snacks where a student has the possibility of exposure. The school staff will check the contents of food products served, but EHCA does not guarantee a completely safe environment. Staff should regularly disinfect any tables where specific food allergens are not permitted.

- **Health Assistant**

- Annually review student Health Records and obtain Medical Authorization Form and Health History from parents.
- Develop an individualized emergency plan for students with a documented life-threatening food allergy.
- Educate school staff about potential allergens, identifying reactions, treating reactions, and administering EpiPen injections. Not all staff will be required to administer the antidote because it may place them or EHCA in an untenable position.

Illnesses

EHCA adheres to the following guidelines, as suggested by the State Social Services Agency.

- Please keep your child home from school or Discovery Club when he/she is exhibiting any of the following symptoms: diarrhea, vomiting, impetigo, headache, sore throat,

persistent cough, thick yellow/greenish nasal discharge, drainage or discharge from eyes, temperature, or infectious rash (chicken pox, measles, etc.).

- Your child should be able to return to school activities with your pediatrician's approval **24 hours after** antibiotic treatment has begun (in the case of a bacterial infection like strep throat) or **24 hours after** the temperature has returned to normal or **24 hours after** vomiting (in the case of a viral infection).
- In the case of an infectious rash, such as chicken pox, please consult your pediatrician as to the time your child can return to school.
- Please observe your child if he/she is not eating well or shows any of the above symptoms. **If symptoms are present, please keep them home.**
- Children who become ill during the day will be separated from the other children, and the child's parents will be notified of the illness. The parent will be asked to pick up the child within 1 hour of the call made to the parent.
- We will not admit any child who has or is suspected of having any communicable disease.

Immunizations

In accordance with state regulations, EHCA must have either a current immunization record or an exemption from immunization approved by the New Mexico Department of Health for each child before the first day of class. Providing an immunization record is part of the registration process. Immunization records may need to be updated between the time of registration and the beginning of the school year.

Medication

Medication will be administered to your child by the office staff only if you have completed a Medicine Authorization Form for your child. These forms can be picked up

in the office. Medications will be given to the child as needed or as specified on the medication form. **Medications must be left in the office in their original containers. Please do not put your child's medication in their lunch box or backpack.**

SECURITY AND SAFETY POLICIES

Security Cards

Security at EHCA is a top priority. EHCA issues a security card (keycard/fob) and an EHCA ID's to every family. The security card should only be given to those people dropping off and/or picking up your child. We require anyone in the building or on the school grounds to have an EHCA ID or a visitor's badge visible at all times. It is the parents' responsibility to request EHCA ID's and/or security card for other people that will be picking up or dropping off their child regularly. **Do not let anyone enter the building that is not wearing an ID badge.** Additional EHCA ID's and security cards are available in the school office. Families requesting three or more security cards will be asked to pay for the additional fobs.

Emergency Notification

In the event of an emergency, a natural disaster, severe weather, or on the advice of law enforcement or the fire department, the emergency evacuation and disaster preparedness plan will be activated by the EHCA staff. During an emergency situation, parents will be notified through phone or text messages utilizing the Parent Alert feature of RenWeb, our school information system. If necessary, reunification procedures will also be communicated through Parent Alert. The school conducts both emergency preparedness and fire drills. Parents are given emergency policies and procedures at the beginning of the school year.

BEHAVIORAL EXPECTATIONS

Harassment, Intimidation, and Bullying

Biblical illustration of relationships: John 15:12 – “My command is this: Love each other as I have loved you.”

Eastern Hills Christian Academy, with the help of the Holy Spirit, seeks to walk in the truth of God’s Word, the Bible. We desire to live like Jesus Christ who was full of grace and truth (John 1:14). We believe that God, in His mercy, spares us from what we deserve, and in His grace, He blesses us with what we do not deserve. We know that all of us are sinners (Romans 3:23) and as a result is in need of God’s forgiveness.

Eastern Hills Christian Academy intends to provide its employees, volunteers, and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is unlawful and contrary to our religious beliefs, and therefore, is not permitted.

Eastern Hills Christian Academy does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities. All students, employees, and volunteers are expected to conduct themselves with respect for the dignity of others on school property, or at any school function or school-sponsored activity.

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

- Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, physical attributes, physical or

mental ability or disability, ancestry, political party preference, political belief, familial status; and

- Creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the person in reasonable fear of harm to person or property.
 - Has a substantially detrimental effect on the person’s physical or mental health.
 - Has the effect of substantially interfering with academic or job performance.
 - Has the effect of substantially interfering with the person’s ability to participate in or benefit from the services, activities, or privileges provided by this school.

The following activities, without substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

- Instruction and participation in lessons and worship service.
- Discussions and debate concerning issues important to Christian faith.
- Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious texts, music, and opinion.
- Witnessing and faith-sharing.

Any person who believes he or she has been subjected to bullying or harassment should report it in a timely manner to the Principal or Early Childhood Director. An employee may report to the administrator or a school board member. A student may report to a teacher, administrator, or school board member as well as discussing the incident with the student’s parent or guardian. However, the Principal is responsible for receiving the report and ensuring this policy is implemented. All suspected bullying or harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Subsequent investigations will be

handled discreetly to avoid the embarrassment of the person making the report.

- **Bullying** - We believe that all humans are created in the image of God and therefore each individual is highly valuable. As a result, God expects all people to be treated with respect and honor. We are called to love and encourage one another as we strive for unity (Mark 12:29-31; I John 4:19-20; Ephesians 4:1-3). This means that all bullying, whether it is physical, verbal, cyber, or written is sin. All of our behaviors (our thoughts, our words, and our deeds) that are not consistent with the nature and character of God and His Word are sin. When we sin, we need to repent and ask for forgiveness. The Good News is that "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness" (I John 1:9).

- **Cyberbullying**

Bullying is not new, but some features of cyber-bullying are different from other forms of bullying:

- Electronic media are available 24/7 and can permeate home life. Cyber-bullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal.
- The audience can be very large and reached rapidly. The difficulty in controlling electronically circulated messages means the scale and scope of cyber-bullying can be greater than for other forms of bullying. Electronically forwarded content is hard to control, and the worry of content resurfacing can make it difficult for targets to move on.
- People who cyber-bully may attempt to remain anonymous. This can be extremely distressing for those being bullied. The person cyber-bullying

may never be in the same physical space as their target.

- Cyber-bullying can take place both between peers and across generations; teachers have also been targets. Age or size is not important. Bystanders can also become accessories to the bullying; for example, by passing on a humiliating image.
 - Some instances of cyber-bullying are known to be unintentional. It can be the result of not thinking (something sent as a joke may be deeply upsetting or offensive to the recipient) or a lack of awareness of the consequences - for example saying something negative online about another pupil, or friend that they don't expect to be forwarded or viewed outside their immediate group.
 - Many cyber-bullying incidents can themselves act as evidence. This is one of the reasons why it's important to know how to respond!
- **Telephone bullying** - The vast majority of 10-16 year olds now own a mobile phone and an increasing number of children and young people are reporting being bullied via their mobile phone at school. Some of those who have been bullied in this way believe that images have been sent to other people. Others have been bullied or threatened via their mobile phone or computer.
 - **Chatrooms and Social Networking Sites** - Aside from the general risks of using chatrooms, social networking sites and instant messaging (IM) services, these are also being used by children and young people to bully and intimidate others. Chatrooms have an element of anonymity that can lead to bullying. Groups are often formed in chatrooms just as they would be in school and can be used as a way of excluding or harassing others. Pupils should be extremely careful when making remarks

about teachers or other pupils on social networking sites as these comments are instantly visible by all members of the network or group.

- **Bullying vs. Personal Conflict** - It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought or action. This can occur as a one-time incident or be repeating. Personal conflict often occurs when people fail to value the wishes of others. Personal conflict should be resolved between the individuals involved using biblical principles as demonstrated in Matthew 18.

Public Displays of Affection

At no time are students allowed to show any public display of affection. This would include inappropriate hugging, hand holding, touching, and kissing. This rule is in effect during school time and also at any after school activities/sports at our school or other schools.

Discipline

Teachers will address student misbehavior in class when it occurs. If the student continues to misbehave after the teacher has given them a warning, they will be sent to the office. The teacher will record the discipline issue in RenWeb, and if the teacher deems it appropriate, the parent or guardian of the student will be emailed a copy of the behavior notification. When the infraction is a repetitive or serious event, the student will be required to call their parents while in the office. Discipline might result in lunch detention. After lunch detention more than three times for the same infraction, the parents may be called to pick up their child.

Cheating/Plagiarism Policy

Students must submit their own work for credit. To avoid plagiarism students must precisely quote borrowed material and

carefully credit the source. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer.

Cheating and/or plagiarism will not be tolerated. Consequences will be as follows, regardless of whether the cheating was on a quiz, a major examination, homework, or independent work.

Please note: Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.

First offense – privately talk to the student, a zero for the assignment or test, a memo to the student's file, and contact parents

Second offense – Privately talk to the student, lunch detention, a zero for the assignment or test, a memo to the student's file, and contact parents

Third offense – Privately talk to the student, lunch detention, a zero for the assignment or test, a memo to the student's file, and a meeting with parents

Assemblies

Assemblies are an important part of our school culture. They provide an avenue to communicate expectations and information and help promote school pride and participation. Assemblies are also a privilege. Students who wish to maintain this privilege must behave in an appropriate manner.

Students are to be courteous and respectful during the assembly. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, or scream out. Any disruptions will result in the student being sent out of the assembly with a phone call to the parent. We take pride in our school and want others to know about our fine reputation.

Final Disciplinary Note

EHCA staff and board reserve the right to discharge any child for the behavior of the child, parent, or guardian that, in the staff's and/or board's opinion, endangers the health, safety, and welfare of the other students or staff, or interferes with the learning environment and/or Christian based atmosphere. This includes the use of profanity on the campus or in regard to the school or anyone connected to the school.

SCHOOL WEAR POLICY

Eastern Hills has a school wear policy which provides a framework for maintaining a safe, positive school climate. These standards provide assistance for making appropriate clothing choices for the students attending our school. Students should always be dressed modestly.

Shirts

- No off the shoulder tops
- No bikini strap shirts
- Tank top straps must be at least 3 fingers wide with no bra strap showing
- No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upwards.
- Avoid low cut shirts. To check the neckline, place your hand with the index finger on your collarbone and fingers together. The neckline should not be lower than your pinky finger. Also check that the shirt does not hang open when bending over, wearing a backpack, etc.
- Shirts with fraying and holes are not allowed
- No see-through material

Pants and Other Attire

- Clothing should not have holes, rips, or frayed edges

- Pants must not be worn below the waist or in an overly baggy manner (no low- hanging crotches or dragging cuffs)
- Shorts/skirts/dresses must be at or below the student's fingertips when standing with arms fully extended straight down and must not be too tight and revealing
- Skirts that are above the knee must be worn with shorts/spandex underneath (length of shorts must comply with fingertip rule listed above)
- Tights or tight pants (leggings, etc.) must be worn under dresses or tops that cover the student's bottom. They can also be worn with shorts but the shorts must still comply with the fingertip rule listed above.
- No see-through material
- High heeled and open heeled shoes should be worn sparingly due to the outdoor playground and slick floors in the building
- Flip-flops are not allowed due to safety and sanitary issues
- Shoes must be worn at all times
- Hats, caps, hoods, or sunglasses may not be worn inside the school building
- Clothing with offensive messages may not be worn.

This is not an exhaustive list. If a staff member feels a student is dressed inappropriately, then they could receive a warning or the parent may be called to bring a change of clothing.

PROHIBITED MATERIALS

The following are some, but not all, of the items which are prohibited at school: chains, squirt guns, matches, lighters, dangerous objects (such as guns, knives, and look-alikes), and controlled substances (such as drugs, alcohol, and look-alikes). Skateboards are not allowed at any time on the school campus, including the outside parking lot

area.

Cell phones and electronic music devices will be allowed if kept in the backpack or locker TURNED OFF and out of sight during scheduled school hours unless approved by the administration. If those items surface during the scheduled school hours without the appropriate permission, they will be taken away and returned to the parent.

The administration has the right to search a student's locker, desk, and backpack if the need arises.

AFTER SCHOOL PROGRAMS

Discovery Club

We offer an after-school program for students from 3:00–5:45. The fee is \$6.00 per hour and a snack will be provided. Students must observe the school rules and respect the proper authorities during that time or the after school privilege could be taken away. There will be no extended supervision provided on holidays, in-service days or early dismissal days.

A child is picked up after 5:45 pm will be charged \$5.00 plus an additional dollar for each minute the child remains in our care. This charge is per child and will be added to your monthly childcare statement. A child could lose after-school privileges if parents are habitually late.

Athletics Program

The following policies are in effect for all our sports programs. Please review these policies with your student if they are interested in joining a sports program.

A student absent on the day of a scheduled extra-curricular activity will not be allowed to participate in the activity unless they attend at least a half day of school. This includes programs sponsored by the school such as sporting events.

- Sports Grade Eligibility – In order for a student to participate in our sports programs, they must maintain an average of 70% (2.0 GPA) with no failing grades. Grade checks will occur on Monday of each week to determine eligibility for games for the entire week. If the student does not meet the requirements the day of grade check, they will not be allowed to participate in practice or games that week until the grade check is done the following week. If the grade check is at the beginning of the nine-week period, grades will be determined after three weeks of grades have been entered into the electronic grade book. The student's grade will revert back to the previous nine-week grading period until that three week period has passed. The administration will have the final say on whether a child is eligible to play in a game.
- Practice Attendance – We know that students may play on multiple teams or play multiple sports but it is not fair to either team/sport when they miss practice. The following rules are in place for practice attendance.
 - If a player misses 1 practice or arrives late/leaves early – they do not start.
 - If a player misses 2 practices or arrives late/leaves early – they do not play until half-time.
 - If a player misses 3 practices or arrives late/leaves early – they do not play that game.
- Detention – If a player receives a detention for behavior issues, they will not be allowed to participate in sports that day (whether it is a practice day or a game day). If their detention results in a missed practice then the same rules for practice attendance apply regarding the next game.
- Expectation of Coaches, Parents,

Grandparents, Fans – According to ACAA rules, fans will be respectful of the Officials. There will be no yelling at them at any point in the game. Coaches are responsible for their spectators. If there are issues, fans will be asked to leave the gym. The officials have the right to stop the game and have the coach escort a parent or fan out of the gym.

Parents are not to contact other schools about the game. If they are unhappy with a situation, they need to contact the Athletic Director who will investigate the situation and see if any action needs to take place. This is a league rule.

STANDARDIZED TESTING

A standardized test is administered to all middle school students in April of each year. Scores for previous years are available in the principal's office. We will send an email informing you of the procedures to get the scores online when available.

CURRICULUM

| | |
|-----------------------|---|
| Math | Saxon Math Accelerated Math |
| Language Arts | Scott Foresman (5 th) Pearson Literature (6 th -8 th) Pearson Writing & Grammar (6 th -8 th) Accelerated Reading |
| Science | Pearson Interactive Science Glencoe Teen Health Course 2 (7 th) |
| Social Studies | Harcourt New Mexico Journey (7 th) |
| Bible | TBA |
| Small Group Devotions | <i>*varies yearly</i> |

Electives

Electives are subject to change each semester. Some electives are restricted to certain grades. For example, Speech & Debate is only offered to 8th-grade students. Our current rotation of electives includes: Art, Bible, Computer, Drama, PE, Science Triad, Speech & Debate, and Preparing for Life.

Extracurricular

Extracurricular activities include our competitive athletics program as well as various other clubs. The competitive athletics include Boys & Girls Basketball, Volleyball, Golf, Tennis, and Track. Current extracurricular activities include Art, Drama, and Chess.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day EHCA receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask EHCA to amend a record that they believe is

inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If EHCA decides not to amend the record as requested by the parent or eligible student, EHCA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by EHCA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom EHCA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the US

Department of Education concerning alleged failures by EHCA to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-8520

EHCA RESPONSIBLE USE POLICY

EHCA believes in the educational value of electronic devices to support its curriculum, advance our technology program, and aid student learning. EHCA will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with technology. This documents EHCA in compliance with COPPA (Children's Online Privacy Protection Act). Your signature and your child's signature will indicate acknowledgment and understanding of the following standards.

- It is impossible to completely define acceptable and unacceptable use; however, the examples listed in this document are some illustrations.
- Consequences will be given to these and any other violations.
- EHCA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for off-campus technology-related activities if such activity adversely affects the safety or well-being of students, other members of our community, or constitutes behavior embarrassing to the school.
- EHCA is not responsible for financial obligations arising from unauthorized use of the network.
- Similar to other personally owned items, EHCA is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- As a user, your child will be expected to abide by the rules of network etiquette.

RULES OF NETWORK ETIQUETTE

Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or telephone number. Passwords can only be shared with parents and teachers. I will not give my passwords to friends or anyone online. (*Safety violation level 1*)
2. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation level 1*)
3. I will promptly tell my teacher or another school employee about any message I receive that is inappropriate. (*Safety violation level 1*)

Illegal Activities

1. I will not attempt to gain access to EHCA network resources or to any other computer system beyond my authorized access. This includes attempting to log into another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." (*Theft Level 2*)
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (*Vandalism Level 2*)
3. I will not use the EHCA network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (*Drug and safety violation level 2*)
4. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (*Vandalism Level 2*)

5. I will not install software or “downloads” on any EHCA computers or on the EHCA network without direct supervision and permission of EHCA staff. (Vandalism Level 2)
6. I will not alter hardware or software setups on any EHCA computer resources. (Vandalism Level 2)
7. I will not use my device to cheat on assignments or tests. (Cheating Level 2)

Security

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. I will not give out my passwords or other personal information to others except to parents/teachers. (*Safety violation level 1*)
2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or computers. I will not go looking for these security problems because this may be construed as an illegal attempt to gain access. (*Safety violation/theft level 2*)
3. I will take all precautions to avoid the spread of computer viruses. (*Vandalism Level 1*)

Inappropriate Language

1. I understand that restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education level 1*)
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment level 1*)
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education level 2*)
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages, I will stop. (*Respecting others' rights/disruption of education level 2*)
5. I will not knowingly or recklessly post false or insulting information about a person or organization. I will not use my device to hurt or embarrass another person or group. I will alert a teacher or other staff member if I see or hear about another user engaging in this type of behavior. (*Derogatory statements/disruption of education level 2*)

Respect for Privacy

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights level 1*)
2. I will not post private information about another person. (*Disrespecting others' rights level 2*)
3. EHCA maintains the right to search a student's device if they feel school rules have been violated, which may include, but are not limited to, audio recordings, video recordings, and photographs taken that violate the privacy of others, or other issues regarding bullying, etc. (*Disruption of education, disrespecting others' rights, harassment-level 2*)

Respecting Resource Limits

1. I will use the technology at my school only for educational and other teacher approved activities. I will not play games, message/ text other students, access music or videos at school unless it is part of the curriculum or authorized by a teacher. (*Disruption of education level 1*)

2. I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education level 1*)
3. I understand that EHCA personnel may monitor and access any equipment connected to EHCA network resources and my computer activity. EHCA personnel may delete any files that are not for a classroom assignment on a school device or files/apps on a personal device that may be harmful to the EHCA network. (*Security level 1*)
4. I understand that I am responsible for my own device. If I use another device, I am responsible for any damage that may incur. (*Vandalism-level 2*)

Plagiarism and Copyright Infringement

1. I will not plagiarize works that I find on the internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft Level 1*)
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner with my teacher’s or parent’s help. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft Level 2*)

Inappropriate Access to Material

1. I will not use EHCA network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation level 2*)
2. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives level 1*)
3. My parents will instruct me if there is additional material that they think would be inappropriate for me to access. EHCA fully expects that I will follow my parents’ instructions in this matter. (*Respect for others violation level 1*)
4. I understand that internet access is provided for support of classroom assignments and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education level 1*)

Consequences

Any level 1 offenses can be considered level 2 offenses if occurring more than once. EHCA administrator and teachers will give consequences equally and based on the level of the offense.

Level 1 consequences

- Classroom warning
- Possible loss of device access
- Temporary loss of device access
- Parent contact
- Referral to administrator
- In school detention

Level 2 consequences

- Extended loss of device access

- Parent contact
- Referral to administrator
- In school detention
- Suspension
- Possible referral to law enforcement
- Reimbursement to the school or individual for actual loss, damage, or repair

I have read and understand the EHCA Responsible Use Policy and the Rules of Network Etiquette. I agree to uphold the EHCA Responsible Use Policy and abide by the Rules of Network Etiquette.

Student Name (printed) _____ Date _____

Parent or Guardian Name (printed) _____ Date _____

ELECTRONICS USAGE RULES

Teachers may allow students to use their electronic devices in class. Each teacher will decide when and how the device can be used in their room. Some teachers allow students to listen to music while they work, take pictures of assignment boards, use educational apps, etc. The following rules **MUST** be obeyed in using electronics, or the device will be confiscated. A \$5.00 fine will be imposed before it can be returned. Continued infractions will result in an increase by \$5.00 for each one (\$10 for the 2nd infraction, \$15 for the 3rd, etc.). If a student continues to abuse these rules, they may have the device confiscated and could eventually lose the privilege of using their device at EHCA.

- Electronics may be used in the classroom only. Prior to the student exiting the classroom the device **MUST** be turned off or muted, and placed in their backpack – NOT in a pocket! Headphones/earbuds must also be carried in a backpack and not around the neck or in a pocket.
- Students may only use their devices for the activity the teacher permits (i.e. they may not be looking at their pictures if they are allowed to listen to music). When devices are being used during class time, they must be on the desk screen down in between the actual times of use.
- Students may NOT take pictures or videos of any other student.
- Students may NOT use any form of social media during school hours.
- Students may NOT send or receive phone calls, texts, snaps, or any other form of posting/messaging during school hours.
- Students may NOT share headphones or earbuds while listening to music. Music that is allowed by one parent may not be allowed by another.
- When listening to music, the device must be placed on their desk, screen down, and set on continuous or random play. They are not allowed to search through playlists, select/skip songs, or take any action that will have them handling the device. They are not allowed to listen to music through streaming services or listen to or watch music videos
- All devices must be muted or powered off while not in use. Any ringtones, alarms, notifications, etc. during the class period will result in confiscation. Devices set on vibrate still make a noise and will be confiscated.
- No streaming unless staff directed at any time. Student Wi-Fi usage is being monitored and internet service may be shut off to individual IPs if abuse is suspected.
- Students are allowed to use their devices before and after school hours. However, they must use them responsibly with respect for those around them.

I have read and understand the Electronics Usage Rules and agree to abide by them. I accept that my device could be confiscated and I will be responsible for the associated fines if I do not follow these rules.

Student Name (printed)

Student Date

Parent or Guardian Name (printed)

Parent or Guardian Date

GOOGLE SUITE PERMISSION

At Eastern Hills Christian Academy, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world.

At EHCA, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments and this may need to be done at home.

I give permission for Eastern Hills Christian Academy to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Student Name (print)_____

Parent Name (print)_____

Parent Signature_____ Date_____

Parent Name (print)_____

Parent Signature_____ Date_____

If you have any questions about this please contact Liana Hill l.hill@easternhillsca.com

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

| | | |
|--|---|--|
| <ul style="list-style-type: none">• Gmail (including Inbox by Gmail)• Calendar• Classroom• Contacts• Drive | <ul style="list-style-type: none">• Docs• Forms• Groups• Keep• Sheets | <ul style="list-style-type: none">• Sites• Slides• Talk/Hangouts• Vault |
|--|---|--|

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety. Below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Eastern Hills Christian Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use K-12 student personal information for school users to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

At Eastern Hills Christian Academy we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will **NOT** share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Eastern Hills Christian Academy.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information - such as trends about the use of its services - publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you change your mind to your consent, you can access or request deletion of your child's G Suite for Education account by contacting Camille Miller. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Liana Hill at l.hill@easternhillsca.com. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/)(at <https://www.google.com/edu/trust/>),

the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>). The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment see <https://support.google.com/a/answer/2888485?hl=en>], insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

EXPECTED STUDENT OUTCOMES

The EHCA school-wide expected student outcomes for the maturing student are built on a foundation that supports the four pillars of the EHCA mission statement.

Cognitively - Students will:

- be academically prepared in all areas to test into the high school of their choice - whether it is a prep school, Christian high school, or public school
- be successful in advanced placement classes or the highest level classes offered at their school of choice
- be creative and critical thinkers who apply knowledge learned to solve real-world problems
- utilize technology responsibly and effectively
- be able to appropriately access and use various types of information resources
- score above the 75% of national percentile in all areas of the standardized test
- score above the 65% of national percentile on Star Math and Star Reader assessments

Physically - Students will:

- develop a healthy lifestyle through exercise and diet
- refrain from the use of harmful substances
- understand their physical growth and embrace who God created them to be
- remain morally pure

Spiritually - Students will:

- have the spiritual foundation to accept Jesus Christ as their Lord and Savior
- grow in the knowledge of Jesus Christ
- understand the value God places on being an active member of a local church
- understand how to present the gospel to others
- develop Christian convictions that enable them to stand firm in their faith
- practice the Great Commission by spreading the gospel of Jesus Christ throughout the world
- share God's love with others through practical service

Socially - Students will:

- treat others as they wish to be treated
- accept opportunities for leadership to serve others readily
- be able to work collaboratively with diverse individuals
- respect individual differences and value each person as God's unique creation