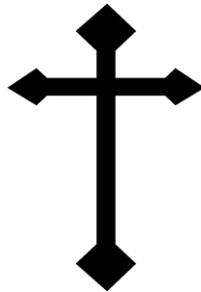


EAST RICHLAND CHRISTIAN HIGH SCHOOL 7-12 Parent/Student Handbook



Mission Statement

*Desiring to honor God and partner with Christian families,
East Richland Christian Schools exist to educate and disciple students
in a strong academic environment, equipping them to function
as committed followers of Christ in the world.*

“If you do not stand firm in your faith, you will not stand at all” Isaiah 7:9b

Revised 08/2020

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SCRIPTURAL & ORGANIZATIONAL FOUNDATIONS

Mission

Desiring to honor God and partner with Christian families, East Richland Christian Schools (ERCS) exists to educate and disciple students in a strong academic environment, equipping them to function as committed followers of Christ in the world.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe there is one God, eternally existent in three persons—Father, Son, Holy Spirit.

3. We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the Father; His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

NOTE: East Richland Christian School makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God. We are a Christian School dedicated to the establishment, philosophy, and promotion of fundamental Christian education and do not support or endorse the World Council of Churches or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union.

Policy #4021 – Scriptural basis: II Timothy 3:16-17, II Corinthians 13:14, I Corinthians 15, Romans 12, John 1, 3

Statement of Biblical Moral Integrity

Students need to be taught that the Bible dictates the standards for sexual behavior. This is particularly important in a society where young people can become confused by the conflicting values reflected on TV, movies, the internet, social media and some secular music, etc.

The Bible teaches that sex is God-ordained within the covenant of marriage and is a spiritual bond between (male) husband and (female) wife (*Gen. 2:24; Matt. 19:4-6; I Cor. 7:3-5; Heb. 13:4*). Those who are not involved in such a marriage are to live celibate lives. (*I Cor. 7:1-2*).

The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals, lesbians and other deviates as perverted. Other Scriptures dealing with living Godly lifestyles include Romans 12:1-2; I Cor. 6:6-20; Gal. 5:19-21; Eph. 5:3-5; I Thess. 4:3-8; I Tim. 4:12.

East Richland Christian School's Biblical role is to work in conjunction with the home to mold students to be Christ like. Therefore, it is required that all those involved with East Richland Christian School honor God by having lifestyles that are based on these Biblical standards. This includes (but is not necessarily limited to) board members, staff members, parents, students and volunteers.

Policy #4021.5 – Scriptural basis: Gen. 2:24, Matt. 19:4-6, I Cor. 7:3-5, Heb. 13:4, I Cor. 7:1-2, Romans 1:24-32, Romans 12:1-2, I Cor. 6:6-20, Gal. 5:19-21, Eph. 5:3-5, I Thess. 4:3-8, I Tim. 4:12

Statement of Church Affiliation

Believing that the church is the God-ordained means of education and evangelism as indicated in the scriptures, East Richland Christian Schools (ERCS) are an authorized ministry of the East Richland Evangelical Friends Church. East Richland Christian School is organized under the Administrative council of the Church. As a ministry of East Richland Evangelical Friends Church, East Richland Christian School fully ascribes to the Statement of Faith as found in the Faith and Practice book. The East Richland Christian School Statement of Faith is a summary of the Church's Statement of Faith and in no way supplants or abrogates it.

Policy #4020 - Scriptural basis: Hebrews 13:17

Philosophy of Christian Education

East Richland Christian Schools are founded upon the belief that **God is an eternal Being of absolute knowledge, power and goodness**. He exists eternally in three persons: Father, Son and Holy Spirit. God is the Creator and Sustainer of the universe and because of His involvement in every aspect of life, it is improper to segment life into sacred and secular. All of life is sacred. All things came into being by Him and apart from Him nothing came into being that has come into being.

God reveals Himself in four ways: the Holy Bible, which is the written word, Jesus Christ, who is the living word, the Creation, which is the created word, and the Holy Spirit, who is the indwelling presence of God.

The Bible – **The Bible is inspired by God**, through the Holy Spirit utilizing human writers. As the declaration of God, it is the absolute authority, without error, and the only infallible rule of faith and practice. The Bible must be the

inspiration and guide for all Christian teaching. Only such teachings as are in harmony with Holy Scripture can be regarded as truth.

Jesus Christ – **Jesus Christ is the eternal Son of God**, true God and true man, who has come in the flesh. He was born of a virgin. He lived a sinless life and died as the atonement for the sins of the whole world, making the only provision whereby man can find forgiveness of sins. This was necessary because man, though created by God in His image and without sin, fell from his original state by a voluntary act of disobedience and, as a result, incurred both physical and spiritual death. All mankind is now born with a sinful nature in need of redemption. By receiving Christ as Lord and Savior man is fitted for eternal fellowship with God.

God's Creation – **God Created** the heavens and the earth and all that is above, upon, or under the earth and it was very good. God reveals Himself through His creation, which has temporal reality and spiritual purpose. Ever since the creation of the world, His invisible attributes, His eternal power and divine nature have been made intelligible and clearly discernible in and through what has been made so that men have no excuse for saying there is no God. The universe originally reflected the goodness of God, but, as a result of sin, it, too, was subjected to frustration and decay and awaits patiently its glorious resurrection. (Deuteronomy 29:29; Romans 1:18-20)

The Holy Spirit – The Holy Spirit came on the day of Pentecost to remain with the church until it is completed and presented to the Lord Jesus at His second coming. The Holy Spirit:

- Convicts men of the sin of unbelief
- Convicts men that the power of Satan has been broken
- Regenerates the believer
- Indwells the believer
- Seals the believer
- Baptizes the believer
- Infills the believer
- Empowers the believer
- Leads the believer
- Administers spiritual gifts to the believer

Through these ministries of the Holy Spirit the believer is fully prepared and equipped for all good works.

All truth is God's truth. God's truth is absolute, indivisible, immutable and eternal as revealed in the scriptures. Jesus Christ is truth incarnate and man is able to perceive God's truth by the regenerating work of the Holy Spirit. God tells us that if we abide in His Word we shall know the truth, and the truth shall set us free.

The goal of Christian Education is to cause individuals to realize and accept the authority of Jesus Christ as the revelation of the truth of God and to consequently submit to the maturing process of becoming Christ like. Christ, Himself, matured as a man increasing in wisdom, and stature, and in favor with God and man. The educational process is dependent on the Holy Spirit. Each individual should acquire an understanding of his true condition and accept the obligation of his full potential. Involved in this educational process is the learning and mastery of subject matter for intellectual discipline and practical application. Therefore, the educational curriculum is specifically planned towards the acquisition of knowledge. An education that is truly Christian necessitates that all academic disciplines be taught by dedicated, highly qualified Christian teachers who integrate the practice. Because of the nature of this educational concept, every child must be challenged to establish a personal commitment to Jesus Christ as Lord and Savior.

God has ordained that parents be responsible for the education of their child. East Richland Christian School exists to assist parents in fulfilling the divine responsibility of training each child to obey God in every area of life. Learning experiences should guide the child to a point of maturity, which enables the child to develop both academic competency and the consistent integration of faith and learning.

Policy #4010 – Scriptural basis: Hebrews 1:1, Romans 6:23, Romans 8:19-20, II Corinthians 13-14, Deuteronomy 6:1-9, Romans 1:19-20, John 1:1, John 3:5, John 8:32, I Corinthians 12:1-11, Psalms 19:1, I Corinthians 6:19-20, Genesis 1:2, Ephesians 1:13-14, Ephesians 5:18, Galatians 5:16-18

Statement of Objectives

East Richland Christian Schools exists for the purpose of training children for Christian leadership. To achieve that goal, East Richland Christian Schools strive to accomplish the following objectives:

1. To ensure that each child comes to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deep commitment to Christ, and becomes a more effective witness for the Lord.

2. To emphasize the individuality of the person and to assist each child in properly responding to himself and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal setting, communication, academics, and the principles of success.
3. To promote self-discipline by training students to be relevant, consistent, appreciative, responsible, and thorough in attitude, character, and actions.
4. To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis upon Biblical relevance.
5. To help each child to learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted him.
6. To glorify God through maintaining the highest quality possible in academic and extracurricular programs.

Policy #4024 – Scriptural basis: Matthew 28:19-20, I Thessalonians 4:4, Proverbs 22:6, Romans 12:1-2

State Charter and Accrediting Association

East Richland Christian Schools function as a chartered/non-tax supported status with the State of Ohio. All health, fire and academic requirements delineated by this status will be met by East Richland Christian School. (Romans 13:1)

In addition to the State Charter, East Richland Christian School is a member of the Association of Christian Schools International, Inc. (ACSI)

Non-discrimination Policy

East Richland Christian Schools recruits and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

East Richland Christian School reserves the right to enroll students on the basis of academic performance, religious criteria and commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with East Richland Christian School administration and to abide by its policies. (Romans 2:11)

Lifestyle Statement

East Richland Christian School requires its employees and students (gr. 7-12) to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Tim. 4:12). Employees and students will conduct themselves in a way that will not raise questions regarding their Christian testimonies (I Tim. 3:2). A Christian lifestyle should reflect the biblical perspective of integrity and appropriate business and family relationships, business conduct, and moral behavior (I Tim. 3:4-7). Employees and students are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow students and staff members, employees or management.

Cause for a student being referred for professional counseling and implementation of the East Richland Christian School Discipline Policy (see Discipline Policy)

may include, but is not limited to, any one or more of the following: homosexuality (Deut. 22:5), heterosexual activity outside of marriage, as defined in scripture (East Richland Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman.), gender identity and transgender conduct, intemperance (I Tim. 3:3), scriptural error, or any conduct tending to bring discredit upon the school.

Employees and students acknowledge that the roles of male and female are clearly defined in scripture (Romans 1:21-24 and I Cor. 6:9-20). Personnel and students will maintain a lifestyle based on biblical standards of conduct. It is the goal of ERCS that each employee will have a lifestyle where - "He might have the preeminence." (Colossians 1:18)

Christian Patriotism

Christian Patriotism places emphasis upon the greatness of our American freedoms and heritage. Since our Constitution guarantees liberties to educate to preserve freedom, we unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for our country. To promote Christian patriotism the East Richland Christian School student will be reciting the pledges of allegiance to the American Flag, Christian Flag, and the Holy Bible.

PLEDGE TO THE BIBLE

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I might not sin against God."

PLEDGE TO THE AMERICAN FLAG

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

PLEDGE TO THE CHRISTIAN FLAG

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.

Policy #4050 – Scriptural basis: Romans 13:1

ACADEMIC PROGRAM

Academic Accountability

Every attempt will be made to provide academically struggling students with assistance, counseling or tutoring to help them pass their courses. Academic progress will be monitored daily. When a student’s performance falls below their ability level, the student may be required to complete up to an hour of academic study hall the following day and will continue until academic progress is made.

East Richland Christian High School has a carefully planned education program. Critical Learning Skills (CLS) are written for the curriculum areas of English, Science, and Mathematics. CLS’s are carefully drawn from our courses of study and are assessed through standardized tests, teacher-made test, and purchased tests. CLS’s are written and assessed so that expected pupil outcomes are readily measurable as observable behavior. When the results of the assessment indicate that the student has not achieved the objectives set forth, intervention becomes necessary. The first step in our intervention program is to determine what strategy is best to re-teach the assignment. This is then followed through. The student is then re-evaluated to assess the re-teaching process. If the process is not successful in helping the student achieve the objectives, remediation becomes necessary.

The participation of educationally handicapped students will be evaluated on an individual basis and it will be decided, how, if at all, they will be participants in the above educational program.

Standardized testing will be given as an alternative to the Ohio End of Course Exams to all students until they have met state requirements for graduation. All students will be encouraged to take the ACT or SAT and PSAT tests. Other standardized test will be administered when needed.

Scriptural Basis – Deuteronomy 4:9

Academic Awards

- A certificate will be awarded to the student for receiving a yearly GPA falling into the above categories.
 1. Honors: 3.25 – 3.451
 2. High Honors: 3.5 – 3.951
 3. Distinguished Honors: 4.0 – 4.2
- Students receiving straight “A’s” for the year will receive a pin-on medallion.
- Seniors graduating with honors will receive a plaque and honors cord. The honors cord will be white when wearing a scarlet or gold robe and scarlett if wearing a white robe. The honors cord will then be worn at graduation.
- The top academic graduating senior will be named Valedictorian and the second academic graduating senior will be named Salutatorian. Both students will receive a plaque and gold honors cord. The gold honors cord is to be worn during the graduation ceremony along with their white or scarlet honors cord. The Valedictorian and Salutatorian will both be awarded the opportunity to speak at the graduation ceremony.

Academic Lettering System

Criteria for receiving an academic letter are as follows:

1. The student must have a 3.25 GPA each term of the academic year
2. May Term grades will not be included
3. Must not have a term grade below “C” average
4. The first year the student receives an East Richland Christian School letter (if they have not already received one in athletics), an academic pin and bar
5. The second, third and fourth year the student will receive an additional bar
6. Students receiving academic letters all four years will receive a trophy

Awards for Excellence

To receive an award in this category the student must be an “A” student and meet the criteria set forth by the classroom teacher. The award will be a certificate or any other award the teacher chooses. The award will go to those students selected from the following subjects:

1. Algebra I, II, Geometry, Advanced Math
2. Physical Science, Biology, Anatomy, Chemistry, Physics
3. Spanish I, II, III, IV
4. English 9, 10, 11, 12
5. Bible 9, 10, 11, 12
6. American Government, Geography, World History, American History, Economics
7. Computer
8. Art
9. Choir

Class Requirements

East Richland Christian Schools recognize a sophomore as a student that has accumulated a minimum of 5 units of credit. Sophomores will be offered the opportunity to take the PSAT standardized test. They are required to take a standardized test and pass all parts before receiving a diploma.

To be a junior at East Richland Christian Schools, a student must have accumulated a minimum of 11 credits. All juniors will be encouraged to register to take the ACT and/or SAT examination.

Junior May Term (May be waived if enter as a transfer senior)

- A. Community Service
 1. Must complete the given amount of hours assigned to graduate
 2. Absence must be accompanied with a doctor's excuse
 3. Missed hours must be made up before graduation to graduate and approved by administration
- B. Career Shadowing
 1. Must complete the given amount of hours assigned to graduate
 2. Absence must be accompanied with a doctor's excuse
 3. Missed hours must be made up before graduation to graduate and approved by administration

Seniors at East Richland Christian School must have accumulated a minimum of 17 credits. Seniors are encouraged to register to take the ACT examination if they have not already done so.

College Credit Plus (CCP)

CCP is a post-secondary program created to enable students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. The Ohio Department of Education has determined distinctive aspects for CCP funding and student procedures for public and non-public (private) schools. There are differences between the CCP programs at public schools and private schools. In order to maintain the Christ-focused, Biblically-based distinctives that are unique to East Richland Christian School, students at East Richland Christian School may enroll in college courses to be taken primarily at the East Richland Christian School campus and at the end of their Junior year will have the opportunity to take one online class in their spring semester. By the time an East Richland Christian School student is a senior and has had the opportunity to mature in their faith, experience the Christ-focused environment and develop a stronger Biblical worldview will a student then be allowed to take classes at a local college or university scheduling around the top priority of their East Richland Christian School course schedule.

Eligibility:

East Richland Christian School students may be able to enroll in a CCP course if they meet the following eligibility requirements:

- an Ohio resident
- enrolled at East Richland Christian School for the upcoming year
- passing all current courses
- have a GPA of 3.75 (end of freshman)
- have a GPA of 3.0 (end of sophomore and junior year)
- Ohio eligibility requirements for College Credit Plus

Students must also meet local college or university enrollment/admissions requirements for the CCP program. These requirements consist of getting certain scores on placement tests or SAT/ACT score submissions and maintaining a certain high school GPA. Different colleges and universities have different requirements for eligibility and enrollment in the CCP program through an individual university.

Procedures:

The school will publish in the newsletters and announce informational meetings for all students in grades 6-11 and their parents to share information regarding the eligibility, enrollment and expectations for students participating in CCP for the upcoming year. The Principal/Guidance Counselor will give CCP forms to eligible students to complete. There will be opportunities for

counseling and guidance of eligible students and their families in the process of applying for the CCP program. All CCP forms must be completed by the state designated deadline with necessary signatures from parent, student and school officials. ***The Ohio Department of Education does NOT allow for submission of forms beyond the deadline.*** East Richland Christian School will take the responsibility to obtain college official signatures when needed. Forms are electronically submitted to the State Department of Education, which will in turn notify students and East Richland Christian School of the awarded hours. Each Spring and Fall of the year, East Richland Christian School staff will provide counseling for student course selection and make the necessary arrangements for CCP students to enroll in their college/university classes.

Community Service Requirements

Students at East Richland Christian Schools grades nine through twelve are required to participate in service projects outside of the school day and record them with the office. A total of 240 hours are required for graduation, 60 volunteer hours per year is recommended. The service projects may vary from outreach within the body of Christ, to community organizations, even to short term mission projects. The ultimate goal is to encourage East Richland Christian School students to follow Christ's example in serving others. The Community Service Forms are available in the office. Documentation of involvement is required to get credit for services provided by the student. At the end of each semester, the Academic Committee of the East Richland Christian School Board will review the service hours of the students. A record of their hours will be issued to the student/family on the grade card via the family's RenWeb account at the end of the school year. Every service project and hours are subject to the discretion of the Academic Committee.

Course Failure

Students who receive a failing grade for a course will be required to repeat the course until a passing grade is achieved. Another option for students who fail is to enroll in summer school. Those students who take summer school need to discuss this option with the East Richland Christian School Administrator.

Credit Flexibility Option (CFO)

East Richland Christian Schools provide an option to meet student specialized needs and interests by offering high school credit in a different manner. Credits that are earned through an approved credit flexibility plan will be counted towards a student's graduation requirements. The East Richland Christian Schools credit flexibility plan focuses on the student and the ability to accelerate their own personal learning.

Students interested in pursuing high school credit through a student generated credit flexibility plan are to contact their counselor or principal when scheduling for the next school year by completing a credit flexibility application. Details of your individual plan may be discussed with your principal or your credit flexibility coordinator. (Students may contact the high school guidance counselor to explore possible options for the school year).

Eligibility:

Any student entering grade 9-12 who:

1. Meets the established course prerequisites
2. Demonstrates competency in the content area he/she wishes to study
3. Possesses sufficient skills or knowledge to be able to work independently
4. Analyzes, synthesizes and evaluates information and resources
5. Researches independently and completes learning activities on time

Education Options:

1. College Credit Plus
2. Physical Education Waiver
3. Online opportunities
4. Testing out of coursework
5. Travel opportunities
6. Independent Study
7. On the Job Training (Internships/Apprenticeships)
8. Distance Learning (Correspondence Courses)
9. Research Based Project

Credit:

All credit will have equivalent value regardless of how it is earned. Student records and other documentation will not differentiate how the credit was earned. Credit through the Carnegie unit will be determined through mastery of one year's worth of credit as described in Ohio's Academic Content Standards. Students must meet the established course prerequisites for course level advancements. East Richland Christian Schools will accept credits from other districts and educational providers when a student transfers into the district.

Pre-Approved Courses:

Students who choose to enter one of the pre-approved options will not need to submit a proposal, but will need to inform their principal so that a Credit Contract Meeting can be set. Pre-approved credit flexibility courses are through Sevenstar Online Academy. Students are responsible for all additional course fees.

Student Proposals:

Students who choose to enroll in a course that is not pre-approved will need to submit a course proposal in writing to the Principal first. This proposal must include:

1. Clearly defined written goals that are tied directly to Ohio's Content Standards.
2. Clearly described activities which will lead to successful attainment of the described goals. Academic Content Standards are located on ODE's webpage at: www.ode.state.oh.us
3. Description and rubric for how the goals will be measured against Ohio's Academic Content Standards in order to provide evidence of student-learning.
4. Timeline of proposed activities and measurement, including target date and time for final review.

Any additional costs associated with the student proposed activities, materials and assessments for credit flexibility will be the sole responsibility of the student and his/her parent(s).

If, and when, a student's plan is approved by the Credit Flexibility Panel (Principal or H.S. Department Chair or designee appointed by Principal), a teacher of record will be identified that the student has been enrolled in a credit flexibility option. The Principal, student's parent(s) and student will review and sign a Credit Flexibility Contract, addressing the modification or suggestions by the school.

The school reserves the right to alter the proposed timeline, and/or assessments required for flexible credit prior to signing the proposal and creating the agreement.

At the completion of the activities and/or assessments for the proposed flexible credit, the student will meet with the Credit Review Panel and the teacher of record. It is the responsibility of the student to schedule this meeting as the student will present the proposed evidence and will respond to any question or requests for demonstration of skill and/or knowledge asked by the panel. After the Credit Review Panel has heard the student's oral evidence and/or examines the evidence of learning, the panel may:

1. grant credit and issue a grade or
2. deny credit

The Credit Review Panel will grant or deny credit and issue a final grade for the proposed credit within 10 school calendar days upon student demonstration of mastery.

Submission Dates:

The student needs to submit the application to the Principal/Guidance Counselor and have it approved prior to the start of the requested course work. The Credit Review Panel will schedule a time for the student's presentation prior to the end of the school year.

Drop Process:

With no penalty, students may enter into a similar course offered at East Richland Christian Schools. If there is not a course that is similar to the one being dropped or the student does not wish to continue study of a particular course, the school's drop policy will be followed.

Athletics and Co-curricular Eligibility:

Eligibility as adopted by the Board of Education also applies to all credit flexibility options. A student is required to make a passing grade the preceding nine weeks grading period in subjects that earn **five** credits toward graduation in order to be eligible for athletic participation. A student enrolled in credit flex courses must, at the conclusion of the high school's grading period, be "passing" their credit flexibility courses in order for this course to be counted towards the five credit (or equivalent) courses. If no work has been completed or if the work is not of a level to receive a "Pass", the course cannot be used towards the five-credit requirement. If a student fails to fulfill this requirement, he/she becomes ineligible beginning the 5th day following the end of the grading period. This is the minimum requirement of the Ohio High School Athletic Association. However, each student has the opportunity to make up an incomplete (10 days after the preceding grading period). This will be determined by the athletic director, then principal.

Students remain eligible for the nine weeks grading period if these requirements are met. Prospective Division I student athletes are advised not to use the "test-out option" of credit flexibility. Any coursework earned through credit flexibility needs to be comparable in length, content and rigor to credits earned in a traditional classroom setting. The course also must be four-year college-preparatory in nature and have a defined time period for completion. For NCAA Division I requirements, credits

earned through credit flexibility will be noted on a student's transcript or an addendum with explanation will be attached to the student's transcript.

Attempts:

Students may attempt a particular course through credit flexibility once.

Payment:

If a student fails a particular class through credit flexibility, it is still the responsibility of the student/parent to pay for the class. If a course is dropped and retaken, the student/parent is responsible for all fees.

Grading:

The East Richland Christian Schools grading policy will be followed. The final grade will be calculated into the student's grade point average (GPA).

Test Out Process:

Students choosing to test out must submit, in writing, notification that they would like to test out of a class. The student, parent(s) or guardian(s) and Credit Review Panel will then meet to schedule a date for the student to attempt the test out process. Students must obtain 80% on the assessment to be granted full credit through the test out process. Students who don't succeed in the test-out process are not negatively impacted, there is no denotation on their transcript, and they have the option of trying again, but must pay for the test(s) and process. Test out options are East Richland Christian School tests and College-Level Examination Program (CLEP) tests.

Appeal Process:

All appeals regarding denial of participation in the credit flexibility option or issuance of a contested grade in the credit flexibility program will be placed in writing and submitted to the Principal within 10 school days.

The Review Board will consist of the Principal, Department Chair of that subject area and a classroom teacher of the content area chosen by the student. If the Department Chair is the teacher of record, the Principal will select another classroom teacher. The Review Board will examine any student appeals concerning denial of participation in the credit flexibility option and/or denial of credit in the credit flexibility option. The Review Board will consult with the teacher of record regarding work submitted and rationale for the grade earned. The decision of the Review Board will be majority vote and will be the final determination in the appeal process.

Grading Scale

In our attempts to evaluate each of our students, we seek the most objective and just procedures. East Richland Christian School will use a 4.0 grading scale with the point distribution listed below.

The following is the grading system at East Richland Christian Schools:

Grade	Percentage	Point System
A+	98-100	A+ = 4.2
A	93-97	A = 4.0
B	85-92	B = 3.0
C	76-84	C = 2.0
D	70-75	D = 1.0
F	69 and below	F = 0 points

Honors classes will be considered on a 4.5 scale.

CCP classes will be considered on the AP scale.

The G.P.A. will be used to determine the privilege of participating in extra-curricular activities such as athletics and performance groups. In addition, the G.P.A. will be used as a standard of academic probation. A student receiving a 2.0 or below will be placed on academic probation and also be ineligible to participate in extracurricular activities. See "Discipline Guidelines, Section III B" for a more detailed description of academic probation.

Graduation Requirements

East Richland Christian School students, in accordance with the Ohio Department of Education, are required to complete a minimum of 22 units of credit and receive a minimum of 18 points when taking the approved alternative end of course exams unless exempted through their 504 Educational Plan. Students transferring to East Richland Christian School must fulfill one of the state alternatives for graduation. In addition, students will be required to complete one unit of credit in Bible for each year in attendance at East Richland Christian School to meet the school's graduation requirements. Furthermore, students are required to document their community service hours - the minimum for graduation is 60 hours for every year in attendance at East Richland Christian Schools.

Students are required to take two years of a foreign language to graduate, unless exempted through their 504 Educational Plan.

Students are required to take ½ credit of British Literature to graduate.

All students at East Richland Christian School must test out of or take a semester of keyboarding, Word, Access, Excel and PowerPoint to graduate.

Seniors are required to give one period a day, or the equivalent of, in service to East Richland Christian School. These arrangements will be made by the principal.

All seniors are required to complete a Senior Graduation Paper to receive their diploma. The paper will be under the supervision of the senior Bible teacher and senior English teacher. All requirements must be met and completed to graduate from East Richland Christian School.

Senior May Term:

- A. Community Service
 - 1. Must complete the given amount of hours assigned to graduate
 - 2. Absence must be accompanied with a doctor's excuse
 - 3. Missed hours must be made up before graduation to graduate and approved by administration
- B. Career Shadowing
 - 1. Must complete the given amount of hours assigned to graduate
 - 2. Absence must be accompanied with a doctor's excuse
 - 3. Missed hours must be made up before graduation to graduate and approved by administration
- C. Mission Trip
 - 1. Students are encouraged to attend the trip
 - 2. Students that do not choose to attend the trip will be required to spend the equivalent time in community service hours approved by administration to graduate

Ninth through Eleventh grade May Term:

- A. Community Service
 - 1. Must complete the given amount of hours assigned to graduate
 - 2. Absence must be accompanied with a doctor's excuse
 - 3. Missed hours must be made up before graduation to graduate and approved by administration
- B. Career Shadowing
 - 1. Must complete the given amount of hours assigned to graduate
 - 2. Absence must be accompanied with a doctor's excuse
 - 3. Missed hours must be made up before graduation to graduate and approved by administration

Homework

East Richland Christian Schools consider homework as an essential tool to enhance the teaching of subject material presented in the classroom. The quality of returned homework will provide a measure of the student's understanding and give the teacher information to help guide their presentation of the material being studied. Therefore, homework will be assigned to assist in the instructional process.

Students are expected to have their assignments completed on the date due. Late assignments may be seriously penalized, rejected or disciplinary action taken at the discretion of the teacher. When a student is absent, the student must work with teachers to get the work made up. The students will be given two days for every one-day missed to make up the work. This is the responsibility of the student, not the teacher. If, however, a student misses only the day a test is given or an assignment is due, he/she is responsible to make up the test and turn in the assignment the next day of return.

Honors Classes

East Richland Christian School students who maintain an A average in any given subject area and who demonstrate a high interest in a particular subject may take a course as an Honors Course. The designation of Honors Course brings with it additional readings, assignments and learning beyond the classroom instructional time to delve deeper and develop richer insights into the course subject matter. The additional assignments will be assigned and assessed by the classroom teacher. Honors plus "Course Title" will appear on the student's transcript and will be weighted on a 4.5 scale.

Honor Graduates

The grades earned during the freshman through senior years are used in computing qualification of the honor program. Students who receive a cumulative 3.5 and above will be recognized as honor students at the graduation ceremony. (Students receiving academic accommodations will not be eligible to graduate with honors.)

Honor Roll

The subjects for each grading period will be averaged using the point system. All monthly scripture memorization must be complete. Proper conduct and character development is an important part of our educational process and will be considered along with academics.

Point Requirements for Honor Roll:

- Distinguished Honor – 4.2
- High Honor – 3.50
- Honor – 3.25
- Academic Excellence – 3.0

Internet Acceptable Use Policy

East Richland Christian Schools believe that the Internet has much to say with its wide variety of resources. It is our goal to educate students about ethical, efficient, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, the students will have the opportunity to enhance their learning through:

1. A wealth of additional resources for reference and research.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals in areas or situations they are studying.
4. Learning to conduct searches, evaluate resources, and locate relevant material.
5. Interacting with up-to-date sources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes providing:

1. A reliable connection that is protected by the best censor ware we can find. Censor ware blocks sites that are objectionable for content, language, or a variety of other things that East Richland Christian School has defined as inappropriate, such as releasing personal information.
2. Supervision of students while they are using the Internet. The Internet connection will be disabled whenever there will not be adequate supervision.
3. Training for students (and parents) that clearly spell out what is appropriate and what is inappropriate. Students will be given general instructions about what is available on the Internet and how they can find that for which they are searching, how to save, and how to print. They will also receive instruction in “netiquette” and proper citing and evaluation of sources.

Note: Occasionally, whole classes with their teacher (s) will use the Internet as one of many tools in the research process. If the student has not gained an “Internet License,” the student will always be under the direct supervision of a teacher or designated Internet supervisor. No student will be allowed to use the Internet without the censor ware in place unless under the direct supervision of their teacher or supervisor (For example: If sites pertaining to alcohol or drug abuse were censored, but the student’s research regarded such, those sites could not be accessed without proper supervision). Students without an “Internet License” cannot use the Internet on days supervision is not provided. Students with the “Internet License” will be able to use the Internet as long as any supervision is present.

It is understood the Internet access for students is a privilege, **not a right**. All users of the Internet will agree to adhere to the following Code of Ethics:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members and others with whom I communicate on the Internet. I agree to follow East Richland Christian Schools’ basic rules. I will strive to apply Philippians 4:8 to my electronic communications: **“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything excellent or praiseworthy-think about such things.”***

The Internet user is held responsible for his/her actions when using the Internet. Unacceptable uses of the Internet will result in the suspension or revocation of Internet privileges. Some examples of unacceptable uses are:

1. Using the school’s network for any illegal activity.
2. Using the school’s network for financial gain or initiating any financial transactions.
3. Degrading or disrupting equipment or system performance. Any security problems must be reported to the supervisor, teacher, or administrator and not shared with other users.

4. Vandalizing the data of another user.
5. Wastefully using finite resources after being instructed as to proper use.
6. Gaining unauthorized access to resources, including attempting to get around the censor ware installed on the network, which provides Internet access.
7. Invading the privacy of others, including reading email that belongs to others without their permission.
8. Using the account owned by another user with or without that user's permission.
9. Posting or sending information not meant to be made public.
10. Posting or sending rude or inappropriate messages.
11. Downloading viruses or attempting to circumvent virus protection software.
12. Violating the spirit of East Richland Christian Schools' Mission Statement.

By signing the consent and waiver form, the student agrees to abide by these restrictions. The student **and** parent (or guardian) must understand that the use of the Internet is at the student's own risk. Considering the provisions mentioned above, East Richland Christian School couldn't assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite resources appropriately.
2. Costs incurred if a student requests a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources, though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Guaranteeing privacy of email. Though we do support privacy of email, users must not assume that this is guaranteed. The Internet supervisor or administrator reserves the right to investigate possible misuses or to monitor any email that comes through East Richland Christian School computers.

Laptop Use at school

1. Must be approved by the administrator
2. Must be brought to school for academic use only
3. Must have approval of classroom teacher to use in their class
4. Must not have any remote connection to the Internet while at school
5. Not permitted to play games on laptop while at school
6. East Richland Christian School is not responsible for any damage to or loss of the laptop
7. The laptop is to be used only by the owner while at school. No exceptions.
8. If at any time the use of the laptop in the classroom is causing any problems to other students, the owner of the laptop will not be permitted to use it in that room. If problems occur in more than one classroom, the student will lose their privilege to have a laptop at school.
9. Must be operated on battery during class. Students grades 9th-12th grade are responsible for recharging iPads when taken home after school. Exceptions may be made for recharge before school, at lunch, after school or study hall at designated area if needed.
10. Loss of data storage device or program (i.e. USB drive, etc.) is not an excuse to have work not finished.

STUDENT SECTION

I have read the school's Acceptable Use Policy for the Internet. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet according to the Code of Ethics contained in the Internet Acceptable Use Policy.

USER'S NAME: _____ **GRADE:** _____
 (Please print)

SIGNATURE: _____ **DATE:** _____

PARENT SECTION

If you would like your student to receive an Internet License, please sign the following waiver:

As a parent or legal guardian of the student signing above, I have read the Internet Acceptable Use Policy and grant my permission for my child to access the Internet. I understand that the school's computing resources are designed for educational

purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my child will be held liable for any purposeful violations of this policy.

PARENT'S NAME: _____ PHONE: _____
(Please Print) _____

SIGNATURE: _____ DATE: _____

May Term

Due to the limited number of hours available for any class scheduled during May Term, any time missed will be required to be made up to receive credit for the class.

Report Cards

Progress reports will be emailed home to all students in the middle of each grading period. East Richland Christian School, grades 9-12, operates on five grading periods. The fourth and fifth grading period will not be sent home until the end of the fifth term. At the end of each grading period, reports are made to parents concerning student progress. If there is a concern regarding the student's grades or progress, parents should contact the teacher of the course in which there is a difficulty. Report cards will be emailed via the family's RenWeb account.

Semester Exams

Semester exams are given to students in grades nine through twelve the last week of each semester. Exam schedules will be distributed to the students prior to exams. Students will report for the scheduled exams and then will be dismissed. Study halls will be provided for students who need to study between exams on the same day.

Summer Assignment

In order to encourage academic development throughout the entire year, students **may** be asked to keep a journal over the summer. A minimum of thirty entries is encouraged over the course of the entire summer. Summer reading assignments **may** be required for grades nine through twelve.

ATTENDANCE

Attendance Expectations

Developing lasting habits of punctuality and promptness is an essential part of character building. Absences lead to difficulty in schoolwork and frustration on the part of the student. College admissions offices and future employers will carefully evaluate student attendance records. In addition, the State of Ohio school law requires punctual and regular attendance. The official school calendar and schedule will be provided to each family. The prompt pick-up or departure of students is important to the smooth operation of the school.

Daily Schedule

School doors will open at 7:25 a.m. Home Room begins at 7:50 a.m. Traffic procedures will be explained at Parent Orientation. Classes dismiss at 2:50 p.m. Special arrangements should be made through the office for any student who needs to remain at school after 3:30 p.m.

****Due to Covid 19, the Daily Schedule may change. Additional information will be provided by classroom teachers.**

Admit To Class Slip

When a student comes to school tardy, the parent must take the student to the appropriate office to receive an "Admit to Class" slip.

****Due to Covid 19, parents will be discouraged from entering the building or traveling beyond the office area to locker or classroom locations.**

Absences Excused and Unexcused

Parents should call the school office between 8:00 – 8:30 a.m. if their student is going to be absent. This enables East Richland Christian School to know where students are and helps provide safety for all students. If a phone call is not received, the following procedure will be followed:

1. A phone call will be made in an attempt to notify the parent or guardian, first to the home.
2. If the responsible adult has not been contacted at home, a call to the place of work of the parent or guardian will be made.

3. Reasonable attempts will be made to notify the person responsible for the student's absence by phone.

Students are required to attend school each day and will be excused only for the following reasons:

1. Personal illness
2. Death of a relative
3. Emergency
4. Circumstances judged as sufficient by school principal

Doctor, dental, music and other appointments should be made after school hours. Absence for reasons other than those mentioned above will be excused ONLY if arrangements are made in advance with the principal and the student is sufficiently advanced in his/her work.

Once the student returns to school after having been absent, a note from home or from the doctor should be turned into the office. Students are to turn in their absence note in the office in the morning. For state attendance records, it is crucial that this written documentation for excused absences be given to the office.

Students must be in attendance at least half a day, including the Friday before a Saturday event, to participate in any school activity.

The following are considered unexcused absences:

1. Shopping trip
2. Oversleeping
3. Missing the bus
4. Working part-time jobs
5. Hair appointments
6. Senior pictures
7. Out-of-school suspension

Unexcused absences will appear on the student's permanent record. An unexcused absence carries with it the penalty of a zero in all class work on that given day. Excessive absences will result in a parent consultation. If a student has consecutive absences with no prior arrangements, and the school is unable to make communication with the family, the truant officer will be contacted.

Make-up Work

When a student is absent, the student must work with teachers to get the work made up. The students will be given two days for every one-day missed to make up the work regardless of the student's class schedule. This is the responsibility of the student to check RenWeb or contact the teacher for assignments and not wait on the teacher. If, however, a student misses only the day a test is given or an assignment is due, he/she is responsible to make up the test or turn in the assignment the next day of return.

Early Dismissal

Prior approval is needed for ANY early dismissal. Doctor, dental, music and other appointments should be made after school hours. However, if an appointment during the school day is necessary, the student must bring a note at least 48 hours in advance, written by a parent or guardian to the office. The school may contact that doctor for verification. The reason for early dismissal must be stated on the note in order for the student to be released. Students who drive themselves to school will not be allowed to drive to an appointment and return to school. Either the parent must pick up the student and return the student to school once the appointment is over, or the student driving him or herself to the appointment signs out and does not return to school.

The student, upon receiving permission to leave school early, will receive an early dismissal note to be given to the teacher of the class they will be leaving. Students are to sign out before they leave. Upon their return on the same day, students must sign back in to the office. Students are responsible for contacting teachers, or looking on RenWeb for assignments of classes they missed. Tests are expected to be taken and assignments turned in on the day they return.

Students may not participate in any school functions or extra-curricular activities on any day they were not in attendance at least a half day unless there is a special circumstance and the administrator gives prior approval of those circumstances.

Excessive Absences

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the regulations of East Richland Christian Schools.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with a student's progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Notification of Attendance Problems

1. Days absent will be noted on quarterly grade cards. Other informal means (e.g. phone calls to parents) may be used as the need arises.
2. A letter will be mailed home after 8 days of absences **with or without legitimate excuses** in one school year,
3. If a student's absences surpass the threshold for a habitual truancy (15 days), the principal or guidance counselor shall assign the student to an absence intervention team, which will develop an intervention plan for success for that student and family. It is mandatory to include a parent, guardian or custodian as a member of the student's absence intervention team. The parent, guardian or custodian will receive a copy of the plan developed by the student's absence intervention team.
4. At no time, however, will students be expelled or suspended out of school due to excessive absences. Because student absences affect academic success, excessive absences may be rationale for the student to be referred to the Discipline Policy leading to Academic Probation.

Ohio State Law Recommendation

ORC 2151.011.(B)18 defines "**Habitual Truant**" as any child of compulsory school age who is absent with or without legitimate excuse for absence from the school the child is supposed to attend for:

30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

The exceptions to this rule are:

1. Hospitalization for an extended period of time
2. Epidemic-quarantine called for by a physician
3. School sponsored activities, trips, testing, and pre-approved college visitation days
4. A situation or emergency as declared by the school administration
5. Medical / Legal-Court / Counseling appointments documented on the provider's stationary

It is extremely important that students and parents realize and understand that absences mentioned in the above attendance policy, whether excused or unexcused, are still considered an absence.

Tardiness

A student is considered tardy if he/she is not in the classroom at the start of the school day. Tardiness negatively impacts a student's academic success and may be counted toward the number of hours absent. Continued tardiness or absenteeism will necessitate a conference with parents and the principal, possible removal of student privileges, and/or referral to the Discipline Policy. A student will be tardy after 8:00 a.m.

****Due to Covid 19, the start time, tardy time and end times for school may change.**

Tardiness To School / Tardiness To Class - Excused or Unexcused

Students are expected to arrive at school by 7:50 am and will be considered tardy after 8:00 a.m. Students who are not in their class by the late bell will be marked tardy. If tardy for school, the student will stop in the school office to sign-in and receive a late slip before going to class. Students who are tardy will not be permitted into class without a late slip from the school office and will be given lunch detention after every third unexcused tardy. (See "Methods of Detention, Lunch Detention")

1. Missing three periods in a day will be recorded as a half-day absence.
2. Missing six periods in a day will be recorded as a full day absence.

Students are expected to be in their classroom when the bell rings for that period or to produce a written excuse explaining their tardiness. Tardiness will only be excused if the student had a valid excuse for his tardiness. Every 3rd unexcused tardy to class will result in a lunch detention.

Excessive tardiness to school or to class will result in disciplinary action.

Vacations, Family

East Richland Christian School Board discourages its parents from taking family vacation during the school year. Pre-approved absences are not recommended during those days established for semester or final examinations, or achievement testing.

Classroom instructional time is very valuable and a student may fall behind if they miss that instructional time. However if a family decides to remove their student from the school for the purpose of vacation they may do so provided:

1. The student is passing all subjects.
2. It is preferred that the Principal/Head Teacher is notified 2 weeks prior to the vacation.
3. If available, homework assignments may be taken with the student and completed during the time away from school. It will be the student's responsibility to make arrangements for make-up work and/or tests missed prior to leaving school. Teachers will not be expected to tutor individual students. All work is expected upon return to school.
4. All assignments given to the student prior to vacation will be turned in on the first day the student returns to classes or zeros will be given on each assignment due.
5. Assignments that were not available from the teacher prior to vacation will be the responsibility of the student upon return. Assignments are to be turned in as soon as possible and no later than the absence policy allows. Failure to do so will result in "0" credit to be computed in the student's current grading period average.

Incident Weather

In the event of bad weather in the winter months, East Richland Christian School will communicate school delays and closings by television postings and an all-call system.

Policy #4350 – Scriptural basis: I Corinthians 14:40

DISCIPLINE GUIDELINES

Philosophy of Discipline

The Philosophy of Discipline must be based on Biblical truth. Discipline is a positive word coming from the same root as 'disciple'. Concerned with training and nurturing, discipline is a firm foundation of the teaching process. Using Christ as an example, we can recognize how to deal with students in the disciplining process. The characteristics of our discipline must also be modeled after God's example to us. The following is an excerpt from Sowing for Excellence, Education God's Way by Claude E. Schindler which clearly outlines the Biblical characteristics of God's discipline to man.

1. God corrects us out of a love that is unconditional. He does not love us anymore when we do well: He does not love us any less when we do badly. (Proverbs 3:12; Hebrews 12:6)
2. God corrects us because He delights in us. (Proverbs 3:12) As Christ did with His disciples we must visualize what our children could become. We must resist making negative predictions based solely on present behavior.
3. God corrects us to produce holiness, and not in order to make us "better than" someone else, but to conform us to His image. (Romans 8:29; Hebrews 12:20)
4. God corrects us to produce fruit in our lives.
 - A. The fruit of repentance. (II Corinthians 7:9-11)
 - B. The peaceable fruit of righteousness. (Hebrews 12:11; Galatians 5:22,23)
5. God forgives and forgets. (Hebrews 8:12; Titus 2:14)

The goal of all discipline should be aimed at developing Christ-likeness, that is, "putting off" negative character qualities and "putting on" positive qualities. (Ephesians 4:22-24) Therefore, East Richland Christian School hopes to cooperate with the home in "putting on" good character qualities such as the following:

- Cheerful obedience to authority -- such obedience should be willing and immediate.
- Responsibility -- in doing assigned or expected tasks.
- Cooperation -- with others in schoolwork and through extra-curricular activities
- Courtesy and respect for others -- being quiet in class, not interrupting others, walking in the building, eating with proper manners, etc.
- Cleanliness -- in person and property.
- Truthfulness -- in word and life
- Respect for property -- the school's property and that of others.
- Promptness -- in attendance and assignments
- Morally good conduct -- with respect to recreation, social relationships, and language.

In order for a discipline system to be successful it must be fair, firm and just. All school personnel will attempt, with God's help, to accomplish this goal. The support and partnership with parents is a critical factor to correcting the behavior and attitudes of students. Those who administer discipline will strive to approach the individual in the attitude dictated by the Holy Spirit in Galatians 6:1. *"Brothers if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."*

The discipline at East Richland Christian School is based on the four steps indicated in Matthew 18:15 –17, commonly referenced as the Matthew 18 Principle:

- Step 1. *"If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won, your brother over."* Matthew 18:15
- Step 2. *"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."* Matthew 18:16
- Step 3. *"If he refuses to listen to them, tell it to the church."* Matthew 18:17
- Step 4. *"And if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."* Matthew 18:17b

Students are encouraged to conduct themselves in regard to the offenses of fellow students as indicated above in the Matthew 18 Principle. Since students are under the authority of their parents, parents will be notified at any time a staff member becomes involved in the knowledge of a reoccurring or serious offense involving their student.

East Richland Christian High School recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. Practices detrimental to a Christian's character and body are not permitted and may subject the student to immediate disciplinary action. All things should be done in accordance with Philippians 4:8, *"Finally brothers, 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."* (NIV)

Methods of Discipline

I. Lunch Detention

- A. Definition: Parents will be notified to keep them informed; however, parent's permission is not needed for the child to serve detention. Students may be assigned tasks to complete during detention. These tasks may include but are not limited to: homework, scripture writing/memorization, cleaning of chalkboards, etc. It will be a "silent lunch" supervised by a teacher. Each detention will be recorded and numbered. Consequences will become greater as detentions accumulate.
- B. Length of Time Served: Thirty (30) minutes per detention. In-school detentions will be served the day following the infraction, as a silent period, separate from other students.
- C. Actions Justifying Lunch Detention: Detentions will be given for infractions of school and classroom rules, following adequate warning, such as:
 - Bus Discipline Referrals
 - Coarse talk
 - Dress Code Violations
 - Horseplay
 - Late to Class
 - Late to School
 - Talking /disrupting class, study hall or chapel
 - Chewing gum or eating at inappropriate times/places
 - Violations otherwise detailed in this handbook
- D. Missed or Late-to Detention: If a student is late, it is counted as though he or she missed the detention, and it will be referred to the principal.
- E. Positive behavior incentive will result in removal of detentions. A detention will be removed for every month in which a detention was not recorded. Students ending a semester with three or fewer detentions are rewarded with permission to leave early the last day at the end of the semester as long as exams and assignments have been completed.

II. After-School Detention

- A. Definition: Parents will be notified. Students will be assigned tasks to complete during detention. These tasks may include but are not limited to: homework, scripture writing/memorization, cleaning of chalkboards, etc. It will be a silent time, supervised by a teacher. Each detention will be recorded and numbered. Consequences will become greater as detentions accumulate.

No student will serve an after school detention until the school has informed the home of the infraction. If for any reason the student does not serve the issued detention, an immediate parent/principal/administrator conference is required before the student returns to school.

- B. Length of Time Served: Forty-five (45) minutes per after-school detention. The detention will be served the next evening after the notification went home.
- C. Actions Justifying After School Detention: Continued infractions mentioned above and the additional misbehaviors below will result in after-school detentions according to the following scale:
- Cheating
 - Disrespect
 - Dishonesty
 - Obscenity
 - a 4th lunch detention earned per semester becomes 1 after school detention
 - a 5th & 6th detention earned per semester each become 1 after school detention
 - a 7th & 8th detention earned per semester each become 1 after school detention and writing assignment
 - a 9th & 10th detention earned per semester each become 1 after school detention and writing assignment and parent/principal conference
 - 11th & 12th detention earned per semester each become a parent/principal/head teacher conference; Saturday a.m. detention with writing assignment*
 - 13th & 14th detention becomes 2 after school detentions; probation; Saturday a.m. detention with writing assignment*
 - 15th - 18th detention becomes parent/principal/head teacher conference and suspension with project assignment
 - 19th & 20th detention becomes student will be referred to the School Board

*Saturday detention will be held for 2 hours in the morning. A fee will be charged to the parents of the student in detention to cover the cost of the staff for that day. The School Board determines the fee and it is to be paid no later than the Friday prior to the detention. The fee at this time is \$40.00.

- D. Missed or Late-to Detention: If a student is late, it is counted as though he or she missed the detention, and it will be referred to the principal/head teacher.
- E. Positive behavior incentive will result in removal of detentions. A detention will be removed for every month in which a detention was not recorded. Students ending a semester with three or fewer detentions are rewarded with permission to leave early the last day at the end of the semester as long as exams and assignments have been completed.

III. Probation

- A. Purpose: Probation is invoked when a student has a serious, recurring problem. It gives the student an opportunity to correct the problem. The student may be placed on Academic, Attitude or Disciplinary Probation. Positions of trust and responsibility will be relinquished for the duration of the probation period. The administrator, parent and student will all agree upon and sign a plan to assist the student in correcting the situation.
- B. Reasons for Probation:
1. Academic Probation: The student's G.P.A. will be used as a standard of academic probation.
 - When a student is admitted with a G.P.A. of 2.0 or below and/or at any point during the year a student's G.P.A. falls to or below 2.0 he/she will be placed on Academic Probation.
 - Insufficient academic progress as determined by principal and Guidance Counselor.
 - Failure of the parents to get professional help for their student.
 2. Attitude:
 - A rebellious spirit, which is unchanged after much effort by the teachers.
 - A continued negative attitude and/or bad influence upon the other students.
 3. Disciplinary: The student's record of detentions and teachers' reports/documentation of classroom behavior will be used as a standard for disciplinary probation.
 - Continued deliberate disobedience.

- Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony.
- Failure of the parents to comply with the disciplinary procedures of the school.

C. Invoking Probation:

1. The faculty will submit, in writing, reasons for the student's probation.
2. The faculty will discuss the student's reasons for probation and determine whether he should be placed on probation by two-thirds vote. Teachers who do not teach the student regularly may abstain from voting. The regular classroom teachers, advisors, and coaches must vote.
3. A conference is held with the parents, the student and the principal to give notification and explanation of the probation.
4. A written letter explaining probation is to be sent to the parents and a copy sent to the ERCS Board President.

D. The Probation Period:

1. Probation will last for six to nine weeks beginning the Monday following the principal's conference with the parents and student.
2. Student activities will be limited and all positions of trust and responsibility must be relinquished for a time set forth by the faculty.
3. Conferences with the principal must be scheduled for the student and parents weekly during the 6-9 weeks probation period

E. Evaluation at the End of the Probationary Period:

1. A student is removed from probation upon a two-thirds vote of satisfactory improvement.
2. If the student fails to get a two-thirds vote, the faculty will recommend to the school board that the student be dismissed or withdrawn from the school.
3. Parents have the opportunity to share relevant information affecting the decision at any point during the procedure. They will be notified at least a week in advance of the end of the probation period that the faculty will be meeting so they can confer with the principal prior to that time if they desire.

F. Re-admission:

A student who has been dismissed or withdrawn may be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the East Richland Christian School Board and the Administrator/Principal.

IV. Suspension

Suspension is used when a student has a serious recurring problem, or the student has exhibited a behavior justifying suspension. The Administrator/Principal, parent and student will all agree upon and sign a plan to assist the student in correcting the situation for readmission to occur.

A. Length of Time Served:

The Administrator/Principal has the discretion to assign the suspension period, which may be one to five (1-5) days. The student will not be allowed on the school grounds nor be permitted to attend any function sponsored by East Richland Christian Schools for any reason during the period of suspension.

B. Actions Justifying Suspension:

- Cheating*
- Dishonesty*
- Disrespect*
- Obscenity*
- Cutting class
- Fighting
- Tobacco possession or use
- Vandalism
- Reckless driving
- Forged parent signature
- Premeditated cheating on a test or paper

* Second or more offense only will result in suspension

C. Most Serious Violations

The most serious violations include, but are not limited to, the following:

- Causing bodily harm

- Insubordination
- Leaving school without permission
- Possessing a weapon in school
- Use of, possession of, or intoxication from drugs or alcohol
- Threats

The most serious violations will be handled as follows: (See also the Zero-Tolerance Conditions and Procedures)

1. Student is suspended indefinitely pending Board decision
2. Board requests withdrawal
3. East Richland Christian School will assist and cooperate with any and all investigations by the police or other appropriate officials.

Any student who witnesses flagrant violations of school rules that will harm either that student or the school are encouraged to report the violations to a teacher, or the school administrator. Such information should be reported out of genuine concern for the individual(s) involved and the welfare of the school. The reporting student's name will not be revealed.

The East Richland Christian School Board reserves the right to expel a student for repeated and/or uncorrected violations. In addition, the Board reserves the right to expel a student for a serious violation of school rules or civil law.

V. Administrator/Principal's Discretion

At the discretion of the Administrator/Principal, continued misconduct may be dealt with at any point during a designated period of detention or suspension in the progression that follows:

1. Warning and/or punishment of the student
2. Stronger punishment and contact with parents
3. Student/principal conference or student/parent/administrator conference
4. Administrator conference; possible suspension
5. Probation by the School Board, in consultation with the administrator and faculty
6. Expulsion by the School Board, in consultation with the administrator and faculty

Behavioral Incentives

In order to encourage positive behavior the following incentive program will be enforced. If a student earns fewer than 3 detentions during each semester, the student will earn an early dismissal at the end of each semester as long as all assignments and exams are completed. The calculations of detentions will start over at the beginning of each semester. If a student earns more than three detentions at the beginning of the semester, the student can have detentions removed according to the removal policy (A detention will be removed for every month in which a detention was not recorded.)

January Conduct Review

In January, teachers will submit names of students who have frequently misbehaved or have consistent unacceptable attitudes. A conference will be held with the student, parents, teacher and principal to discuss the matter. Monitoring or journaling will occur until May. If little or no improvement is seen, the student will be asked to withdraw. Monitoring or journaling will include all positive observations as well as negative. Effort should be made by all authorities to reward and reinforce positive behavior.

Zero-Tolerance Conditions and Procedures

The following offenses will result in immediate recommendation for expulsion. Parents and students will still be given the opportunity for a hearing with the School Board. The decision of the school is final. The Zero-Tolerance policy will be applied to, but not limited to the following offenses:

1. The use or possession of any illegal substance including tobacco, alcohol, snuff, marijuana or other banned chemical substance, or a facsimile thereof at any time, is grounds for immediate suspension or expulsion from East Richland Christian Schools.
2. The possession or distribution of *legal* drugs (i.e. energy products with high concentrations of caffeine, cough drops, aspirin, or other medications, etc.) at school is grounds for immediate suspension or expulsion from East Richland Christian Schools. All legal drugs are to be turned into the school office when students arrive each morning and administered by the school nurse or an appointed trained school employee.
3. The possession of any firearms, weapons, explosive devices or facsimile thereof on school property or at any East Richland Christian School sponsored event is grounds for immediate suspension or expulsion from East Richland Christian High School.
4. Threats, veiled threats or even "joking" about killing or harming another student, teacher or staff member will be dealt with as an extremely serious matter. At this time in our society this is absolutely unacceptable in any setting, especially a Christian school. Please use wisdom and only use edifying words.
5. A student who violates the Sexual Harassment Policy of East Richland Christian Schools will be recommended for expulsion.

6. A student who has been suspended twice in one grading period will be recommended for expulsion.

Policy #4150 Scriptural basis: Proverbs 12:1, Hebrews 12:7-11

****SEE ADDENDUM FOR PANDEMIC POLICY MEDICAL INFORMATION
MEDICAL INFORMATION - Non-Pandemic**

First Aid

The school is equipped to provide first-aid in case of accidents or illness. When students are ill, parents or a guardian will be contacted to come and transport the student home.

Health Guidelines

For the protection of all students, follow these guidelines:

- The student should be fever free, without any fever-reducing medications, and symptom free (nausea, vomiting, etc.) for at least 24 hours *prior* to his/her return to school.
- In cases of specific illnesses like chicken pox, scarlet fever, etc. East Richland Christian School follows the state-directed guidelines. If there is a question, call the school office.
- Please report infectious conditions like lice, scabies, ringworm, etc. to the school nurse via the school office so that appropriate measures can be taken.

Health/Immunization Records

These records, as completed with the student's application packet, will be held confidentially in the student's medical record file.

Medications

The school strongly recommends that medication be given in the home as much as possible. However, when that is not feasible, the following procedures should be followed:

A. Prescription Medication

1. The parent or guardian will complete and sign the prescription medication form and submit it to the school office.
2. Any medication to be dispensed by school personnel during school hours will be delivered directly to the school office.
3. The medication must be brought to school in a container labeled by a pharmacist or physician only, including information requested on the medication form. Unlabeled containers are not acceptable. When the container is empty, it will be returned to the student to take home. Refills must be brought to the office by the parent.
4. A medication log will be kept for any student receiving prescribed or over-the-counter medicine during school hours.

B. Over-the-Counter Medication

1. Students are not permitted to carry nor dispense over-the-counter drugs in the school, on school grounds, or during any school sponsored event.
2. Over-the-counter medication requires only parent and/or guardian permission. If over-the-counter medication is to be given during school hours, the parent or guardian will sign a medication form and submit it to the office.
3. The medication is to be in its original container properly labeled with the student's full name and grade.
4. A medication log will be kept for any student receiving prescribed or over-the-counter medicine during school hours.

The East Richland Christian School Principal will individualize plans for special medical problems. In this case, the parents will meet with the principal or designee to formalize this plan and sign a medical waiver release form. The school will assume no responsibility for liability in association with administration of medications at school.

Student Emergency Health Card

All students must have a current Emergency Health Card on file. These are included as part of the Enrollment Packet which cannot be processed until all paperwork is complete. If your phone number, address or place of employment should change any time during the school year, please notify the school secretary. If during the school year you will be out of town and your student is under someone else's care, the school secretary is to be notified, in writing, of this information.

POLICIES AND PROCEDURES

Admissions, Guidelines for

1. East Richland Christian Schools recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.
2. Parents must be born-again, Bible-believing, Christ-honoring Christians who have declared in writing that they have accepted and continue to acknowledge Jesus Christ as their personal Lord and Savior. NOTE: An exception may be made when only one parent is a born-again believer provided the non-believing spouse agrees in writing not to oppose the Biblical teaching of the school. An additional allowance may be made if an entering 7th-12th grade student only is a born again Christian seeking enrollment and both of the parents are non-believing and agree in writing to not oppose the Biblical teaching of the school.
3. Parents must state in writing that they have read and agree with the Statement of Faith and Statement of Biblical Moral Integrity of the school and both parents agree to have their children educated in accordance with East Richland Christian School policies.
4. The parents must agree in writing that:
 - a. The school has full discretion for the age group or grade placement of the child.
 - b. The school has the full discretion in the discipline of their children within the limits of the discipline policy.
 - c. They will meet all tuition and other financial obligations.
 - d. They will willingly support the school in prayer and lend help as required by the school.
 - e. They have read the Parent Covenant and agree to perform its requirements.
5. All families should be active in church fellowship.
6. Parents must be interviewed by the Admissions Committee or other East Richland Christian School Board members as directed by the President. Both parents will be interviewed except under unusual circumstances.
7. Each new student will be interviewed by the Administrator/Principal and/or the Admissions Committee.
8. Each student will be required to review thoroughly and sign the student covenant as part of the admission procedure.
9. Each student will be required to abide by all rules and policies of East Richland Christian School.
10. If the student is a born again believer and the parents are not, the following steps must be taken before the student will be considered for enrollment:
 - a. The parents will be interviewed in depth by the Administration and Admission chair, and, if needed, the East Richland Christian School Board.
 - b. The student must be active in a church fellowship and have recommendations from the church minister(s).
 - c. The parents must state in writing that they have read the East Richland Christian School Statement of Faith and both parents must agree to have their child educated in accordance with East Richland Christian School policies.
 - d. The parents must abide by all admissions policies.
 - e. A unified vote by the East Richland Christian School Board is necessary for the student to be accepted into East Richland Christian Schools.
11. All school-age children of the family are expected to be enrolled unless an exception, because of special circumstances, is granted by the School Board. The parents must request this exception in writing listing their special circumstances.
12. All prospective students will be given a placement test to determine if the prospective student fits the educational capabilities of the school.
13. Admission to East Richland Christian School requires the student to maintain at least a "C" average (2.0 grade point average based on a 4.0 system) during the recent academic year and grading period. Only under exceptional circumstances will a student whose grade point average is below a "C" be considered for admission. The student will be admitted on academic probation.
14. The East Richland Christian School Board may refuse to admit or enroll a student with severe disciplinary, psychological or learning disability problems upon recommendation of the Administration and the Admissions Committee.
15. Acceptance or rejection of applicants will be made by written notification.
16. All new students are provisionally accepted until all school records are received.
17. East Richland Christian School will provide a program of screening procedures to identify students with vision/hearing/or speech difficulties and a program of health counseling referral and follow-up. Hearing and speech screenings will be held for all new students and for those students who are in grades 7 and 9. Those students who exhibit hearing problems will be referred to a physician. Speech problems uncovered in the screening will be incorporated in the school's speech program. Vision screenings will be held yearly for all incoming new students and for those in grade 7 and 9.

Scriptural Basis: Act 16:33-34

Bullying Policy

BOARD STATEMENT

It is the desire of the East Richland School Board that our school be a place where the climate of the school is one of love and acceptance for all of its students and where the Biblical mandate to treat one another as we want to be treated is the norm. However, we realize that there are times when our students step out of bounds. This policy is intended to cover those situations.

It is the policy of the East Richland Christian School Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.

Scriptural basis: Matthew 7:12, Luke 6:31, John 13:34

DEFINITION

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

“Harassment, intimidation or bullying” also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student/school personnel; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Scriptural basis: I Thessalonians 5:14, Ephesians 4:29, Romans 13:9b-10a

REPORTING PROCEDURES

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including:

- person(s) involved
- number of times and dates and places of the alleged conduct
- the target of suspected harassment, intimidation and/or bullying
- the names of any potential student or staff witnesses
- date and time received by staff member.

Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal for review, investigation, and/or action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel.

Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying including:

- person(s) involved
- number of times and places of the alleged conduct
- the target of the prohibited behavior(s)
- the names of any potential student or staff witness

A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal for review and action in accordance with established policies.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that

- (1) does not disclose the source of the complaint, and
- (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES

1. Teachers and Other Staff

Teachers and other school staff who witness acts of harassment, intimidation or bullying, as defined above, shall address the issue with the involved parties and promptly notify the principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the principal and/or his/her designee of such report(s).

If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the principal or his/her designee.

If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students.

School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.

School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

2. Administrator Responsibilities

A. Investigation

The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete.

Such report shall include:

- findings of fact
- a determination of whether acts of harassment, intimidation or bullying were verified
- when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report.
- Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying.

While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the principal.

Scriptural basis: Ephesians 4:31-32

C. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

D. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences as outlined in the student handbook discipline section. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Scriptural basis: Proverbs 12:1, Proverbs 15:1, 5b, Psalms 73:24

INTERVENTION STRATEGIES

1. Intervention Strategies for Protecting Victims

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition
- Maintain contact with parents and guardians of all involved parties
- Provide counseling for the victim if assessed that it is needed
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed
- Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

REPORTING OBLIGATIONS

1. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

2. Reports to the victim and his/her parent or guardian

If after investigation, acts of harassment, intimidation and bullying against a specific student are verified, the principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

3. Reports to Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. East Richland Christian School must also investigate for the purpose of determining whether there has been a violation of East Richland Christian School Policy or Procedure, even if law enforcement or CPS is also investigating. All East Richland Christian School District personnel must cooperate with investigations by outside agencies.

TRAINING

Orientation sessions for students shall introduce the elements of this policy and procedure.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures and rules, at student orientation sessions and on other appropriate occasions.

Parents will be provided with information about this policy and procedure, as well as information about other East Richland Christian School rules and disciplinary policies. This policy and procedure shall be reproduced in parent/student handbook, and the faculty handbook.

The Athletic Director will be responsible for educating and training all coaches and other volunteers who work with the students in regards to this bullying policy.

School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment/intimidation/bullying.”

Scriptural basis: Matthew 5:9, 2 Timothy 4:2

Child Abuse Report Requirement

The State of Ohio requires East Richland Christian Schools to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well being of their children, the administration is placed between the parents and the state, acting on behalf of the parent and in accordance with state law. It is the school’s policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Dangerous Substances

East Richland Christian Schools is a “Smoke-Free Zone.” East Richland Christian Schools adheres to a strict zero-tolerance policy regarding alcohol, drugs, tobacco and any other illegal substances. Possessing, receiving, selling, being under the influence of or distributing alcohol, drugs, tobacco and any other illegal substance in the school, on school grounds, or at any school sponsored event will result in immediate suspension and possible expulsion pending a hearing before the school board.

The possession or distribution of legal drugs (i.e. energy products with high concentrations of caffeine, cough drops, etc.) at schools is grounds for immediate disciplinary action which could include suspension or expulsion from East Richland Christian Schools. All legal drugs are to be turned into the school office when students arrive each morning and administered by the school nurse or an appointed, trained school employee.

East Richland Christian Schools also adheres to a strict zero-tolerance policy regarding the possession of firearms, weapons and explosive devices. Possessing a weapon, firearm, or explosive device (in the possession of the student, in the student’s locker, or under the student’s control) in the school, on the school grounds, or at any school-sponsored event will result in immediate suspension and possible expulsion pending a hearing before the school board. The police will be notified of any student who either has or is suspected of having a weapon, firearm or explosive device in their possession.

Financial Aid Policy

The Scholarship Committee is composed of the East Richland Christian School Administrator, the East Richland Christian School Board President and the Director of Finance.

East Richland Christian School offers four kinds of financial aid.

1. Upon request, a multi-family discount is available to all qualified families.
2. Financial Aid
3. EdChoice Traditional (dependent upon school district in which you reside)*
4. EdChoice Expansion (needs based through State)*

*If students qualify for EdChoice Traditional or EdChoice Expansion, they are not eligible for other East Richland Christian School assistance.

Financial Aid will be implemented as follows:

1. All donations to this fund will be earmarked into a specific line item and can only be used for tuition.
2. All donations to this fund which are for a specifically named student cannot be considered tax deductible; all others are.
3. Application for financial aid from the scholarship fund can be obtained through the school office and will be held in strict confidence.
4. Financial aid will be based on priorities established for registration. These priorities, in order, are:

- a. Students returning from the previous school year and who are members/regular attendees of East Richland Friends Church.
 - b. New students from families who are members/regular attendees of East Richland Friends Church.
 - c. Students returning from the previous school year from other congregations.
 - d. Students from other congregations.
5. Financial needs will be met through all possible means.

Scriptural Basis – Matthew 18:5 and 19:14 Acts 24:17

Additional Financial Aid Recipient Regulations:

- Parents receiving financial aid are expected to be actively involved in fundraisers and volunteerism that promotes the school.
- Parents must demonstrate on a continuing basis a cooperative attitude toward the school administration and staff, or the remainder of the aid award may be withdrawn from their children upon written notice.
- Parents are expected to try to pay more toward their children’s tuition if their financial situation improves during the year so that additional needy families may be helped.
- If the student withdraws from the school during the year or is expelled, all unused portions of the aid shall be retained by the Financial Aid Fund.
- Financial aid and multi-family discounts are not automatically renewable for a new school year. Families must reapply each school year.

Grievance Procedure–Matthew 18 Principle

The School Board, Administrator, principal, faculty and staff, and parents are all asked to adhere to the Matthew 18 principle of conflict resolution. *“If your brother sins against 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.”* Matthew 18:15-17

Results and Purpose of Matthew 18

1. Gossip and slander will cease.
2. Loyalty within the organization will build security.
3. Christians will edify each other.
4. The world will believe.

The acting out of the Matthew 18 Principle must be done in the spirit of Galatians 6:1 *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you may also be tempted.”*

Whenever people are working closely together there is the potential for problems. According to the Matthew 18 Principle, when a conflict or problem arises, the two parties immediately involved should seek the Lord’s solution to the problem. This meeting should be approached prayerfully and confidentially. Both parties should be seeking God’s leading and be willing to change. Most problems can be resolved in this manner.

However, if this loving attempt to address the issue does not bring resolution, the parties are to seek counsel at the next higher level of authority. The line of authority at East Richland Christian Schools is:

1. Student
2. Parent
3. Teacher
4. Principal
5. Administrator
6. Specific School Board Sub-committee
7. School Board

No levels are to be bypassed. Problems which surface having bypassed one or more levels will be directed back into the system at the proper level. This procedure is followed with the purpose of seeking God’s will and reconciliation. For this policy to be successful, everyone in the school family needs to be committed to upholding the Matthew 18 Grievance Procedure.

Policy #4121 – Scriptural basis: Matthew 18

High School Transcripts – Release of Records

Academic, attendance, and discipline records will be maintained by East Richland Christian Schools on each student and are open to the student’s parents and /or legal guardian. If you desire to see your student’s cumulative folder, schedule an appointment with the school Administrator/Principal. You will be permitted to view them in the presence of school personnel,

however, no pictures of the documents will be permitted. **Records will not be released to the parents;** copies of records will not be transferred to another school unless the said parent or guardian gives specific written authorization. All fees must be paid in full before a student's records will be released.

Any student, parent, or third party desiring student transcripts must have the parent's or guardian's signed, written consent or the individual student's consent if they are of legal age. While enrolled, a student's transcript will be sent free of charge to an institution with a written request accompanied by the appropriate address and/or other necessary information. Upon graduation, East Richland Christian School will provide one of the graduate's transcripts to a designated institution. Additional transcripts are available for a fee of \$5.00 payable to East Richland Christian School before the transcript is sent. All requests must be accompanied with a stamped, self-addressed envelope.

East Richland Christian School will release a transcript only after the student's account is clear. If the account is clear, a transcript of a present or former student will be sent, along with a copy of the student's last quarter grades. If the account is not clear, no transcript or other written details regarding the student's academic record will be released. East Richland Christian School will send a letter to the party desiring the transcripts explaining that there is an open account and records cannot be released.

Lost and Found

The lost and found department is located in the school office. Items found will be placed in this area for the remainder of the grading period. Unclaimed items will be given to charity or to other needy families at the discretion of the Administration.

Lunch Procedures

****Due to Covid 19, a packed lunch is the recommended, safest food option.** A microwave and refrigerator will be available.

Hot lunches may be available through food vendors. Pizza will be ordered on a scheduled day.

Eventually, a monthly menu will be sent home with the student at the beginning of each month with options listed and the cost. If a student arrives late to school, it is the student/parent's responsibility to notify the office that they would like to order lunch. If the student arrives at school after 9:30 a.m. they will be unable to order a hot lunch unless they call and notify the school office by 9:30 that they wish to order a hot lunch.

Student lunch accounts can be pre-paid or paid for through the family's FACTS account. There will be no cash transactions. Students who abuse the privilege of charging may be asked to bring a packed lunch until all charges are cleared.

Parental Involvement

As such, parents have a unique opportunity to determine the quality of education their student(s) receive by participating in the school environment as well as on the committees of the school, which make recommendations to the School Board. Parents are encouraged to share their gifts from the Lord in one (not more than three) area(s) in which they would be willing to volunteer their services. When needs arise, parents will be called upon to share their talents with the school. Our strong recommendation for the benefit of our students, and their education, is for parents to be actively involved in the school and in their children's lives. In order to foster a strong relationship between the home and the school, parents are asked to uphold the pledge as outlined in the Parent Covenant.

The following Parent Covenant is pledged and signed by each parent prior to acceptance:

1. We have read the Parent/Student Handbook. We will abide by it and agree to see that our
2. adheres to it. We have read the Statement of Faith and Statement of Biblical Moral Integrity and will support the school in teaching this doctrine to our child.
3. We grant permission to school authorities to discipline our child with the procedures that are outlined in the Student/Parent Handbook. We further agree to accept the school's judgment in such matters and will cooperate with them.
4. We will pray for the school and its staff and endeavor to support the principles, practices, and educational policies of the school in every way.
5. We agree to attend Parent/Teacher Conferences. We shall willingly contribute at least ten hours of volunteer service for the school and assist in publicizing the school among our friends.
6. We recognize that it is essential that our child have confidence in his/her teachers and school. Therefore, we will do all in our power to see that our child respects and obeys the school staff and rules. We will cooperate in training our child to respect church-school property and will correct any willful damage or defacing of such property by our child.

7. We agree that if our child should become involved in any trouble or we disagree with any policy set by the school, we will in no case complain to any other party, and in a spirit of meekness will register only necessary complaints with the teacher or administrator involved. (Matthew 18:15-17)
8. We agree to have our child in regular attendance in a Sunday school and church. We will strive to provide a consistent example of Godly living in our home life.
9. We agree to uphold and support the high academic standards of East Richland Christian School. We will see that our child reaches school on time with any necessary slips signed and returned. We will provide our child with a place to study and will encourage him/her in the completion of any assignment of homework.
10. We understand that tuition payments may be made in monthly installments from August until May; that any account not paid by the 10th of each month will be assessed a \$5.00 late charge; any payment past due more than 30 days is subject to a \$25.00 late charge, and student may be asked to disenroll. A charge will be implemented for all returned checks. No grade cards or records will be released until all bills are paid.
11. We understand that tuition is owed for the entire school year once the academic year begins and is refundable only in cases where a family is moving away from the area and, as a result, is no longer able to attend East Richland Christian School. Reimbursement will be prorated by the day for those moving away from the area.
12. **(For grades 9-12)** We understand that Jesus came to serve and calls His disciples to serve and love others. Therefore, we will encourage our child to follow Jesus' example by volunteering 60 hours of service per year in accordance with the volunteer service hour program at East Richland Christian High School.
13. I have prayerfully read the Parent Covenant and agree to support this covenant by my actions and attitudes.

Policy #4111 – Scriptural basis: Deuteronomy 6:1-9

Parent Volunteer Hours

In order to operate the school as cost efficiently as possible, we ask parents to volunteer at least 10 hours each school year to help in areas that are best suited for that individual. Parent volunteers are especially needed to help in the school's fundraising efforts which helps to keep tuition costs down.

Safety Drills

Safety drills will be held at regular intervals to insure the safety of our students and to meet the state requirements. Evacuation plans are posted in every classroom and office. Upon hearing the alarm/announcement, students must stop work immediately and listen for instructions. The class will follow the teacher directions to the designated safe area. Teachers will verify that all students under their supervision are present.

School and Student Property

As Christians, we should demonstrate our love and respect for God and His people by treating His and their property with respect and responsibility. East Richland Christian School students are expected to keep their belongings neatly stored in lockers. The school owns the lockers and as such the school has the right to inspect and search the lockers at any time the school personnel deems such an action is warranted. In any case where other students' property is taken, vandalized, or destroyed, it will be considered a major offense and severe disciplinary action will be taken. Vandalism or theft is a criminal offense and may result in prosecution through the legal system.

Search and Seizure Policy

Should probable cause exist, East Richland Christian School reserves the right to request any student to empty the contents of his/her pocket, purse, backpack or the like. In the event that this request is not honored, the student will remain in the school office until his/her parents or legal guardian can be contacted. At this point, refusal to comply with said request will result in disciplinary action.

Sexual Harassment Policy

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

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

East Richland Christian School employee to student sexual harassment is absolutely prohibited. Student to student sexual harassment is absolutely prohibited.

What to do if you experience or observe sexual harassment:

Students who have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials. All complaints will be promptly investigated and documented. Due to the especially sensitive nature of this type of incident, every effort will be made to protect the privacy of the 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 legal authorities as the circumstances warrant.

Unwelcome sexual advances can include a wide range of verbal, visual or physical conduct. Examples of sexual harassment that should be reported may include, but are not limited to, the following situations:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering or making sexual gestures
- Displaying sexually suggestive objects, pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries or degrading words about an individual's body
- Suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements

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

April Woods
Administrator
School Phone (740) 695-2005

Once the school year has begun, another school staff member's phone number will be given to contact in such circumstances.

East Richland Christian School and its employees will not discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Student Withdrawal

Students withdrawing from school, regardless of the reason(s), must complete a student withdrawal form obtained from the office. Teachers affected will collect textbooks and other instructional materials loaned to the student. School records will be released only after the student's account is cleared.

Telephone/Cell Phone Use

East Richland Christian School has a business line that is charged for every call made from their phones, however, all students may use the telephone when necessary without charge, unless this becomes an abusive habit.

All types of portable communication devices are not permitted at school. East Richland Christian School does recognize these devices may be used for emergencies; however, these students must leave these devices in their locker and *turned off* throughout the day. A student can bring his/her phone to the office to make a call with permission. A portable communication device will be taken from a student if found outside of their locker without permission or found turned on in a locker. **First Offense** – *A parent/student conference will be held with the principal. The student must then turn the communication device into the office every morning for one week and pick it up at the end of each day.*

Second Offense – *A parent/student conference will be held with the principal. The student must then turn the communication device into the office every morning for two weeks and pick it up at the end of each day.*

Third Offense – *The Principal/Administrator has the discretion to assign probation or suspension.*

Policy #4525

Terrorist Threats and Actions

The local police department will be notified immediately of any terrorist threat received at East Richland Christian School or at any school-sponsored event. Immediate and appropriate action and/or evacuation procedures will take place. If a student is identified as being responsible for or participating in a terrorist threat or activity, that student's actions will result in immediate suspension and possible expulsion pending a hearing before the school board. In addition, the East Richland Christian School Board and Administrator will cooperate to its fullest extent with any investigation resulting from such a threat. Any information deemed necessary or pertinent to a police investigation will be provided.

Threats of Violence Policy

East Richland Christian School has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately suspend the student. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle. A weapon is anything that poses a threat to fellow students, faculty or staff.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Policy #4155

Tuition/Fees

Tuition is determined on a yearly basis. Contact the school office for tuition rates and resource fee amounts.

1. A sliding scale will be used to govern tuition fees:

Oldest Child	No discount
Second Oldest Child	10% discount
Third Oldest Child	20% discount
Additional Children	75% off for each additional child

(The specified amounts are reviewed yearly.)

2. The multi-student family discount will be awarded in chronological order. Preschool students do not qualify for the multi-family discount.
3. Payment - Check the FACTS Tuition Management Plan
 - a. Tuition may be paid in one lump sum prior to the start of the new school year or may be paid in ten (10) monthly installments; the first is due August 5th and the last is due May 5th.
 - b. Tuition is due on the 5th of each month and is considered late on the 10th. Any late payment is subject to a \$5.00 late charge. Any payment past due more than thirty (30) days is subject to a \$25.00 late charge, and the student(s) will be asked to disenroll if no prior arrangements have been made with the school's financial office or administrator.
 - c. Any student's account that is thirty (30) days overdue could result in that student's dismissal from school. No grade cards or records will be released until all bills are paid.

A resource fee (instructional supply and some book fees) will be reviewed yearly. Resource fees may be paid during the summer months in one or two payments *or* added to total tuition and paid throughout the year. Late enrollments of families with special financial situations may contact the Administrator to make arrangements for payment.

Visitors

All visitors to East Richland Christian School **MUST** report to the school office upon arrival in the building. A visitor's pass will then be issued indicating the purpose of the visit and approximate length of stay at the school.

A student considering enrollment at East Richland Christian School can spend a day at the school upon the request of the parent(s) to the administration. Students from other schools are **NOT** permitted to visit East Richland Christian School during the school day. Any student(s) visiting East Richland Christian School without the Principal's approval will be asked to leave the school. Guests such as: youth pastors, alumni, etc... are asked to limit visitation to lunchtime. Lunches, homework, books, etc. may not be delivered directly to the students. However, these items may be left in the office where the student can pick them up.

****Due to Covid 19, there will be no student visitors permitted.**

****Due to Covid 19, parent visits are discouraged.**

STUDENT LIFE AND CONDUCT

Athletics

- Student athletes must have passing grades in all subjects and an overall G.P.A. of 2.0
- Every student who participates in interscholastic sports at East Richland Christian School is expected to maintain a high standard of conduct. Violations will be dealt with seriously.
- Any student who fails to maintain the school's standards of academic achievement and/or behavior for participation in the athletic program will be declared ineligible.
- A student who is declared academically ineligible may practice but not participate in competitive events.
- Students must attend school for a half day of an event in order to be permitted to participate. Exceptions include school-related trips and /or administratively approved excuses.
- Athletes are required to have an annual physical with a physician's certificate of good health.
- Parental consent is required for participation in an East Richland Christian School athletic program.
- East Richland Christian School student athletes will travel to and from the game or contest with the rest of the team in a caravan UNLESS parents notify the coach otherwise.
- Students wishing to participate in interscholastic athletics must agree to abide by the specific policies set forth in the Athletic Constitution.
- Calamity Days – If school is cancelled due to a calamity (bad weather, etc...), a decision will be made by 12 noon of that day whether any already scheduled athletic events will be played that day. The Athletic Director and Administrator will make this decision. It will be the responsibility of the Athletic Director and coaches to contact team members of the decision made.

Since East Richland Christian School is a fully approved member of the Ohio High School Athletic Association (OHSAA), the school agrees to abide by all of the governing policies and procedures.

Athletic Uniforms and Equipment

All school-owned uniforms and equipment will be returned to the coaches within ten days of the end of the season. The coaches will then return them to the Athletic Director or school office. If items are not returned at the end of the ten days, a fee equaling the costs of the items not returned will be charged to the student's account. All grades and records will be held until fines are paid.

Backpacks

Students may use their backpacks for **bringing books to school and taking books home**. During the day, the students will be asked to keep their backpacks in their assigned locker, except for special circumstances with the Principal's prior approval. Students have scheduled time during the school day to go to their lockers to get the needed books and supplies for their classes.

****Due to Covid 19, some adjustments may need to be made to facilitate class changes.**

Class Trips

Various classes take trips to interesting and educational places as a vital part of the instructional program. Parents will be notified in advance of such trips. Parental consent forms must be signed and returned to the school before the student will be allowed to attend a class trip. The school's first choice of transportation for class trips is to secure a school bus. As needed, parents may be asked to chaperone or help provide transportation on class trips.

****Due to Covid 19, there will be no class trips unless safety conditions improve.**

Dress Code

In order to maintain an atmosphere most conducive to high Christian academic and spiritual training, the following rules for clothing and appearance have been formulated. This dress code is standardized so that competition between students is minimized and internal values are maximized. It is the parent's responsibility to see that their student(s) come to school in proper attire. Teachers should not have to correct your student concerning the dress code. If there is a question about the dress code, call the office before purchasing the item in question. Parents will be called to bring in proper attire if a student comes to school improperly dressed.

The following dress code and official dress uniform requirements will be reviewed and signed by each student, their parents and the administrator to signify the unity and commitment to upholding these standards for appearance. Consistent failure to follow these standards for clothing and appearance will result in disciplinary action.

SHIRT:

- Boys/Girls: Plain – Button front, polo (long or short sleeve), or turtleneck. **Solid colors**: white, hunter green, navy blue, red, baby blue, purple, yellow, pastel pink, light gray, maroon, light brown, or orange. Must have collar and buttons (except for turtlenecks)
 - Layers are permitted under the polo, however, no print or design should show through the polo shirt. Only the approved colors of polo shirts are permitted in the under layers. The polo must be long enough not to expose the waistline. Girl’s polo shirts are to be buttoned above any cleavage. Polo may contain a small emblem, but should follow Christian-life guidelines and be God-honoring. (no larger than 2”).

TROUSERS:

- Boys: Solid color: navy blue, tan, black, or gray dress pants or khaki’s only.
- Girls: Trousers or Capri pants: (Calf length, no tight or tattered pants.) Solid color: navy blue, tan, black, or gray.
- Boys/Girls: **NO jeans, bell bottoms or corduroys pants. NO labels.**

SKIRTS:

- Girls: Solid color: navy blue, tan, black or gray. **NO jeans or corduroys.** Skirt length must be below the knee; slits in the skirt must not go above the knee.

SOCKS:

- Boys: Must be worn: navy blue, tan, black, or white.
- Girls: Socks or hose must be worn: navy blue, tan, black, or white. **NO designs.** Socks need not be worn with open heels/toes in August, September, October, April, May and June.

SHOES:

- Boys/Girls: Conservative style and color – must have enclosed heel and toe November through March. Open heels and toe may be worn in August, September, October, April, May and June . **NO work boots, flip flops, crocs, or shoes of similar styles that do not meet the approval of the principal/administrator.**

SWEATERS:

- Boys/Girls: Conservative style, solid color – white, hunter green, navy blue, red, baby blue, purple, yellow, pastel pink, and light gray **NO LOGO.**

SWEATSHIRTS & HOODIES:

- Boys/Girls: East Richland Christian High School sweatshirts and East Richland Christian High School zip up front hoodies **ONLY!! NO PULL-OVER HOODIES!**

PHYSICAL EDUCATION:

- Boys/Girls:
 - Shirt: East Richland Christian School t-shirt
 - Shoes: Athletic or gym shoes
 - Shorts: Standard, to the knee, basketball-type shorts; no tear-away shorts
 - Socks: Athletic socks

OFFICIAL FUNCTIONS (on & off campus)

- Boys:
 - Dress pants – tan
 - Shirt – white Oxford/dress shirt
 - Tie – conservative design/color
 - Blazer/Cardigan – solid, navy blue
 - Socks – tan, navy blue or black
 - Shoes – dress shoes
- Girls:
 - Dress skirt – tan, below-knee length (any slit in skirt must not go above the knee)
 - Shirt – white Oxford dress blouse
 - Cardigan/Blazer –solid, navy blue
 - Hose – conservative style/color (no design)
 - Socks – knee highs, navy blue, tan, or white
 - Shoes – dress shoes

ADDITIONAL DRESS CODE STANDARDS:

- Boys/Girls:
 - Shoes polished & in good repair
 - Pants are not torn
 - Outerwear properly stored
 - Long, knee-length dress shorts may be worn August, September, October, March, April, May & June. Solid colors: navy blue, tan, black, or gray
 - Modesty must prevail at all times

- Hair color must be naturally occurring
- At no time should any midriff area be visible while standing, sitting, or bending.
- Boys:
 - clean shaven
 - socks are to be worn
 - no hats worn during the school day
 - conservative-style haircut
 - hair length should not be over the collar and no longer than the bottom of the ears
 - sideburns no longer than lower ear opening
 - conservative mustache, not below the corners of the mouth, straight across the lip, no “handlebars”
- Girls:
 - Allow growing room in choosing skirts
 - Jewelry to be minimized
 - Make up: limited but not obvious
 - Hair must not be in your eyes
 - Hair color or hair attachments must be naturally occurring colors

***Conservative-style jewelry must be worn in ear piercing. **NO GAUGES ALLOWED.** All other piercing is not permitted.

These dress code expectations have been explained and reviewed with me. As a student of East Richland Christian School, I agree to abide by these clearly stated dress code standards. I understand that if I do not follow these dress code standards, disciplinary actions will be taken.

Policy #4130 – Scriptural basis: I Timothy 2:9-10, Proverbs 12:1

Student’s Name Date

Parent’s Name Date

rev. 08/2020

Dress Down Days

East Richland Christian School will occasionally designate certain days as student dress down days. Students and parents are notified ahead of time. Students are allowed to wear street clothes (jeans & t-shirts are preferred) to school provided they are modest and not offensive in any way. During shorts season, only, shorts must be to the knee. No short-shorts are permitted. At no time should any midriff area be visible while standing, sitting, or bending. Skin tight leggings or pants are not acceptable. **NO PULLOVER HOODIES PERMITTED.**

Extra-Curricular Activities

East Richland Christian School is developing extra-curricular activities that meet the interests and talents of its students. Some current activities available are competitive athletic programs, choir, band, District and State Science Fair and yearbook. ACSI also provides a forum for student development in several other extra-curricular areas as well, such as speech competition, creative writing and math olympics. As there is interest, involvement in additional ACSI competitions will also be pursued.

General Expectations

If you have met Jesus and are part of the exciting life of a Christian, you find real joy in submitting to Christ’s control (Matthew 11:28-30). The administration of East Richland Christian School has sought to set guidelines for Christian young people that are in keeping with His word. When you become a part of East Richland Christian School, you are under its rules both in and out of school.

If a problem arises, the students and parents are consulted. A continuing problem is dealt with as the school sees necessary. Excessive problems with attitude, conduct and opposing basic school principles will result in expulsion. We feel that being a part of East Richland Christian School is a privilege. We hope that you will have no problems and that your stay with us will be fulfilling in every way.

In order to maintain a proper educational atmosphere and a consistently high level of Christian witness, students of East Richland Christian School must agree to strive toward unquestionable character in dress, conduct, and attitude. Students are expected to abstain from promoting or engaging in cheating, swearing, fighting, smoking, gambling, drinking alcoholic beverages and using narcotics. Students who participate in such activities are subject to suspension and/or dismissal. Students are expected to act in an orderly and respectful manner, maintaining high Christian standards of courtesy, kindness, language, morality and honesty. Further, questionable participation in inappropriate forms of music, dancing and leisure activities should be avoided. Students are required to sign a covenant agreeing to behave in accordance with this policy.

Lockers

Lockers will be assigned to students annually. Students are therefore asked to make certain that nothing in their locker is worldly, or offensive to God. They are to glorify God. Use of magnets to decorate inside of lockers is permitted, however, no marking, drawing or stickers of any kind should be applied to the inside or outside of the lockers. Lockers are to be kept neat and clean. At the end of the school year, students are responsible for restoring their lockers to their original state. Students are financially responsible for any damage to their lockers. These lockers are the property of East Richland Christian School and as such the school reserves the right to inspect the contents of these lockers at any time.

Student Behavior Code

1. Students are to speak truth at all times. Be careful not to exaggerate (John 8:44)
2. Students are to treat each teacher with respect. You are expected to quickly obey. You are not permitted to argue with teachers. (Timothy 5:17; Titus 3:1; Hebrews 13:7, 17; I Peter 5:5 –6)
3. Students are to speak with kindness and respect to teachers, parents, aides, staff and any adult that they meet in the school. (Matthew 12:34 –36; John 15:12)
4. Students are to treat each other with respect. They are to be “kind to one another, forgiving one another...” They are expected to encourage and edify one another. (Ephesians 4:25 –32)
5. Students are expected to abstain from promoting or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages and using narcotics.
6. Students are to treat all school property with respect and also respect the property of others. Fighting and arguing will not be tolerated and will lead to corrective action. (Genesis 4:5–9; Proverbs 16:32; 19:11; Ephesians 4:32)
7. Students are to have a positive attitude about homework, tests or tasks they are required to do. No copying or cheating in any form on tests or homework will be tolerated. (Ephesians 4:29–31; Philippians 2:14–15)
8. Students are expected to be quiet in the halls, bathrooms and waiting for buses. Students are to walk in the halls and are to obey all safety rules while on school grounds.
9. Students are expected to check with teachers in regards to make-up work when absent from school.
10. Students are to take all forms of school communications home to parents.
11. Students are not permitted to chew gum in school.
12. Students are not permitted to bring the following items to school; tape recorders, beepers, CD players, CD’s, radios, tapes, playing cards, electronic toys or pornographic material. In certain circumstances permission may be given for tape recorders. Cell phones are permitted, but must stay in lockers turned off.
13. Students staying after school for an activity must be supervised.
14. Students who represent the school in extra-curricular activities are required to maintain an overall “C” average or better. However, a failing grade in any class will be reported to the Athletic Director and the student will not be permitted to participate in games until the grade is passing.
15. Students are not permitted to bring any firearm or weapon to school. East Richland Christian School adheres to a zero-tolerance policy regarding the possession of these items. The police will be notified of any student who has a weapon, firearm or explosive device in their possession.

Student Government (Junior/Senior High Student Council)

The student governmental organization will consist of a Student Council for grades 7- 12. The Student Council acts as an advisory body, bringing student concerns and recommendations to the faculty and administration. They also provide leadership for community service projects, class trips and other student activities.

The Student Council will be made up of class representatives and officers. Each class in grades 7-12 will elect two class representatives to its Student Council. Students seeking a position of leadership and responsibility among the student body are encouraged to run for a Student Council office. Officers must maintain a 2.0 grade point average and must show evidence of Christian leadership. Nominations are taken in September with elections being held in late September. A nominations committee will be appointed to select the candidates for the ballot under the direction of the Principal. Officers will serve on their respective Student Council for the remainder of the school year unless they become academically ineligible or are on disciplinary probation.

TRANSPORTATION

Bus Discipline Policy

When a student misbehaves on the school bus, a **Bus Conduct Report** is filled out by the bus driver and given to the administrator/principal of that student's school for appropriate disciplinary action. A copy of the report will be provided to the parent(s). In accordance with East Richland Christian School policy, the first offense will result in the student receiving a verbal warning and explanation as to the possible repercussions of a second offense. The second offense will result in the student losing his/her bus riding privileges for a week. The third offense may result in permanent loss of bus riding privileges for the remainder of the year. In the event your student is suspended from riding the bus, it becomes the parent's responsibility to transport the student to and from school.

Bus Transportation Procedure

In order to eliminate any misunderstandings about school transportation, follow these listed procedures:

- The parent is responsible for requesting bus transportation. This is done by contacting the public school district in which your student resides.
- You should submit a letter in writing to the public school district in which you live with the following information provided:
 - Name of each student riding the bus
 - Birth date of each student riding the bus
 - District of residence
 - Private school they will be attending
 - Grade level of each student riding the bus
 - The exact address of student's residence
 - Phone number (home & work) of responsible parent/guardian of student riding the bus

General Comments

Transportation to and from school and school functions is a parental responsibility. East Richland Christian School will work with parents and the public school systems in which they live to provide the most efficient, practical means of transporting East Richland Christian School students to and from school. Parents are asked to contact the public school district bus garage, in which they reside, if they would like to utilize the public school bus transportation for their student.

General Transportation Rules

Whether a student is carpooling, riding a bus provided by a local school district, or some other means of transportation their behavior should reflect the character of Christ so that others may witness their Godly behavior. If a student's behavior is offensive to the driver of the vehicle they are in, the driver will complete a Transportation Discipline Report Form. This will be given to the East Richland Christian School Principal/Head Teacher and a copy will be sent to their parents. After the third report, the student will need to find another means of transportation to school.

1. Students are to be obedient and respectful of the driver of the vehicle.
2. Students are to remain seated and facing the front at all times.
3. Conversation between passengers must be kept at a low pitch.
4. Students are to sit in assigned seats if requested by the driver.
5. No food, gum chewing, loud talking, commotion, or throwing objects are permitted at any time.
6. Windows will be operated only at the direction of the driver. Students are not permitted to put their hands or heads outside a window.
7. Students must not litter.

Student Driving Privileges

1. Driving to school and parking in the school parking lot is a privilege.
2. The student wishing to drive his/her car to school must complete a Student Driving Form signed by the student, parent/guardian, and East Richland Christian School Administrative Personnel.
3. One \$20 East Richland Christian School Parking Pass per student will be provided for the school year. This pass must be on the rear view mirror to be clearly seen by school officials. This fee will be refunded at the end of the year, provided no driving infractions have occurred during the school year. This fee will be carried to the next year and returned at the end of their senior year. A \$5 fee will be charged for lost, or passes not returned at the end of the school year.
4. An unauthorized vehicle, those without proper identification in the student parking lot, may be towed at the owner's expense.
5. A student is not permitted to return to his/her vehicle once the school day has begun, without prior permission.
6. Students will not be allowed to leave school early to drive themselves to a doctor's appointment and then

- return to school. A parent must pick up the student and return them to school. Please bring in a note explaining the reason and time for leaving to the school office.
7. Loitering in the parking lot before or after school is not permitted.
 8. Disciplinary action will be taken if these rules are not followed.
 9. Permission to drive a vehicle on the East Richland Christian School campus will be suspended for a period of time or revoked at the discretion of the principal/administrator or designee should the student:
 - A. Be reported driving in a reckless or irresponsible manner on the school campus or endangering lives while driving to or from school.
 - B. Be found using or occupying the vehicle during school hours without permission.
 - C. Accumulate an excessive number of unexcused tardies to school during a grading period.
 10. Infractions of East Richland Christian School student driving standards will be considered before issuing a new Student Parking Pass.

For each infraction, \$5 will be taken away from the \$20 refund at the end of the year. When the \$20 deposit is depleted; the student will lose the privilege of driving to school.

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**\*\*Note: In this Handbook document the word Principal will also apply to Administrative Personnel or Head Teacher.**

**ADDENDUM**

**Pandemic Policy**

East Richland Christian Schools Restart Guidance

**Approved July 27, 2020**

**Introduction**

It is the desire of East Richland Christian schools to reopen and restart the 2020/2021 school year by continuing to keep the Lord at the Center of all that we do (I Cor. 10:31 "... whatever you do, do all for the glory of God"). With this in mind, we also had to look at regulations & recommendations coming from the Governor of the state of Ohio, the Ohio Department of Education, the Ohio Department of Health, and the Belmont County Health Department. (Rom 13:1 "Let everyone be subject to the governing authorities.... The authorities that exist have been established by God.")

To this end, the school formed a Task Force consisting of medical professionals, teachers, administration, school board members, church administration, church children's director, building & ground board member, technology coordinator and parents. Over the past two months this group gathered information consisting of research, recommendations and best practices for the restart of school during a pandemic. [The American Academy of Pediatrics](#) (AAP) issued guidance and research reinforcing the importance of reopening schools that has been very helpful in forming our Pandemic Policy.

**Communication**

We recognize the fact that state regulations and guidelines are fluid and are subject to change. These changes may require alterations to the East Richland Christian School Pandemic Policy. Every effort will be made to keep staff, parents and students informed. The school will communicate through newsletters, emails, Facebook, phone, and One Call.

## **Health and Safety**

### **Assessment of Wellness & Symptoms at Home**

We encourage all families in the following health and wellness basics:

- Have a medical home, meaning an established relationship with a primary care provider such as a Pediatrician for the children or a Family Medicine provider for the whole family. In complicated medical times, like the Covid 19 Pandemic, it is a benefit to have continuity of care when the family has a primary care provider caring for the family.
- Parents are encouraged to continue with regular Well Child Visits and routine immunizations. It is recommended that they consider getting the annual influenza vaccine, if at all possible, as all the “regular germs” will still be around during the school year.
- Parents need to have a working thermometer available at home. They should be quick to check their child’s temperature if they appear to be ill. The definition of fever we are following is 100 degrees F or above, as outlined in Ohio’s plan to restart schools. Any child with a temperature of 100 degrees F or above should stay home from school, or if they develop a fever during the school day, they will be sent home.
- Besides a fever or chills other symptoms may include cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

### **Assessment of Wellness & Symptoms at School**

The Ohio Department of Health recommends that schools should, as much as possible, prohibit visitors from entering school buildings. Temperature checks and symptom checks will be required for all visitors. In cases where schools and districts have partnerships with community organizations, health care providers, local government agencies that provide additional educational and wraparound services to students, the staff of such partners will be allowed into the buildings following the same precautions as school personnel.

Temperatures will be taken as staff, students and volunteers arrive for the school day and halfway through the school day. Students with temperatures over 100 degrees F will be given a mask and separated from other students and staff. Anyone with a fever over 100 degrees F will be asked to return home. Parents please check your children’s temperature before you arrive at school to help prevent them from being sent home upon arrival. Temperatures over 100 degree F will be recorded.

The school will have two separate locations for students with medical issues. One area for basic first aid and initial assessment and a separate room for isolation of persons with suspected Covid19 symptoms.

**Isolating Students Showing Symptoms of COVID-19 at School:** The Ohio Department of Health has stated that any student exhibiting symptoms while physically attending school should be placed in a separate room, away from other students, and be monitored by school personnel maintaining physical distancing and wearing personal protective equipment. Students and staff exhibiting symptoms will go home as soon as possible.

### **Returning to School**

As requirements for returning to school may change, guidelines from the Belmont County Health Department and the Ohio Department of Health will be monitored for any updates. Students and staff who have experienced symptoms, been exposed to, or have tested positive to Covid19 need to notify the school office. The school will inform the student and parent of the required guidelines for returning to school. (The school nurse will have the updated requirements and will keep school staff and parents informed of the updated requirements.)

### **Hand Washing**

Hand washing should be practiced frequently. Students, staff, and volunteers should wash hands often and for at least 20 seconds when hands are dirty, upon entering and leaving the building, before and after

eating, after using the restroom and when returning from being outdoors. Effort should be made to avoid touching eyes, nose, and mouth since the virus enters the body through these membranes. Hand sanitizers with at least 60% ethyl alcohol will be provided to supplement hand washing, however it is not intended to take the place of hand washing.

### **Cleaning and sanitizing**

Facilities will be cleaned and sanitized daily to limit the spread on shared surfaces. Close attention will be given to high touch areas and shared materials. When possible, an effort will be made to minimize the sharing of supplies and materials.

The school, in conjunction with the Church, will follow the guidelines by the Belmont County Health Department when evaluating the air filtration systems of the buildings.

### **Social Distancing**

- **Pre-Kindergarten (Pre-K)**

In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Reducing classmate interactions/play in Pre-k aged children may not provide substantial COVID-19 risk reduction. Therefore, Pre-K will focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, spending time outdoors when possible, and limiting unnecessary visitors into the classroom.

Another strategy is to limit class size. East Richland Christian Schools will keep a 1:9 teacher:student ratio in preschool following [Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules > 5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care.](#)

- **Elementary**

Based on the recommendations by American Academy of Pediatrics, desks will be placed 3 to 6 feet apart as feasible (if this reduces the amount of time children are present in school, harm may outweigh potential benefits). Cohort classes to minimize crossover among children and adults within the school when feasible. Utilize outdoor spaces when possible. Reducing classmate interactions/play in elementary school-aged children may not provide enough COVID-19 risk reduction to justify potential harms.

- **Middle School and High School**

There is likely a greater impact of physical distancing on risk reduction of COVID in secondary schools than early childhood or elementary education. There are also different barriers to successful implementation of many of these measures in older age groups, as the structure of school is usually based on students changing classrooms.

Physical distancing risk mitigation strategies to be practiced as feasible:

1. Universal face coverings in middle and high schools when not able to maintain a 6-foot distance (students and adults).
2. Particular avoidance of close physical proximity in cases of increased exhalation (singing, exercise); when possible these activities will be conducted outdoors or in larger rooms where safe distancing space is available.
3. Desks will be placed 3 to 6 feet apart as feasible.
4. Teachers will rotate instead of students as scheduling permits.
5. Utilize outdoor spaces when possible.
6. Teachers should maintain 6 feet from students when possible and if not disruptive to the educational process.

### **Face Coverings**

- **Students** - Students are expected to provide their own face coverings. Wearing face coverings is especially important during times of elevated community spread, particularly when social distancing is not possible.

- Students in pre-K are not required to wear face masks at any time during the school day.
  - Unless exempt, it is **required** that students in grades K through 12 wear masks when outside of their classroom and where social distancing is not possible.
  - Realizing that masks are now required to be a part of the school day, students and staff will be permitted to have some fun with print choices for their mask. Students do have some flexibility in the type, style, and color of their face masks. While sport team logos and designs are permitted, including the school's mascot and logo, no other written words or slogans will be allowed. Patterns and designs are to be subdued and unobtrusive with no additional accessories added. Should a mask be deemed a distraction, students will be asked to remove their mask and given a disposable one for the day.
- **Visitors**  
As with other businesses, volunteers and visitors (including parents) must wear face coverings unless it is unsafe to do so or where doing so would significantly interfere with the learning process.
  - **Face Covering Exceptions include:**
    1. Facial coverings in the school setting are prohibited by law or regulation.
    2. Facial coverings are in violation of documented industry standards
    3. Facial coverings are not advisable for health reasons
    4. Facial coverings are in violation of the school's documented safety policy
    5. Facial coverings are not required when the staff works alone in an assigned work area
    6. There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

The school must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

- **Training**  
Students, parents, and staff will be taught how to properly wear (cover nose and mouth) a cloth face covering to maintain hand hygiene including how to remove safely for meals and physical activity. Instruction will also be provided as to proper maintenance (regular washing) or replacing, as necessary.
- **Face Shields**  
Plain, undecorated face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process or should an individual be unable to wear a face mask. These shields must be the headband style, only. (Following established East Richland Christian School policy regarding no hats in school, cap or hat style shields are not permitted.) Some situations where face shields would be useful include:
  - When interacting with students, such as those with disabilities, where communication could be impacted
  - When interacting with English-language learners or when teaching a foreign language.
  - Settings where cloth masks might present a safety hazard (i.e. science labs)
  - For individuals who have difficulty wearing a cloth face covering

## **Educational Options**

### **Face-to-Face**

It is recognized that the optimum learning experience is face-to-face. It is our desire whenever possible to have site based or school-based learning and to continue to conduct school in our physical facilities five days a week. This involves traditional classroom instruction/learning Monday through Friday while we continually monitor state guidelines for implementation of health and safety measures. In the event that everyday face-to-face learning is not a healthy choice then remote or blended learning will be considered as alternatives to site-based learning.

### **Remote and Online Learning**

- Communication, assessment and accountability are three important aspects in education, but are especially crucial in any type of remote learning. The school is working in all three areas to improve the quality of online learning for our students.
- To facilitate remote learning opportunities, iPads and other equipment will be loaned to students for use at home. The school will work with students and staff to problem solve access issues to the internet to the best of our ability.
- East Richland Christian Schools will utilize various methods to maximize the learning experience for the student. Teacher led instructional methods can be, but not be limited to, the following:
  - Online ERCS teacher instructional video
  - Online teacher instruction from the classroom through Zoom/Smartboards
  - Online learning tools
  - Online lessons to work on at home
  - Offline lessons and supplemental materials

**Alternative Options**

We realize that during a pandemic event that some students may not want to be full time face-to-face in the classroom. Those students have the option to participate in:

- Our current part-time ERCS Primary Homeschool Program
- Our current Academic Homeschool Program
- Explore the possibility of enrolling full-time into a remote learning experience with ERCS.