



EDEN GROVE ACADEMY

“Let There Be Light”

2011–2012 Parent/Student Handbook

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Introduction Section

Letter from the Administration



**EDEN
GROVE
ACADEMY**

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August 8, 2011

Dear Eden Grove Academy Parents:

We would like to welcome you to the 2011-2012 school year. The faculty, staff, and administrators have been praying and planning for a wonderful and fruitful academic year. Would you please join us in bringing the school and your student before the throne of God? Without His divine intervention, we labor in vain.

We are thrilled that you have chosen to send your student to EGA! All of us at EGA are committed to working with you to create the best possible learning environment for your child so that this will be a year of spiritual and academic growth. We are here to serve you and your family and we encourage you to develop a strong relationship with your child's teacher and administrators.

The Parent/Student handbook has been provided to inform you of policies and procedures we have in place to use at school. It is important that you read it carefully and make your child aware of all relevant portions. Please let us know if you have any suggestions or comments to help us grow.

May your year be filled with His presence!

In Christ,

Chad Harville, Sr.

Chad Harville, Sr.
Principal

School Leadership Roster

Pillar of Fire Leadership Team

Rev. Larry Dinkins, Sr. (Presiding Elder –Pillar of Fire)
Rev. Hunter Barnes (Senior Pastor - Pillar Community Chapel)
Rev. John Archer (Property Manager – Pillar of Fire)
Chad Harville (Principal and Administrator – Eden Grove Academy)
Art Garza (General Manager – WAKW/STAR 93.3)
Christopher Stanko (Director of Operations – Pillar of Fire)

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Music: Mrs. JoAnn Weissman

Support Staff

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Educational Assistant: Ms. Qiana Walker
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Educational Assistant: Mrs. Bridgette Williams
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Educational Assistant:

Identification Section

Mission Statement

Eden Grove Academy is a Christ-centered school that exists to facilitate transformational learning and the development of a Christian worldview by serving diverse students through academics, character development, athletics, and the arts.

Philosophy of Education

Our academic philosophy is based upon the following principles:

1. All content will be taught from a Biblical perspective with the purpose of developing a Christian worldview.
2. The classroom is first of all Christ-centered, secondly student-centered, and thirdly teacher-centered; the teacher must discover how each student learns best based on how God has uniquely designed them.
3. Learning is not based solely on a published curriculum but through an interaction of teacher, student, parent, and curriculum guidelines.
4. All children want to learn and are capable of learning. With the support of the home, it is the teacher's role to facilitate the learning process for each child.
5. Learning should extend beyond the academic subjects into community service in and out of the classroom giving children an opportunity to learn how to serve the world around them through the love of Jesus Christ.

Doctrinal Statement

Our doctrinal position:

1. We believe the Bible is the inspired and infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that the regeneration by the Holy Spirit is essential for the salvation of lost and sinful people; that we are justified on the single ground of faith in the shed blood of Jesus Christ.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the spiritual unity of believers in Jesus Christ.

School History

Eden Grove Academy was established in 1921 by the Pillar of Fire. The school began as a boarding school and developed into an interdenominational school for grades Pre-K thru 8th. Eden Grove

Academy is a member of the Association of Christian Schools International and has a state charter from the state of Ohio.

School Affiliation

Eden Grove Academy is owned and operated by Pillar of Fire. The Pillar of Fire is an evangelical Christian organization that emphasizes personal faith in Jesus Christ and the sanctifying work of the Holy Spirit that results in lives devoted to Christian purity and service. The name for the organization is based in the biblical account of God leading his people with a pillar of cloud during the day and a pillar of fire by night (Exodus 13:21-22). We believe that God continues to lead His people through all life's circumstances.

The Pillar of Fire is headquartered in Zarephath, New Jersey. It has six congregations in the United States, four Christian schools, an accredited Christian college, three radio stations, and missions/partner ministries overseas in India, Malawi, Liberia, Nigeria, and Costa Rica.

Official School Colors, Motto, Mascot

The official school colors of the Academy are red and white.

The official motto is *Sit Lux*, which means "Let there be light."

The official mascot is the eagle.

Non-discrimination Statement

Eden Grove Academy is open to anyone interested in securing a Christian education, from Pre-kindergarten through eighth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by EGA rules. It must always be understood that attendance at EGA is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend EGA and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Eden Grove Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. EGA reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with EGA administration and to abide by its policies.

Procedures Section

Admissions

Attendance at EGA is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school. When a child enrolls at EGA, a place is reserved for the entire school year. We ask parents to make every effort to complete each semester before making changes in their child's school or community. When a change during the school year is unavoidable,

tuition charges will be prorated on a monthly basis. Report cards and transcripts are released to students, parents, or other schools only when the student's account is current.

Enrollment Procedures

Parents may register students in the office any day, Monday through Friday. Registration is not finalized until the following items have been completed and/or received:

1. Enrollment Form & Registration Fee
2. Copy of student's Birth Certificate
3. Student Medical Release/Emergency Contacts Form
4. Foundational Beliefs Agreement
5. Financial Agreement
6. Medical Exam Form
7. Dental Examination Report
8. Custody papers if applicable
9. Parent/Guardian Interview
10. Academic and Health Records from previous schools
11. Evidence of positive behavior, attitude, socialization, academics
12. Admissions Screening completed by the Principal

Re-enrollment Procedures

Re-enrolling students must comply with all requirements for enrollment. Attendance at EGA is a privilege. The school reserves the right to refuse re-enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year and the student has positive behavior and academic progress.

Withdrawals and Dismissals

If parents wish to withdraw their child, they should formally do so through the school office. This will provide an official day of withdrawal so that the remainder of tuition owed can be determined. If a student attends school any days during a particular month, full tuition during that month is due. All fees, including registration fees are non-refundable.

Student Information

Please keep the office informed so that your son or daughter's records may be accurate as to change of address, telephone numbers, place of employment of mother and father, the current phone number, name and address of the person to be called in case of an emergency. Any and all changes of addresses that affect your student should be made with the administrative office before the day the change is to be effective.

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Academic Probation and Dismissal

Students who have the ability, but are not maintaining current grade level standards may be placed on academic probation by the administration. Any student who falls below a 1.5 GPA on their report card or midterm will be considered for academic probation. Parents will be notified and the administration will review each case on a continuing basis. The administration, teacher, parents, and student will work cooperatively to develop an academic intervention plan that includes a timetable to address the academic concerns.

If at the conclusion of the academic intervention plan the administration does not see adequate progress and is unable to provide additional assistance to the student, the school reserves the right to dismiss the student at the end of the current semester.

Activity Eligibility

All students must pass 75% or more of their classes the previous quarter and maintain a minimum 1.75 GPA in order to participate in a sport or extra-curricular activity.

Definitions:

Extra-Curricular Activities – Any sports team or other activity, for which the students must tryout, be elected, or appointed.

Participation – Practicing, playing, traveling with the group, attending meetings or any active performance of duties associated with the activity.

Conferences

Parents are encouraged to contact teachers for discussion of any aspect of the child's school life. Conferences can be arranged with the teacher by calling the school office. There is no substitute for the information the parent can give the teacher regarding the child's previous school experience, his/her work-study habits, and how he/she feels about school and schoolwork. Parents are requested to observe the following guidelines when scheduling conferences:

1. Call the office with your request.
2. Allow time for the teacher to be consulted as to the best time for a conference.

NOTE: Regularly scheduled Parent-teacher conferences are held twice a year.
(See school calendar.)

Grading Scale

In order to maintain consistency in academically evaluating all students' proficiency levels, the following scale had been adopted and will be used on exams, tests, quizzes and other measuring devices where the teacher informs the students, parents, and administration:

<u>Grade</u>	<u>%</u>	<u>GPA</u>	
A+	98-100	4.0	
A	95-97	4.0	
A-	90-94	4.0	E - Excellent
B+	88-89	3.0	G - Good
B	85-87	3.0	S - Satisfactory
B-	80-84	3.0	L - Low
C+	78-79	2.0	U - Unsatisfactory
C	75-77	2.0	
C-	70-74	2.0	
D+	68-69	1.0	
D	65-67	1.0	
D-	60-64	1.0	
F	<60	0.0	

Report Cards and Progress Reports

Report Cards will be issued at the conclusion of each grading period. All financial obligations must be current to receive any report cards during the year. At the end of the school year all financial obligations must be paid in full to receive any test reports (SAT) or grades. Parents should feel free to request a conference at anytime.

Mid-term Progress Reports will be sent home midway through each nine-week period to parents. These reports will reflect the students' academic progress as well as their attitudes and behavioral patterns. The progress report should be signed and returned to the respective teacher. It is the responsibility of each student to take these reports home to their parents. Likewise, parents are advised to keep abreast of the release dates in the school publications.

Curriculum

EGA primarily uses the *A Beka Book* curriculum. The *A Beka Book* curriculum takes a Christian and traditional approach to education and is designed to keep learning lively, interesting, and memorable.

Homework

Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher is homework. The role of homework as a link between home and school is a vital one. Homework assignments can serve to unite parent, child and teacher in the educational process provided that administrators and teachers have developed guidelines that form the basis for homework and assignments. Appropriate and clearly explained assignments encourage parental participation and promote a productive relationship between home and school. Essentially there are three common types of homework assignments: PRACTICE, PREPARATION AND EXTENSION.

PRACTICE: Following classroom explanation, illustration and drill on new work, practice exercises are given so that material can be mastered.

PREPARATION: Preparatory homework assignments usually relate to the reading of an assignment the night before it is discussed in class. Homework of this type should be carefully planned so that the student receives specific direction in completing this

assignment. A definite purpose for this pre-reading activity must be made clear by the teacher.

EXTENSION: Extension assignments encourage the student to go beyond the work done in class. Frequently, projects and problem solving assignments (with application of learned skills and research) are used as extension options. This is probably the most beneficial to students since it is the most individualized.

Homework assignments will be evaluated regularly so that students know there is merit to completing assignments. In order to establish a consistent procedure for students to record homework assignments, each student in grades 5-8 is given an assignment book at the beginning of the school year. Students are expected to accurately record all homework assignments, quizzes, tests, and projects in their assignment book.

Standardized Testing

EGA administers the following standardized testing during the school year:

- *Stanford Achievement Test:* All non-EdChoice Scholarship students grades K-8, administered in the spring
- *Ohio Achievement Testing:* All EdChoice Scholarship students grades K-8 are required to take the grade appropriate State of Ohio Achievement Test, administered in the spring

Transcripts

Transcript requests will be honored as soon as possible on a first-come, first-served basis. It is recommended that all requests be made in writing and two weeks in advance. Requests made by persons other than the parent or legal guardian of the student will not be honored. All financial or other obligations to the school must be cleared before transcripts can be released.

Attendance

Regular attendance is a critical component for success in school and is required by Ohio law. When students are absent from school, it is important that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. To help facilitate our attendance program, please follow these procedures:

1. Please call the school office by 8:30 A.M. on the day your child is absent from school.
2. A note explaining the reason(s) for any absence must be sent with your child upon his/her return to school. (NOTE: A doctor's note is required upon return to school when a child has been absent because of a communicable disease or for any absence of more than three days.)
3. Family vacations are important to all of us. However, for educational reasons, we ask that no more than five (5) school days be missed per year for this reason. More than 5 days will be counted as unexcused absences.
4. If you are planning an extended absence from school for more than three days, please notify the school office and the teacher at least one week prior to the absence. Teachers will attempt to provide homework missed during the week prior to departure as is practical. Please be aware, however, that your student may need to complete other assignments upon his/her return.
5. Parents of students absent for more than one day must call the school office *prior to 10:00 am* to request work assignments in order to allow teachers time to make appropriate arrangements. Assignments can be picked up after 2:45 pm in the school office. Work missed due to an absence or tardy is expected to be completed. The time allowed to complete the

work for tardies is one day. The time allowed to complete the work for absences is equal to the number of days absent. The calendar begins on the first day the student returns to school.

School Day

The school day will begin promptly at 8:30 A.M. Dismissal will be promptly at 3:00 P.M.

Excused Absences

The following reasons will be considered valid and satisfactory excuses for absence:

1. Personal illness - Students who are ill are expected to remain at home unless accompanied by a parent.
2. Death in the immediate family.
3. Doctor or dentist appointments - Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason for absence for a whole day.
4. Family emergencies - The school administration should be informed in advance whenever possible.
5. Family vacations
Subpoena to court.

Other request for absences, which seem legitimate, must be pre-arranged with the principal.

Unexcused Absences

A limit of three days is given to parents to send a note to the school office explaining why a student has been absent from school. If a note is not received within the three-day limit, the absence is considered unexcused.

NOTE: A student who has an unexcused absence may make up work if the teacher deems necessary. Any missed test should be taken on the day of student's return to class. Quizzes, pop test, etc. will not be made up and the grade should be a "0".

Excessive Absences and Tardiness

In order for children to gain the most in school, they must be in regular attendance. Excessive absences (excused or unexcused) could place promotion and/or re-enrollment in jeopardy.

Eighteen (18) absences in an academic year are considered excessive. A student with a history of excessive absences may become ineligible to reenroll in EGA. In cases of extended illness or injury, a parent must submit a written statement from a doctor indicating the dates and reasons for the student's inability to attend classes.

Any student who is absent more than 18 days during the school year, (excused or unexcused) will not be promoted to the next grade level. Any exception to this policy must be approved by Administration.

Students who are not in the classroom and prepared to begin the school day at 8:30 a.m. are considered tardy. Students will be given a written warning upon receipt of their third tardy. Detentions will be given for each tardy after the third one in each grading period. A student with eight (8) total tardies will be assigned to in-school suspension. No distinction is made

between excused and unexcused tardiness. With administrative approval, teachers may address excessive tardiness in a manner that is deemed more suitable for specific student needs.

Late Arrival/Early Dismissal

A student will be allowed to leave school early when a note signed by a parent is sent to the school on the day he/she is to leave early, or when a parent comes into the office to sign the student out. All students who leave campus for part of a day must have a parent sign them out in the office. Upon return, the parent must sign them in. Absences from class will follow the "Attendance" guidelines to determine excused or unexcused status.

Unauthorized Leaving of Campus or School Event

Students may not leave the school grounds during regular school hours, without a written request signed by a parent and submitted to and approved by the Principal. Students may not leave school sponsored events such as field trips and class outings before scheduled dismissal without a written request by a parent submitted to and approved by event sponsor, teacher, or Principal.

Violation will result in immediate suspension plus possible expulsion. In the event of an emergency, the student shall notify the Principal. Parents will be contacted by phone before the student is released from the campus or an event.

Student Activities

Extra-curricular activities (athletics, dance, clubs, class trips, etc.) are a privilege extended to meet the needs and interests of students. A student's participation is earned by the maintenance of acceptable scholastic standards and praiseworthy conduct (i.e., attitude, witness, courtesy) within the confines of the school, classroom, and playing field. This is most important since all students are viewed as ambassadors of EGA by other students, parents, and outsiders. Students involved in extra-curricular activities and class trips must be especially aware of their representation of Christian schools in general, and the Christian life specifically.

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. The following extra-curricular activities are offered based upon enrollment, personnel, and interest:

- Praise/Dance Team (Gr. 1-3)
- Science Club (Gr. 1-3)
- Dance Team (Gr. 5-8)
- Piano Lessons (Gr. 1-8)
- Guitar Lessons (Gr. 4-8)

Participation in some extra-curricular activities may require the payment of an additional fee to cover the cost to provide the activity. For additional information, please contact the school office.

Fire and Tornado Drills

Students are instructed regularly in fire and tornado safety procedures. These periodic drills are very serious exercises and will be treated in such manner.

Lifestyle Expectations

According to the Bible, parents are responsible for the training of their children. EGA serves as partners with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for Godly training to take place (*Deut 6:1-7; Prov. 22:6; Eph.6:1-4*). We seek to nurture the development of the following essential character traits in the lives of our students.

Eternal Values: Our focus should be upward

The key to live each day with the realization that only what is done for eternity counts (*James 4:14; Matt. 6:33, Matt. 6:19-21*).

Godly Living: A lifestyle that exhibits the fruit of the Spirit and resists our sinful nature

Our standards are found in God's Word and our desire must be one with God and His holiness (*Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1:13-16, 2:9-10; 1 Cor. 6:12-20; Phil. 4:8; Rom 8:6-8*).

Integrity: Maintaining a lifestyle that is above reproach

A Christian should be honest, moral, and trustworthy in all dealings (*Titus 1:7-9; Job 27:5, Prof. 11:3, 20:11; 1 Kings 9:4; Ps. 15*).

Obedience: The outworking of the attitude of respect

We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and grateful as He has promised. (*John 14:21; Eph. 6:1-4; Rom. 13:1-7; Prov. 6:23*).

Respect: An attitude that highly esteems those in properly placed authority

God has placed parents, teachers, employers; governmental authority and church leaders in our lives. God gave us a biblical command to honor them for our own good (*Rom. 13:1-7; Heb. 13:7; 1 Peter 2:13-21; 1 Thess. 5:12-13*).

Responsibility: Being dependable and accountable in all relationships and tasks

We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt (*1 Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5:29-32; Eccl. 9:10*).

Self-Discipline: The ability to control one's thoughts and actions

The goal is to have a life under control self-disciplined by the Spirit of God (*Gal. 5:22-26; Job 5:17; Prov. 16:32, 25:28; 1 Tim. 4:7, 8*).

Service: A spirit of humility in focusing on the needs of others

Christ is our example in living a life that is not self-centered but rather seeking ways to serve not rule (*Eph. 5:21; Phil. 2:3-11; James 4:6, 10*).

Thankfulness: Developing an attitude of gratefulness

We are to be thankful for everything God brings into our lives. Knowing that God's intentions for our lives are intended for "good" will help create an attitude of gratefulness for the things others do for us (*Phil. 4:6, 7; 1 Thess 5:18; Col. 2:7; Eph. 5:20*).

Wisdom: Understanding what is true from God's perspective and doing what is right
Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom (*Prov. 1:7, 20-23; Prov. 2: 1-22; Prov. 4:7*).

Christian faith affirms the sacredness of the individual because of his or her relationship to Jesus Christ: God gave man life; God created man in His image; God created man as a person; and God Himself became man. Such a faith recognizes the value of a community such as Eden Grove Academy. Each student, teacher, or parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in any way possible.

Student Conduct

It is nearly impossible to have an exhaustive list of all the rules of the school and each classroom. Simple stated students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. While this general statement sets the expectations for appropriate behavior there are certain behaviors which demand specific attention. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

Classroom Behavior:

Each student is to conduct himself/herself appropriately in the classroom. Specific behavior guidelines are to be distributed, posted, and discussed, by each teacher. The teacher may deal with behavior problems within the classroom context in one or more of the following ways:

Respect, Manners and Courtesy in School:

1. In a Christian community, respect for one another is a basic premise of interaction; of course, this involves respect for the property and rights of others.
2. Food may only be eaten in specified areas.
3. Because of the unsanitary disposal of gum and the damage to clothing, furniture and rugs, there will be no gum chewing within the school buildings.
4. Behavior on buses or on field trips is expected to be the same as in-school behavior.
5. Misuse of computers and/or equipment in the computer lab is the same as destruction of school property.
6. Any student directed petitions must have the principal's approval before being circulated.
7. Students who challenge the teacher's classroom or school-wide authority will be referred directly to the principal. This may lead to suspension or expulsion.

Cursing, Swearing, and Inappropriate Communication:

Cursing, swearing and other inappropriate communication (i.e., vulgarities; obscene gestures; taking the Lord's name in vain) are not allowed.

Substance Abuse:

The possession, use, or sale of illegal drugs, alcohol, or tobacco products is forbidden and may lead to the immediate suspension or expulsion of the student from school.

Firearms, Other Weapons, and Fireworks:

1. The possession or use of a weapon such as a knife or gun is expressly forbidden.
2. The possession or use of fireworks, homemade bombs, etc., is forbidden. These offenses may lead to suspension or expulsion.

Social Conduct:

Students are encouraged to develop healthy, Christ-centered relationships with members of the opposite sex. Parental guidance is fundamental in the setting of standards for the appropriate building of these relationships.

1. Discretion should be used in all physical contact between male and female students in accordance with the teachings of scripture. On the Eden Grove Academy campus or at social events the public display of affection (such as hand holding and kissing) is not permitted.
2. The possession of any pornographic literature is strictly forbidden and may lead to suspension or expulsion.

Sportsman's Conduct:

It is appropriate for Christian competitors to treat opponents, officials, and visiting spectators with respect and courtesy. Booing, negative remarks towards an opponent, name-calling, and throwing of objects have no place on a Christian campus and will not be permitted. Further, our student competitors and spectators should maintain the highest level of conduct and sportsmanship whether in victory or in defeat.

Academic Cheating:

Students should resist any temptation to copy work from other students. Cheating of any type is regarded as a serious offense and may lead to suspension or expulsion.

Student Discipline

Each classroom teacher is expected to maintain appropriate behavior in the classroom context (See Classroom Behavior above). Classroom behavior guidelines are distributed and discussed at the beginning of the school year by each teacher. Most behavior problems occur in the classroom, and are handled there. The teacher may deal with behavior problems within the classroom in one or more of the following ways:

1. Verbal or written reprimands
2. Isolation (Time-out)
3. Detention
4. Loss of privileges
5. Parental conference or phone call
6. Referral to principal

A teacher must obtain the approval of the principal before any student can be excluded from any class or school activity such as assemblies, field trips, clubs, music groups, etc.

When serious behavior problems occur or when a student does not respond to correction by the classroom teacher the school principal is notified by the teacher of the alleged misconduct. Since the Principal is the chief disciplinarian for the school he may dispose of the referral in one of several ways:

1. Assign detention, work assignments, special projects, etc.
2. Contact the student's parents for a conference

3. Administer social probation - a student is prohibited from participating in activities such as athletic teams, school trips, music groups, etc.
4. Issue an in-school suspension - a student spends time out of class, in an office, studying
5. Issue a suspension - a student is sent home for a specified period of time, and parents must meet with the principal and the head of school before the student returns. Long-term assignments and tests may be made up. In-class work and assignments given during suspension cannot be made up.
6. Expulsion - a student must leave school and may not re-enroll.

Student Dress and Grooming

The EGA dress code is meant to be in keeping with a Biblical perspective regarding modesty and appropriateness. Dress standards apply to students on campus and to all school sponsored events unless otherwise notified. Parents and students must consider the dress code as they plan their academic day at EGA. The primary responsibility of dress code enforcement lies with each student's parents.

Throughout the year, there will be school spirit days when the normal dress code does not apply. Student dress must still be in keeping with the Biblical perspective regarding modesty and appropriateness. Clothes may not be form fitting or tight and any logos or wording must be school appropriate and inoffensive. If student dress is deemed inappropriate by the administration, the student will be required to change before they are admitted to class.

Teachers are encouraged to take students on field trips throughout the year to enhance the educational process. Dress code for field trips will be the same as if the student was in the classroom. On those occasions that the dress for the field trip would need to be different from a regular school day, students will be notified in writing, in advance.

Hair is to be neatly groomed and clean at all times. It should not interfere with vision or the performing of school activities. For boys, the eyebrows and earlobes are to be exposed, and the back of hair should not extend below the collar. Students' hair is not to be colored or dyed as to draw attention to them.

For girls, jewelry should be kept modest and appropriate to the students' age and grade level. In the interest of safety, only studded earrings will be permitted. Body piercing is not acceptable. Jewelry of any kind is not permitted for boys.

The following are not appropriate for school dress; pocket chains, hats, clothing that is frayed or having holes, and any clothing that depicts rock stars, cults, inappropriate film media or other areas of our community that are in opposition to the goals of EGA. Sweatshirts or sweaters that meet the dress code and have a hood may be worn to school; however, the hood must remain down during school hours.

As required by classroom circumstances, teachers may make additional dress code requirements for their classroom. Additional dress code requirements must serve the purpose of improving the learning environment for the students.

EDEN GROVE ACADEMY UNIFORM DRESS CODE

Item	Colors	Style (yes!)	Style (no!)
Pants	- Navy blue (boys) - Khaki/Tan (girls)	- Traditional cut - Mid-rise	- Cargo - Capri - Stretch fabric - Denim - Bell bottoms
Skirts/Jumpers	- Uniform plaid - Khaki	- Minimum below kneecap length when standing	- tight or form fitting cut
Shirts	- White - Red	- Must have collar - Must have sleeves - Must have a minimum of three buttons and remain completely buttoned or have one button opened - Appropriate length to remain tucked in at all times - Only school logos are permitted - Long-sleeve Traditional or mock turtlenecks are permitted	- Denim - Stretch fabric - Non-school logos, beads, embroidery, etc.
Sweaters, sweater vests & cardigans	- Navy blue - Red	- Collared shirt must be worn underneath	- Hoods (EGA Hoodies are acceptable)
Sweatshirts	- Navy blue - Red	- Collared shirt must be worn underneath - School logo wear	- Hoods (EGA Hoodies are acceptable)
Socks	- Any solid color	- Matching pair	
Leggings/tights	- White - Navy blue - Grey	- must be worn under approved clothing	
Belts	- Brown - Black - Navy blue	- Woven or solid leather	
Shoes		- Matching pair	- Flip flops - Oversized heels/soles - Wheels
Ties (boys only)	- Colors to coordinate with clothing	- Ties must be worn on chapel days	

EDEN GROVE ACADEMY PHYSICAL EDUCATION DRESS CODE

Item	Color	Style (yes!)	Style (no!)
Shorts/Pants	- Black	- Minimum knee length when standing	- Denim
Shirt	- Red	- T-shirt	- Sleeveless

Dress Code Enforcement

All students are expected to abide by the dress code for the entire school day. Inappropriate clothing may result in immediate parent contact. The following responses may be made in the case of violations of the dress code:

1. Verbal warning

2. Written warning
3. Require the student to make proper adjustments for admittance back to class (severe or repeated offense)
4. Suspension or expulsion (severe or repeated offense)

Miscellaneous Lifestyle Information

Electronic Devices:

Because of the distractions to the educational process, radios, cell phones, iPods, portable game systems, and any other electronic devices, will not be permitted in the school buildings or on field trips. For a student who walks to and from school the parent may contact the Principal to discuss an exception for a cell phone. At no time will a cell phone be permitted in the classroom.

Opportunities for Parent Involvement

The key to success for any school like EGA is strong parental involvement in the education of their child. Our school encourages the parent to be an active participant in the educational process, the following is a sampling of ways to be involved:

Parent Teacher Fellowship

This organization sponsors a variety of fundraising events, teacher relief days, and family fun nights. PTF meetings are held four times a year and are a great opportunity to volunteer.

Chaperoning

Field trips or other class events often require the use of chaperones. The coordination of volunteers to chaperone will be the responsibility of the teacher or his/her designee. Anyone who volunteers to chaperone accepts certain responsibilities. Chaperones will be expected to perform duties as appropriate to the specific situation and event.

At Home

By choosing to send your child to EGA, you are making an invaluable investment in his or her future. The Bible tells us that we reap what we sow in life. The quality of your experience at EGA is largely dependent upon how well you and the school collaborate in the education and training of your child.

Following is a suggested list of helpful tips for parents wishing to make the most of their experience at EGA:

1. Train up a child in the way of the Lord by home devotions and instructions and regular church attendance.
2. Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest and to be accountable for his or her actions.
3. Teach the child, by word and example, respect for law, for the authority of the school and for the rights and property of others.
4. Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn. (Keep in mind that parental attitudes and opinions often become those of the child.)
5. Discuss with your child the rules for which he or she is responsible and as a family become aware of the consequences of specific violations as outlined in this handbook.
6. Be sure that the child's attendance at school is regular and punctual and all absences are

- properly excused.
7. Encourage your child to be responsible for his or her appearance.
 8. Provide a location at home where your child can do his or her homework in a quiet atmosphere and stimulate your child with assigned projects, drills, and activities.
 9. Make every effort to attend your child's school activities and events.
 10. Pray continuously for your children.

Policy on Appropriate Communications

Communications, which involves giving and receiving accurate information, is a necessity for understanding, growth and unity to occur. A school such as Eden Grove Academy should have adequate communication channels among the various groups represented in the school constituency. The school administration is entrusted with the responsibility of providing appropriate communication lines between the administration and teachers as well as between parents and school staff.

When appropriate communication channels are utilized they: (1) increase understanding; (2) further develops a sense of "community" and "unity;" (3) reduces the propagation of inaccurate information; (4) produce clarity and accountability.

Often a parent has a question or issue, which requires conversation with a teacher or administrator. The parent should call for an appointment with the teacher or school principal. If questions remain after the meeting with the teacher and then the principal, the parent should schedule a meeting the Presiding Elder. These procedures are the appropriate channels for accurate information regarding curriculum matters, disciplinary issues, and staff concerns. Parents are urged to seek information in an appropriate manner: begin with the faculty directly involved, and then the school administration. This process prevents rumors and misinformation from developing. PTF meetings are an appropriate place for discussions of community-wide and school-wide issues, i.e., those issues that are not personal in nature and do not reflect upon an individual in a negative way.

Today's technology offers new tools for communication. Voice mail, email, facsimile, and texting can be effectively used to clarify assignments, understand requests, set up appointments, encouragement, and help to avoid interruption that would disrupt the educational process. Due to their limitations, voice mail, email, facsimile, and texting cannot replace face-to-face meetings, nor should they be used to resolve matters of controversy. The expectations for appropriate etiquette would be the same for voice mail, email, facsimile, and texting as for face-to-face meetings. Additionally, the ease of use for these alternate forms of communication could allow messages that may seem inappropriate in volume or in tone. The appropriate use of these new tools can help parent/teacher/student communication. EGA values this and wants to encourage appropriate use of these communication tools.

If a parent has a question, which deals with any aspect of discipline, textbooks, printed materials, or the like, he/she should talk with the teacher and then the principal. If after those conversations further information is desired, the parent may request a meeting with the Pillar of Fire Leadership Team. The request will be presented to the POFLT for discussion and review. The POFLT may want to meet with the parent; in any case, the parent will receive a written response from the POFLT concerning the inquiry.

Medical Information

First Aid

The teacher, office staff, administrator, or school nurse administers minor first aid. The emergency contact person is called for a more serious injury.

Immunization Policy

The parent must present written evidence that immunizations are in progress with the anticipated completion date listed or that they have already been done. The parents must sign this written notice. It is an Ohio State law that a record of the exact dates (month/day/year) of immunizations of each student is on file in the school folder. Pupils enrolled in grades K - 12 must have written proof on file at their school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella. Exemptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause."

Immunization requirements are as follows:

DPT: A minimum of four (4) doses.

Polio: A minimum of three (3) doses of polio vaccine.

Measles, rubella and mumps: One (1) dose of each vaccine administered on or after the 1st of the year is required. All students entering the 7th grade are required, by the Ohio Department of Health, to have received a 2nd dose of the Measles, Mumps and Rubella vaccine (MMR).

Students whose immunization records have been misplaced or are not available are required to have a booster of each: *DPT, polio, measles, mumps and rubella*.

All students transferring to Eden Grove Academy from any school district in Ohio will be TB tested if evidence of previous testing is not produced. All other students must present the results of a negative TB test. Children entering Pre-K and Kindergarten must have a medical exam and a form completed and signed by a doctor before entering Eden Grove Academy. (Forms are available in the administrative offices.)

Medication Policy

Whenever possible, parents should provide medication for their children outside of school hours and should encourage their physician's cooperation in this regard. In some cases, however, your physician may deem the administration of medication to a student during school hours necessary. The following procedure **MUST** be followed in requesting the assistance of school personnel to give medication. The following instructions are for prescription AND over the counter medications. In accordance with the Ohio Revised Code #3313.173, no medication (including cough drops or Tylenol) can be dispensed by EGA personnel without a consent form signed by the parent and by the student's physician/dentist.

1. An authorization slip must be filled out completely and must include the name of the medication, the dosage, the time to be given and the duration of the medication, and possible side effects.
2. The authorization slip **MUST** be signed by both the physician to authorize the medication and the parent to authorize the school personnel to administer the

- medication. This slip may be faxed by the doctor to the school.
3. The physician's address and phone number **MUST** be listed on the authorization slip.
 4. The student should bring the medication in a container that is labeled with the student's name, name of the medication, the dosage, the time to be given and physician's name.

This authorization form must be completed prior to sending any medication to the school. These Forms may be obtained from the administrative offices.

NOTE: The administration of any prescription or over-the-counter drug in the school without the order of a physician and the permission of the parent/guardian is prohibited by law.

Childhood Sickness/Illness

Following is listed the number of days a child should stay away from school if they have:

1. Measles - 4 days from onset of rash.
2. Chicken pox - 6 days from last crop of new vesicles.
3. Mumps - 9 days from onset or until subsidence of swelling.
4. German Measles (Rubella) - 4 days from onset of rash.
5. Whooping Cough (Pertussis) - 4 weeks from onset or 7 days from start of therapy.
6. Respiratory Streptococcal infections, including scarlet fever - not less than 7 days from onset if no physician is in attendance or 24 hours from start of medication.

Special note: For purposes of definition, a single case of measles constitutes an outbreak. A mumps outbreak will be determined based upon the number of mumps cases and the epidemiological link of the case. An outbreak of rubella will be dependent upon laboratory evidence, evidence of related cases, and clinical illness. Whether it is measles, mumps, or rubella outbreak, any child who cannot show proof of immunization must be excluded from the school until such proof is provided or until the outbreak has been declared over.

Procedure for students to be re-admitted after acute contagious disease:

Students who have been excluded from school or absent from school for the following conditions will be permitted to return to school after 24 hours of adequate therapy with a note from the family physician stating that the student is being treated under his care and may return to school

1. Conjunctivitis (Pink Eye) - needs prescription
2. Impetigo Contagiosa - needs prescription
3. Scabies - needs prescription
4. Tinea Capitis (Ringworm of scalp) - needs prescription
5. Pediculosis Capitis (Lice of the scalp) & Pediculosis Corporis (Lice of body) - needs prescription
6. Enterobius Vermicularis (Seatworms of Pinworms) - needs prescription

Procedure for determining when to send a child to school:

Although it is sometimes hard to determine what is best for a possibly sick child, parents should not send a child to school who has a fever of at least 100, or who has thrown up in the past 6 hours, or who has a "loose, or a running cold" that makes the child uncomfortable and/or may infect other children.

If a child becomes ill during school hours, parents will be contacted. If we are unable to reach the parents, names on the emergency medical form will be contacted.

General and Miscellaneous Information

Books Lost and Damaged

Students will be assessed the replacement cost of lost books and damaged books. Students are to keep all hardback books covered at all times. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student or students must be paid for by the student or students. The principal will decide who has financial responsibility for damaged school property.

Bulletin Boards

Bulletin boards are reserved for school matters only. Before posting any announcements of activities outside of school, they must be approved by the principal.

Campus Hours

During the academic year

The school office is open from 8:00 A.M. to 3:30 P.M., Monday thru Friday.

During the summer break

The school office is open from 9:00 A.M. to 3:00 P.M., Monday thru Thursday.

Campus Visitors

Parents are welcome to formally observe their child's class with prior notice to the teacher and principal. Please make your request to the principal and he/she will notify you and the teacher of the time.

Delivery and Pickup of Students

School begins at 8:30 A.M. students who arrive before 8:00 are required to go to Before-Care and will be assessed the appropriate fee. Students who arrive after 8:30 A.M. are tardy and must report to the Principal's office before being admitted to class.

Students will be dismissed promptly at 3:00 P.M. Students who are not picked up by 3:15 P.M. will be required to go to After-Care and will be assessed the appropriate fee.

When dropping off or picking up a student parents are urged to obey the traffic flow patterns and to stay out of the bus lanes. For the safety of all, drive at 10 MPH or less. Parents are to park in parking spaces, not along the drives, if leaving their car (no exceptions).

Special Note: In the case of a divorce or separation, a student will be released only to the parent who has custody unless written permission is provided at which point the teacher will release the student to the authorized person.

Lost and Found Items

Each building maintains a lost and found. Parents and students are to check the lost and found areas regularly. After each quarter, all remaining items will be contributed to a charitable organization. Please clearly label all personal belongings including clothes, book bags and lunch boxes.

Messages

Messages and deliveries from home must be relayed through the school office. They are to be kept to a minimum and should not be given on a regular basis. Calls should be made by 12:00 P.M. so the

office staff has time to distribute messages by afternoon dismissal.

Students may use the class phone with permission from his/her teacher. The teacher must know the nature of the phone call and who is being called.

School Calendar

1st Quarter (44 days)

August 19	Teacher In-Service (1)
August 22	First day for students
September 5	Labor Day
September 19	Progress reports
October 21	Last day of first quarter

2nd Quarter (45 days)

October 24	First day of second quarter/Report Cards
November 1 & 3	After school/evening conferences
November 10 & 11	Teacher In-Service days (2&3)
November 23, 24, & 25	Thanksgiving Recess
December 5	Progress reports
Dec. 19 – Dec. 30	Christmas Recess
January 13	Last day of second quarter

3rd Quarter (47 days)

January 16	Martin Luther King, Jr. Day
January 17	First day of third quarter/Report Cards
January 24 & 26	After school/evening conferences
February 17	Teacher In-Service (4)
February 20	Presidents' Day
February 21	Progress reports
March 23	Last day of third quarter

4th Quarter (44 days)

March 26	First day of fourth quarter/Report Cards
April 9 – April 13	Spring Recess
May 7	Progress Reports
May 28	Memorial Day
June 1	Last day of fourth quarter/Report cards
June 4	Teacher In-Service (5)

School Closure Information

If inclement weather causes serious transportation problems, parents are advised to listen to the following media sources for school closing information:

- STAR 93.3 FM
- Channel 5 WLW
- School Information Line: 542-0643, option 9
- School website: www.edengrove.com

If school is closed, all after-school activities are also canceled unless you are notified otherwise. If for any reason it becomes necessary to close the school on short notice, the telephone chain will be implemented. It is important that you plan ahead for all weather related problems.

Before Care & After Care

For parents who need to drop a student off before 8:00 A.M. or pick them up after 3:15 P.M. the Before & After Care Program is offered. When enrolled in this program the student may arrive as early as 6:30 A.M. and be picked up as late as 6:00 P.M. When a student is dropped off or picked up the parent must sign-in or sign-out the student. For additional information, enrollment, or cost please contact the school office.

Who to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues
Homework concern
Calendar question
Graduation requirements

Call:

School office
Student's teacher
School office
Principal