



**ALLEGHENY EAST CONSORTIUM OF SCHOOLS**

*Calvary. Ephesus. Hillside. JRW Sharon. Trinity.*

# **SCHOOL HANDBOOK**

**(AMENDMENT FOR ONLINE)**

SCHOOL YEAR 2020-2021

**WE ARE UNITED IN JESUS CHRIST**

## **THEME**

*We are united in Jesus Christ.*

## **THEME SONG**

*We are united in Jesus Christ.*

## **THEME TEXT**

*"How good and how pleasant it is when  
people live together in unity"*

*Psalm 133:1*

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## WHAT'S SO SPECIAL ABOUT ADVENTIST EDUCATION?

|                                     |  |
|-------------------------------------|--|
| <b>Acceptance of God:</b>           | Students will develop a personal relationship with Jesus Christ and accept Him as their personal savior.   |
| <b>Commitment to the Church:</b>    | Students will want to participate and share in the mission of the church.  |
| <b>Interpersonal Relationships:</b> | Students will develop self-worth, the sensitivity and the ability to relate and respond to others effectively.   |
| <b>Responsible Citizenship:</b>     | Students will understand cultural and historical heritage and accept responsibility for ones place in the world.   |
| <b>Healthy Balance Living:</b>      | Students will accept responsibility for self-control, optimum health, and well-being.  |
| <b>Intellectual Development:</b>    | Students will learn how to learn and think critically, using a logical and biblically based approach to knowledge, decision-making, and problem solving. |
| <b>Communication Skills:</b>        | Students will be able to read, write and speak effectively.  |
| <b>Personal Management:</b>         | Students will use principles of stewardship and economy in the use of time and resources.  |
| <b>Aesthetic Appreciation</b>       | Students will develop an appreciation for the beauty of creation and human expression while nurturing individual ability in the fine arts.               |
| <b>Career and Service</b>           | Students will develop skills, a Christian work ethic, and an appreciation for the dignity of work and service.   |

## ADMINISTRATION

Administrators will provide support for teachers and students with activities and assist them in meeting online classroom and school regulations.

Mr. Alberty, Superintendent · Mrs. Perry Associate Superintendent, Ms. Poole Associate Superintendent

Administrative Team – Ms. Mann, Mrs. Willis, and Mrs. Ferguson

## TEACHING STAFF

| <b>Grade</b>             | <b>Teacher</b> | <b>School</b>    |
|--------------------------|----------------|------------------|
| Kindergarten             | Ms. Martin     | Trinity Temple   |
| First Grade              | Mrs. Howell    | Sharon Temple    |
| Second Grade             | Mrs. Willis    | Hillside         |
| Third Grade              | Mrs. Jones     | Calvary          |
| Fourth Grade             | Ms. Mann       | Calvary          |
| Fifth Grade              | Ms. Desha      | Trinity Temple   |
| Sixth Grade/Science      | Mrs. Brown     | Hillside         |
| Seventh Grade/ELA        | Mrs. Ferguson  | Jessie R. Wagner |
| Eighth Grade/Mathematics | Ms. Debrough   | Calvary          |
| Social Studies           | Mr. Thomas     | Ephesus          |

## SCHOOL ARRIVAL PROCEDURES

School starts at 8:30 a.m. each morning. The teacher will open his/her Zoom class at 8:25 a.m. and start class at 8:30 a.m. Students are expected to have their cameras on by 8:30 a.m. ready to learn.

## SCHOOL DISMISSAL PROCEDURES

- **MONDAY – THURSDAY:** All students **Grade K- Grade 8** teachers will close their Zoom rooms at **3:30 PM**
- **FRIDAYS:** All students (Grades K–8) are dismissed at **12:30 PM.**

## ATTENDANCE

Regular school attendance is vital to academic success. When students are absent, they miss valuable information and lessons necessary to meet world class standards. Families, schools, and communities must work as a team to support school attendance. Our school-wide goal is to have perfect attendance at every grade level.

Students must remain visible at the beginning-during-end of class to be counted present.

Parents/guardians should follow the same procedures as when school is in session.

- If your child is going to be absent, please contact the homeroom teacher before 8:30 a.m. that day.
- If you do not call your child out, then we will assume your child is present and is able to complete assignments posted in his or her learning management platform.

Teachers will take daily attendance when students log on to the internet-platform. Parents whose children do not have access to log on daily should inform the teacher so an accommodation can be made.

## UNIFORM

- Students are expected to log in appropriately dressed. Students should wear their school uniform polo shirt with the assigned colored pants, dress or jumper (no leggings or pajamas allowed).
- Groomed Hair (No coverings-hats or hooded)

## JEWELRY & MAKE-UP

Ornamental jewelry is not to be worn when students log on for class. **These include rings, earrings, necklaces, chains, bracelets or any type of jewelry that has as its main function, display. Please refrain also from wearing colored or decorated nails, colored eye make-up, blush, and lip coloration.** These guidelines are to be used when students attend any school-related activities.

## CLASSROOM RULES

- Students will log into school and class "on time" with proper materials for instruction (pencils, pens, notebooks, textbooks, etc.).
- Students will work in a respectful and cooperative manner with their teachers and classmates.
- Students will comply with the individual teacher's classroom rules.
- Review schedule daily
- Establish clear expectations.
- Establish a consistent routine.
- Clarify deadlines and due dates for assignments
- Teach students how to use the tools that will be utilized to communicate with the teacher in and out of class.
- Ask students to mute the microphone before entering a session or you mute.
- Disable Chat and Writing Tools during listening and teaching time. Enable when needed.
- Use headphones with an attached microphone to minimize distractions such as background noise, eating, music, and television etc.
- All assignments due daily or no later than one week from the time assigned
- Learning Environment should include the following guidelines:
  - A desk or table with learning tools in place ready for work every day (Allow for individual situations when necessary).

## LUNCH PERIOD PROCEDURES

Lunch will take place from 12:30 pm – 1:30 pm daily.

## DISCIPLINE – 4 STEP PROCESS

1. Verbal teacher warning.
2. Time out in Zoom lobby (5 - 10 minutes).
3. Documented parent contact within the same day of infraction. (phone call and emailed letter)
4. Discipline referral (critical situations will be handled immediately by a referral to administrator).

## GRADING POLICY & REQUIREMENTS

Grades are of utmost importance to students. The report card is evidence of the student's mastery of what is being taught. Students are expected to cooperate with the teacher in completing class assignments. Students who exhibit a disregard for meeting the class requirements stand in danger of receiving a failing grade. All assignments **must** be completed.

Letter grades alone are no longer in use. Percentages are utilized as we believe this to be a more accurate rating of the student's work and prepares them for the process used at higher grade levels. The following is the established grading system for all the schools of the Allegheny East Conference:

| <u>Grade</u> | <u>Percentage</u> | <u>GPA</u>  |
|--------------|-------------------|-------------|
| A            | 93 - 100          | 3.75 – 4.00 |
| A-           | 90 - 92           | 3.50 – 3.74 |
| B+           | 87 - 89           | 3.33 – 3.49 |
| B            | 83 - 88           | 3.00 – 3.32 |
| B-           | 80 - 82           | 2.75 – 2.99 |
| C+           | 77 - 79           | 2.50 – 2.74 |
| C            | 73 - 76           | 2.00 – 2.49 |
| C-           | 70 - 72           | 1.75 – 1.99 |
| D+           | 67 - 69           | 1.50 – 1.74 |
| D            | 63 - 66           | 1.00 – 1.49 |
| D-           | 60 - 62           | 0.75 – 0.99 |
| F            | 59 and Below      | 0.00 – 0.74 |

## HOMEWORK/INDEPENDENT WORK

Students will have homework/independent work daily. There are several reasons for homework/independent work.

- To provide extra practice on learning skills.
- To provide the opportunity for students to learn good work habits.
- To provide an opportunity for growth in responsibility.
- To provide parents with an opportunity to see what their children are studying and how well they are doing.

We believe learning is important and that learning should continue during and after school hours. The daily homework/independent work in no way is to be viewed as punishment. It is a way of encouraging and reinforcing learning.

## REPORT CARDS

The school year is divided into four grading periods of approximately nine weeks each. Report cards are issued approximately one week after the close of each nine-week period. It is important to recognize that grades are an indication of present achievement and not an indication of a student's overall ability to learn.



## AWARDS & HONORS

To encourage all students to do their best academically, achievement awards will be given. The awards will be as follows:

- **Principal's List** – Students who receive all A's
- **Honor Roll** - Students who receive A's and B's
- **Perfect Attendance** – Students who log on to their class every day during the quarter on time and stay on during the entire class period.

At Graduation, an Eighth Grader is classified as an Honor student based on the following criteria: Highest Honor 3.75 - 4.00 (A's) High Honor 3.49 - 3.74 (A's and B's) Honor 3.00 – 3.48 (B's)

## TEXTBOOKS

Textbooks are the property of the AEC Consortium Schools. They are on loan to students. Therefore, it is the responsibility of the student to ensure textbooks are covered. **Students must pay the full replacement of all lost or damaged books.**

## HARASSMENT POLICY

The school practices a zero tolerance policy to harassment inflicted verbally, physically posturing, in writing or electronically. Any type of harassment, based on race, ethnicity, gender, national origin, religion, age, disability or other legally protected characteristics, will be considered entirely out of place at AEC Consortium Schools.

Students are encouraged to report any incidents of harassment, directed at them or someone else, to their teacher or to someone in administration. The school will use all legitimate resources available, to protect the dignity and privacy of students, and to protect them from predatory behavior.

- Slurs, jokes, verbal or physical intimidations are inappropriate.
- Teasing of a demeaning nature, comments that may be interpreted as insults, putdowns or sexually suggestive are unacceptable at any time or place. These behaviors constitute violations of our harassment code.

## "TEXTING" & "VIRTUAL BULLYING"

The use of devices that use any digital technology, or digital platforms including, but not limited to, Facebook and Twitter to send, disseminate, or forward any image or language containing inappropriate photos, videos, or other imagery of a person (including one's self), whether or not the person is enrolled at the school, or the distribution by such means of any indecent language or material, is **strictly forbidden**, and once brought to the attention of the administration (regardless of whether or not the incident took place on or off campus) shall be punishable by **suspension or expulsion**.

## IMPORTANT DATES/HOLIDAYS

|                                     |                            |
|-------------------------------------|----------------------------|
| August 24, 2020                     | First Day of School        |
| September 7, 2020                   | Labor Day                  |
| November 23-27, 2020                | Thanksgiving Vacation      |
| December 21, 2020 - January 1, 2020 | Winter Vacation            |
| January 18, 2020                    | Martin Luther King Jr. Day |
| February 15, 2020                   | Presidents' Day            |
| April 2, 2020 – April 9, 2020       | Spring Break               |
| May 31, 2020                        | Memorial Day               |
| June 4, 2020                        | Last Day of School         |

## TEACHER DIRECTORY

### Grade Assignment

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade/Science  
Seventh Grade/ELA  
Eighth Grade/Mathematics  
Social Studies

### Teacher

Ms. Martin  
Mrs. Howell  
Mrs. Willis  
Mrs. Jones  
Ms. Mann  
Ms. Desha  
Mrs. Brown  
Mrs. Ferguson  
Ms. Debrough  
Mr. Thomas

### Email Address

dmartin@aecondsda.com  
lhowell@aecondsda.com  
iwillis@aecondsda.com  
ajones@aecondsda.com  
nmann@aecondsda.com  
bdesha@aecondsda.com  
sbrown@aecondsda.com  
sferguson@aecondsda.com  
mdebrough@aecondsda.com  
jthomas@aecondsda.com

### Allegheny East Conference

Superintendent  
Associate Superintendent  
Associate Superintendent

Mr. John Alberty  
Ms. Cynthia Poole  
Mrs. Gloria Perry

jalberty@aecondsda.com  
cpoole@aecondsda.com  
gperry@aecondsda.com

**Academic School Calendar**  
2020-2021

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    |    |    |    | 1  |
| 2      | 3  | 4  | 5  | 6  | 7  | 8  |
| 9      | 10 | 11 | 12 | 13 | 14 | 15 |
| 16     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 |

10 First Day for Teachers  
13 Individual Town Hall (6:30)  
17 Parent Teacher Orientation (6:30)  
24 First Day of School (Pre-K - 12)  
28 Tuition Due

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 30        | 31 | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

1 Spelling bee list distributed  
3 Back to School Night (6:30)  
7 Labor Day No School  
8 STEM projects distributed  
11 Grandparents Day Program  
21 -30 IOWA Testing  
22 Parent Teacher Conference, 12:30 p.m. dismissal/Interim Reports Distributed  
24 Virtual Field trip  
30 Tuition Due

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |
| 31      |    |    |    |    |    |    |

14 Professional Development/ Early Dismissal @ 12:30 pm  
19 - 23 Fall Week of Prayer (9:00)  
23 Bible Bowl Launch  
26 End of 1<sup>st</sup> Quarter  
27 Beginning of 2<sup>nd</sup> Quarter  
29 Virtual Field trip  
30 Report Cards Distributed  
30 Tuition Due

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

9 Early Dismissal @ 12:30 pm  
Inservice - (1:00 pm)  
13 Awards Assembly  
16-20 Spirit Week  
23-27 Thanksgiving Break  
30 Tuition Due

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 |    | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

3 Parent Teacher Conference  
Interim Reports Distributed Early Dismissal @ 12:30 pm  
17 Christmas Program @ 6:30 p.m.  
21-Jan 1 Christmas Vacation  
31 Virtual Field trip  
31 Tuition Due

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
|         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |

1 Christmas Vacation  
4 School Reopens (Pre-K- 8)  
15 End of 2<sup>nd</sup> Quarter  
18 MLK Day School Closed  
19 Start of 3<sup>rd</sup> Quarter  
22 Report Cards Distributed  
28 Virtual Field trip  
29 Tuition Due

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 31       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    |    |

1 100 Day of School  
1 STEM Projects Due  
5 Awards Assembly  
10 Professional Development/  
Early Dismissal @ 12:30 pm  
15 President's Day - No School  
18 Virtual Field trip  
19 Parent Teacher Conference  
Interim Reports Distributed  
25 Black History Program @ 6:30  
26 Tuition Due

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    |    |

10 Professional Development/  
Early Dismissal @ 12:30 pm  
23 End of 3<sup>rd</sup> Quarter  
24 Start of 4<sup>th</sup> Quarter  
25 Virtual Field trip  
26 Report Cards Distributed  
31 Tuition Due

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

1 Early Dismissal @ 12:30 pm  
2-9 Spring Break No school  
12 School Reopens  
19-29 Iowa Testing  
24 Education Day  
25 STEM Fair/ Spelling Bee  
29 Virtual Field trip  
30 Parent Teacher Conference  
Interim Reports Distributed

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

3-7 Week of Prayer  
12 Professional Development/  
Early Dismissal @ 12:30 pm  
24-28 Spirit Week  
27 Virtual Field trip  
28 Tuition Due  
31 Memorial Day - No School  
June 3 Report cards distributed  
June 4 Award Ceremony,  
Last day of school  
June 6 Promotional Exercise

| School Calendar is Subject to Change * Total School Days 180 |                              |                             |
|--|------------------------------|-----------------------------|
| No School-Holidays in Black                                  | School Events in Red         | 12:30 pm Dismissal in Brown |
| Academic Reports in Blue                                     | Week of Prayer in Purple     | Tuition Due in Green        |
|  | Regular School Days in White |                             |