



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

Table of Content

TITLE	PAGE
What's So Special About Adventist Education?	1
Administration	2
Teaching Staff	2
School Arrival Procedures	3
School Dismissal Procedures	3
Attendance	3
Uniform	3
Jewelry & Make-up	4
Classroom Rules	4
Lunch Period Procedures	4
Discipline - 4 Step Process	4
Grading Policy & Requirements	5
Homework/Independent Work	5
Report Cards	5
Awards & Honors	6
Textbooks	6
Harassment Policy	6
"Texting" & "Virtual Bullying"	6
Important Holidays	7
Contact Information	8
Academic Calendar 20/21	9

WHAT'S SO SPECIAL ABOUT ADVENTIST EDUCATION?

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

Grade	Teacher	School
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
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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 1st Quarter
27 Beginning of 2nd 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 2nd Quarter
18 MLK Day School Closed
19 Start of 3rd 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 3rd Quarter
24 Start of 4th 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	