

2017-2018

**Ephesus Junior
Academy
School Handbook**

EPHESUS JUNIOR ACADEMY

2017-2018
School Handbook

©2017

Ephesus Junior Academy

3700 Midlothian Turnpike

Richmond, VA 23224

Phone: 804.233.4582

Website: www.ephesusjracademy.org

Table of Contents

Welcome	1
Mission, Goals, Objectives	2
EJA Student Affirmation.....	3
AEC Student Creed	3
Faculty.....	5
School Information	6
Admission.....	7
Tuition and Fees	8
Dress Code.....	10
Student Illness	11
Attendance	11
Curriculum	13
Grading Policy	14
Homework	14
School Supplies and Textbooks	15
Library Use.....	15
Electronic Devices	15
Student Activities	17
Parent Communication	18
Code of Ethics	18
Discipline Policies	18
Security	22
Home and School Association.....	22
Parent Attestation Notice	24

Welcome to Ephesus Junior Academy

We are pleased that you have chosen to send your child to Ephesus Junior Academy (EJA). Under God's direction and with your support, we will teach and guide your child during his/her formative years when character is developed, values are formed, and gifts are identified and nurtured.

This handbook is designed to give you and your child helpful information about EJA. It is required that you take the time to read it with your child and place it in a safe convenient place for quick and easy reference.

Guiding Principles

Ephesus Jr. Academy recognizes God as the ultimate source of existence and truth. All academic and spiritual foundations are built on this truth that operates on the premise that all teaching and learning are divinely inspired by the word of God. This truth promotes the Adventist core curriculum which focuses on the creation of man, the fall of man, the redemption of man, and the re-creation of man.

While the truths that promote God's, presence are embedded throughout the core curriculum of Adventist education there is an intentional balanced developmental program that merges the learners' academic, physical, social, and spiritual growth.

Mission Statement

Ephesus Adventist Junior Academy exists to provide spiritual development and excellence in education in a safe and caring environment to serve God and mankind.

Vision

To create and sustain a school of life-long learners, students, teachers, parents, and community that plan, teach and learn together.

Aim

To facilitate the harmonious development of the physical, mental and spiritual powers of each child entrusted to our care.

Objectives

- To provide effective instruction in the core academic subjects
- To meet the needs of diverse learning styles and cultural backgrounds
- To foster a personal relationship with God
- To help student developing healthy lifestyle
- To promote the dignity of work and the joy of service
- To provide a safe caring environment that is conducive to learning
- To promote scholarship, leadership, citizenship and character development
- To provide opportunities for social growth that are consistent with Biblical teachings

EJA Student Affirmation

The Spirit of Excellence

The Spirit of Excellence is the Spirit of me;
It is the Spirit of God dwelling in me.

No matter the hardship, no matter the pain,
The Spirit of excellence will always prevail.

This Spirit of excellence, in me abides;
It is the Spirit of God dwelling inside

ALLEGHENY EAST CONFERENCE STUDENT CREED

Higher than the highest human thought can reach in God's ideal for His children. Godliness, godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain, that included everything good, and pure, and noble. (Education p. 18).

I am created in the image of God and I am endowed with power akin to that of the Creator — individuality, power to think and do. I will develop my power to think and not be a mere reflector of other men's thoughts. (p. 17). I must face the practical realities of life, its opportunities, its responsibilities, its defeat and its successes. How I meet these expectations, whether I become master for victim of circumstance, depends largely upon my preparation to cope — my education. (Forward)

I will use my time wisely today!
I will learn something new today!
I will be successful today!
I will have no other gods before thee.
I will not make unto thee any graven images not bow down myself to serve them.
I will not take the name of the Lord (thy God) in vain.
I will remember that Sabbath Day to keep it holy.
I will honor my father and my mother.
I will not kill

I will not commit adultery.

I will not steal.

I will not bear false witness against my neighbor.

I will not covet anything that is my neighbors.

The greatest want of the world is the want of men; men and women who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. But such a character is not the result of accident; it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and Man (p. 57).

Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders. (p. 78). My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or loose memory. I will seek higher attainments. (p. 78).

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be, with His help.

Faculty

Jasmine Johnson, MBA, MAT, Ed.S (Fall 2017) Principal
principal@ephesusjracademy.org

Sheresa Woodson, MS Educator
swoodson@aeacsd.com

Purette Mills, M.Ed. (Fall 2017) Educator
pmills@aeacsd.com

School Information

Ephesus Jr. Academy
3700 Midlothian Turnpike
Richmond, VA 23224
www.ephesusjracademy.org

SCHOOL HOURS

Classes are dismissed earlier on days preceding major holidays. (You will be notified of all early dismissals) Students are expected to leave the grounds upon dismissal. Adult supervision is not available.

Monday – Thursday:

8:00 am – Classes Begin
3:00 pm – Classes Dismiss

Friday

8:00 am – Classes Begin
2:00 pm – Classes Dismiss

EXTENDED CARE

Before and after school program is available for a limited number of students, ages 5-12 for a nominal cost. The center is located on first floor of the building. For additional information call (804) 231-2149.

EMERGENCY SCHOOL CLOSING

To confirm school closings due to inclement weather, listen to WRIC- Channel 8 (330-8815) or CBS-Channel 6 (353-0935). You may also receive an email notification from RenWeb. Also visit www.ephesusjracademy.org or call the school office (233-4582) to hear a recorded message. Weather conditions vary from area to area in the Richmond vicinity. Parents are urged to use their discretion when deciding to send a child to school if impending inclement weather is predicted.

ADMISSION

Who May Attend

Ephesus Junior Academy (EJA) welcomes young people that come for the purpose of learning and living in harmony with the principles of the school. Students are not denied admission because of non-merit factors including race, national origin, color, religion or gender.

Transferring students should have maintained a "good and regular" standing from the last school attended. While attending EJA, the student must maintain at least a 2.0 GPA on his/her level of learning, otherwise, the student's continued attendance status is in jeopardy and may be reviewed by the school board. All new students are placed on probation for a nine-week period and may be dismissed for poor academic performance or behavior.

Admission Procedure

Submit an application with the non-refundable application fee (See Tuition and Fees). The school will contact parents to set up an appointment to visit the school and to complete all necessary forms.

An admission interview may be scheduled after the application has been reviewed by the principal. Both the student and parents must attend. The transferring applicant's records/transcripts will be reviewed prior to acceptance or nonacceptance. Submit a copy of the applicant's birth certificate. Submit immunization records. The following immunizations are required by the Commonwealth for all students upon entry to any schools in the state of Virginia:

Diphtheria	3 doses
Tetanus	3 doses
Polio	3 doses
Hepatitis B	3 doses
Measles/Mumps/Rubella	1 dose after 15 months

Applicants applying for the Kindergarten program must be 5 years old by December 31st. New students wanting to enroll after the interim grading period of the third quarter/nine-week period will be accepted on a case by case basis.

Admission Decisions

Admission decisions for fall enrollment are made from April through August. During the academic year, the decision is made after the interview. Parents are notified that the child is accepted, denied, or placed on the waiting list.

Waiting List

If an applicant meets the admission requirements but is applying for a grade level that is full, the student will be placed on the waiting list. When a vacancy occurs, the school will notify the parent of the next student on the waiting list.

Re-enrollment Procedure

Enrollment is an annual procedure. Re-enrollment packets are available April 1st of the preceding school year. Parents should complete the forms and return with the appropriate fees during the re-enrollment period to maintain the student's current enrollment status.

TUITION & FEES

Application Fee

New applicants must pay an application fee upon registration. This fee is paid once and is nonrefundable.

Registration Fee

New and returning applicants must complete registration forms and pay a registration fee prior to starting school. This fee is non-refundable once the student starts school. It covers insurance, standardized testing materials and scoring, textbook rentals and related purchases during the school year.

Technology Fee

Based on grade level a student may be assigned a piece of technology (i.e. Chromebook, tablet, laptop). These electronic devices contain only educational programs and will be used for instruction and to submit classwork and homework, electronically. There is an annual fee. At the end of their tenure, parents may purchase the equipment for a \$25.00 wipe-off fee. Students not in the program for the allotted time span of the program must pay the cost differential to purchase the equipment.

Yearly Tuition

(Please note tuition and all fees are subject to change)

Annual Tuition:	\$4,500.00 (K-5)
	\$4,600.00 (6-8)
Application Fee:	\$100.00
Registration Fee:	\$360.00
Home and School Fee:	\$50.00
Late Tuition Fee:	\$25.00
Returned Check Fee:	\$35.00

Sibling Discount

A discount will be applied to the second and succeeding sibling(s) in multi-families. The first child is not entitled to a sibling discount.

Sponsorship:

Paying tuition (partial or full) for a designated student is considered sponsorship. Any portion of unpaid tuition payments will be the responsibility of the child's parent and/or guardian.

Payment Plan

The following options are available for tuition payments:

Annual Payment by the first day of school. Applicants will receive 1.5% discount.

Ten Monthly payments (First tuition payment is due August 15th and each month thereafter until May 15th - total of 10 payments will be made).

Eleven Monthly payments (First tuition payment is due July 15th and each month thereafter until May 15th - total of 11 payments will be made).

Twelve Monthly payments (First tuition payment is due June 15th and each month thereafter until May 15th - total of 12 payments will be made).

Financial Policy

All initial fees (application and registration) must be paid before a child is enrolled and able to attend classes. Tuition payments are due on the 15th of each month. Payments received after the 20th of the month are automatically assessed the late fee. All accounts must be brought up-to-date before report cards or transcripts will be released. Graduate accounts (kindergarteners or 8th graders) must be paid in full prior to the promotional ceremony. Graduates with unpaid balances will not be allowed to participate in the promotional exercise. If an account becomes delinquent and is sent to collections, the student account will be assessed collection charges to include attorney's fees, court costs, and any other charges associated with the collection of

this debt. Payments may be made by check, credit/debit cards or money orders. Please make payable to "Ephesus Junior Academy." DO NOT send cash.

Mail to: Ephesus Junior Academy
3700 Midlothian Turnpike
Richmond, VA 23224
Attention: School Treasurer

DRESS CODE

The Ephesus Junior Academy School Board has adopted an official uniform for class and gym that is to be worn daily by all students enrolled. Parents are responsible for the ordering and purchasing of the uniforms. Uniforms can be purchased from Flynn & O'Hara Uniforms. To place an order, call 804-327-9001, visit their website at www.flynnohara.com, or visit the store located at:

Stein Mart Shopping Center
9722 Midlothian Turnpike
Richmond, VA 23235

Boys: All Grade Levels <u>Daily Wear:</u> White long or short sleeve polo shirt Gray pants with black belt Black or grey socks Dark shoes (black or brown) No sneakers Optional: Burgundy cardigan sweater or vest	Boys: All Grade Levels <u>Dress Wear</u> (Designated day for Chapel and Field Trips) White long or short sleeve Oxford button-down collar shirt Solid burgundy tie Gray front pleated pants with black belt Black or grey socks Dark shoes (black or brown) No sneakers Burgundy cardigan sweater
---	--

<p>Girls: Grades K - 3 <u>Daily Wear</u> White long or short sleeve polo shirt Burgundy and grey pleated jumper Burgundy or White knee-hi socks Dark shoes (black or brown) No sneakers Optional: Burgundy cardigan sweater Burgundy or white tights</p>	<p>Girls: Grades K - 3 <u>Dress Wear</u> <i>(Designated day for Chapel and Field Trips)</i> White long or short sleeve blouse with Peter Pan collar Burgundy and grey pleated jumper Burgundy or White knee-hi socks Dark shoes (black or brown) No sneakers Gray and burgundy plaid crisscross tie Burgundy cardigan sweater</p>
<p>Girls: Grades 4-8 <u>Daily Wear</u> White long or short polo shirt Burgundy and grey pleated skirt Burgundy or White knee-hi socks Dark shoes (black or brown) No sneakers Optional: Burgundy cardigan sweater Burgundy or white tights</p>	<p>Girls: Grades 4-8 <u>Dress Wear</u> <i>(Designated day for Chapel and Field Trips)</i> White long or short sleeve blouse with Peter Pan collar Burgundy and grey pleated skirt Burgundy or White knee-hi socks Dark shoes (black or brown) No sneakers Grey and burgundy plaid crisscross tie Burgundy cardigan sweater</p>
<p>Gym Uniform: All Students Ash (grey) tee shirt Burgundy, micromesh, nylon gym shorts Ash (grey) heavy weight sweatshirt and pants White or burgundy ankle or crew socks White sneakers</p>	

Dress-down Days

The most popular fundraiser among students is Dressed-down Days. Wednesday is casual clothes day; for a fee of \$ 1.00 students can be out of uniform. For DRESS DOWN DAYS, students may wear casual clothing — jeans, sweats, skirts, slacks, and dresses. All clothing must be clean and free of holes. No wording or pictures that are offensive to the mission of Ephesus Junior Academy are permitted. Please avoid baggy or very tight clothing. Short shorts or skirts/dresses are inappropriate. No exposed undergarments or short shirts that do not completely cover the student’s stomach and back may be worn. The money is used to lower the cost for the end-of-the year trip.

STUDENT ILLNESSES

Medications

Some students may have medical conditions that require occasional medication. School personnel CANNOT administer this medication, including over-the-counter drugs. If your child is on short-term medication, such as antibiotics, please schedule the dosage so that he/she receives a morning dose and the remaining doses when he/she returns from school in the afternoon. Students with long-term medication that must be administered during the school hours may have the necessary medications administered by school personnel with a prior agreement and arrangement as follows:

A written request from the parent or guardian requesting that the school assist the student receiving the medication as prescribed by a physician.

Written instructions from the physician detailing the method, amount, and time schedule for administration of prescription. The medication must be delivered to the school in the original container bearing the original pharmacy label.

Illness

If a child becomes ill during school hours, parents are expected to make arrangements to have the child removed from the school immediately. Parents without transportation and working parents should make arrangements for this possibility before the school year begins and enter the information on a school emergency contact form.

Children with contagious diseases, (colds, flu, chicken pox, measles, pink eye, ringworm, etc.) are to be kept home until the contagious phase has past. Upon return the parent must provide a doctor's statement certifying that the contagious phase of the disease is past and it is permissible for the child to return to school.

ATTENDANCE

Regular school attendance and promptness are vital to the learning process. Parents are expected to:

Encourage daily attendance.

Have your child arrive between 7:45 and 7:55 A.M.

If it is necessary for your child to be absent or tardy, please write a brief explanation for the teacher so that it can be determined if it is an excused or unexcused absence. Excused absences include illness of the child, death of a close family member, and religious holidays.

Excessive Absences

Excessive absences, whether excused or unexcused, have a detrimental effect on the learning process and is considered truant. A student who is absent more than 15 days within a semester, may not receive a grade higher than 60 and may not receive credit for the semester. Extenuating circumstances, such as a prolonged illness, may receive special consideration by appealing to the principal, in writing, and explaining why the policy should be waived in this case.

Habitual Tardiness

Parents are responsible for getting their child to school on time. Tardiness is unexcused unless the parent signs the student in or provides a note with an excusable explanation. Habitual tardiness will result in disciplinary action and a parental conference.

Early Dismissal

Early dismissals should be for reasons that constitute an excusable excuse. All students leaving the building before the end of the school day, must sign out. Students needing an early dismissal must bring written permission with the following information:

- Parent contact information
- Reason for early dismissal
- Means of leaving the school
- Time of early dismissal

THE CURRICULUM

We have designed a curriculum to support this holistic philosophy of the Alleghany East Conference (AEC) Student Creed.

Bible — During grades K-8 students will cover the entire Bible (Old and New Testaments), its structure, relevance to everyday life, Bible stories, the plan of salvation, memory gems including the Ten Commandments, the Lord's Prayer, and the Beatitudes.

Fine Arts - Visual Arts (art history, art appreciation, and creating works of art using a variety of media); Music (theory, history, and performance)

Language Arts - Listening and Oral Language (primary grades); Reading; Writing; Reference Skills (library and online)

Mathematics - Number Sense and Operations (calculations); Algebra; Geometry; Measurements; Statistic and Probability

Physical Education - Spiritual Emphasis; Motor Skills (physical activities and games); Lifestyle and Fitness; Sportsmanship

Reach — (Reading to Educate All Children for Heaven) A differentiated instruction used to help meet students where they are and help them move forward.

Science - Life; Health; Earth; Physical; Scientific Inquiry

Social Studies - History; Civics and Government; Geography; Economics; Sociology

Technology - Application; Communication; Lifestyle and Career; Ethics; Solutions

GRADING POLICY

Ephesus Jr. Academy teachers use the following grading scales for the grade levels listed below:

Grades K-2

I – Independent	P – Progressing	NT - Needs Time
-----------------	-----------------	-----------------

Grades 3 through 8

A+ = 97	B+ = 87	C+ = 77	D+ = 67	F = 59
A = 93	B = 83	C = 73	D = 63	I Incomplete
A- = 90	B- = 80	C- = 70	D- = 60	

HOMEWORK

Ephesus Junior Academy recognizes the need for practice at home to improve academic skills. The homework assignments will vary in length and the content may vary from student to student based on academic ability and teacher

discretion. Please refer to the Attendance section for homework policies when a student is absent. The purposes for homework are: 1. To reinforce the skills taught in the classroom 2. To encourage the growth of student responsibility and initiative for their own progress 3. To provide parents an opportunity to participate in the child's scholastic growth 4. To develop awareness that studying (review for a test, reading assignment) is as valid an assignment as written homework.

SCHOOL SUPPLIES AND TEXTBOOKS

All supplies listed on the supply lists are needed the first day of school. All students are required to have a Bible with both Old and New Testaments. It is helpful to label all items with your child's name. Students will be issued textbooks and a set of consumable books in various areas of study. Parents are responsible for the cost of consumable books that must be replaced during the school year. If textbooks are lost, stolen, defaced or destroyed, parents are responsible for the cost of replacements. The list of supplies is located on our website: ephesusjracademy.org.

LIBRARY USE

The library is a student resource. To maintain and protect the contents of the library:

- Do not bring food, gum, or drinks into the library.
- Do not write in or deface books in any way.
- Check out all library materials before leaving the library.
- Renew or return books on time.
- Put returned books in the designated container.
- Parents will be responsible for books that are lost or damaged.

ELECTRONIC DEVICES

EJA is not responsible for lost or stolen cell phones or other electronic devices. Electronic devices are not to be powered "on" during school hours. Music players and hand-held electronic games are not permitted on the campus, on field trips or to and from athletic events, unless requested by the teacher for educational purposes. Violations will result in the confiscation of the device. Parents may also be asked to come to the school to retrieve it.

Internet Privileges

Upon acceptance to the school, parents will be asked to sign an Acceptable Use Policy for each child. To have access to computers/internet, students must agree to abide by the following:

- I will not violate the terms of any applicable telecommunication license or any laws governing data collection, protection, privacy, confidentiality or security.
- I will not share any defamatory, discriminatory or obscene material.
- I will not connect or attempt to infiltrate computer or network security of the school, any company or another person's computer equipment or e-mail.

To provide students with access to the Internet in a safe environment, filtering devices have been installed. Nevertheless, EJA encourages exploration within the following guidelines:

- Students may not use the Internet during class time unless authorized by the teacher.
- Students may not download an Internet file unless authorized to do so by the teacher.
- All downloaded files must be stored on a personal device and not the hard drive.
- Students are to follow prescribe procedure to sign on and off the Internet.
- The internet is to be used only as a research tool.
- Student are to avoid and report any inadvertently discovered questionable content.
- Do not damage computers, computer systems and computer networks.
- Report all problems immediately to the teacher.
- Do not use another person's files or work.
- Do not violate copyright laws, ask the teacher about material before downloading.
- Do not give out personal or family information over the Internet.
- Do not use inappropriate/obscene language information.
- Do not send or display offensive or threatening messages or pictures. Failure to abide by rules for computer use may result in suspension or loss of computer privileges. If deemed necessary, discipline action, up to dismissal and or legal action, may be taken. Additionally, if damage is caused to

computers or software because of improper use, the cost of repairs or replacement, as well as fines, fees and penalties exacted by government agencies will be the responsibility of the parent.

STUDENT ACTIVITIES

Chapel

EJA students participate in weekly chapel. There are a variety of spiritual and enrichment presentations designed to enhance the learning experience. Attentive, courteous conduct is expected. Students must be in "dress wear" for chapel. Parents and visitors are welcome.

Student Photographs

Each child is photographed in a single pose in the fall and spring. Photo packages are available on a prepaid basis. Students may also be photographed with their classes in the fall.

Field Trips

Official field trip forms must be completed, signed, and returned to the student's teacher before the date of the trip. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Students are to be in "dress wear" unless otherwise noted on the permission slip. To ensure safety, students are to remain seated while the bus is in motion and refrain from all loud talking.

NJHS

National Jr. Honor Society

In accordance with guidelines established by the National Jr. Honor Society, students who have earned a minimum cumulative GPA of 3.5 will meet the academic requirement for eligibility for the National Jr. Honor Society. Those students who meet these criteria will be given an NJHS application Form. EJA teachers will evaluate and select the applicant based on the NJHS application form in the areas of leadership, service and character. An induction ceremony is held in the second semester of each school year for all students who have been selected for membership.

PARENT COMMUNICATION

RenWeb

Renweb is EJA's student information system where student records including attendance, behavior, grades, and transcripts are maintained. Any time that an address, phone number, email address, etc. changes, please notify the front office as our records in Renweb must be kept accurate. Teachers also use RenWeb to post assignments and communicate with parents about their child's progress. Parents can access their student's information via ParentsWeb using an Internet browser such as Internet Explorer, Safari or Firefox.

Parent/Teacher Conferences

During the school year, parents will be invited to meet with their child's teacher for an individual conference.

Classroom Visits

EJA welcomes all parents. If a parent wishes to observe their child in the classroom, he or she should make arrangements with the teacher prior to the visit.

CODE OF ETHICS

In the pursuit of academic excellence Ephesus Jr. Academy strives to uphold a Code of Ethics based on personal integrity, self-respect, honesty, spiritual development, and moral character. This code expects each student to diligently monitor and manage their attitude and activities in such a way so as to preclude the occurrence of disrespectful behavior towards teacher and student, cheating on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, and receiving or accepting improper assistance in the performance of their studies and school responsibilities. Any activity which compromises the academic integrity or reputation of EJA and undermines the educational process will be grounds for dismissal.

DISCIPLINE POLICIES

Discipline is a process of self-control that enables students to make appropriate choices. EJA has established clearly defined school rules and classroom guidelines with incremental incentives and consequences to foster positive relationships and the reinforcement of desired behaviors. Students are encouraged to use conflict resolution as outlined in Matthew 18: 15-17 to resolve person-to-person conflicts.

They learn to be confidential, straight forward, and forgiving. However, there are serious, offensive behaviors that will not be tolerated. Offensive Behaviors include but are not limited to:

- Defiance: to rebel against adult authority
- Drugs: to possess, use, or sell alcohol, tobacco or legal/illegal drugs
- Fighting: to harm another by hitting, kicking or use of a weapon
- Gambling: to bet money or other stakes on the outcome of any activity
- Theft: to take the property of another person or the school without permission
- Vandalism: to destroy/damage the property of another person or the school
- Weapon possession: to possess any item, including firearms, knives, and other dangerous objects that can cause injury to self or others
- Bullying: see policy below

Anti-Bullying Policy

EJA is committed to providing a safe, nurturing, welcoming and caring environment for all students. We will treat each other respectfully and will not tolerate any form of bullying. Students who violate this policy will be subject to disciplinary action.

Definitions:

Bullying is repeated unwanted, deliberate, hurtful, aggressive, frightening, verbal, psychological, physical, threatening behavior conducted by an individual or a group against other individuals or groups.

Examples of Bullying Behaviors:

- Hurting someone physically by pinching, punching, hitting, spitting at, kicking, tripping, or pushing
- Threatening someone
- Excluding someone deliberately or trying to get other students to exclude someone
- Damaging or stealing someone's belongings
- Demanding money or food
- Ganging up on someone
- Teasing someone
- Calling someone names

- Making fun of someone or putting someone down
- Spreading rumors or saying things that are not true about someone

Cyber Bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of Cyber Bullying Behaviors:

- Sending mean emails, texts or instant messages.
- Sending neutral messages to someone to the point of harassment.
- Posting hurtful things about someone on social media.
- Spreading rumors or gossip about someone online.
- Making fun of someone in an online chat that includes multiple people.
- Attacking or killing an avatar or character in an online game, constantly and on purpose.
- Pretending to be another person by creating a fake online profile.
- Threatening or intimidating someone online or in a text message.
- Taking an embarrassing photo or video and sharing it without permission.

Ephesus Junior Academy requires all students to abide by the following guidelines regarding academic integrity, cheating and plagiarism:

Cheating Policy

- Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices.)
- Giving or sharing information on a test, quiz, homework, project, etc.
- Copying another student’s work of any kind.
- Passing on or receiving definite answers to test or quiz questions.
- Turning in work for credit that is not one’s own (This includes, but is not limited to, information from the internet.)
- Submitting text that has been cut-and-pasted from the internet without attribution.
- Sharing or copying information from another student's computer or mobile device.

Plagiarism Policy

Plagiarism of any sort, as defined and explained, is strictly prohibited. Paraphrasing without properly given recognize the original source is also considered plagiarism. The following consequences will apply when violations occur: A documented referral to Principal will be added to student's behavior file. A credit of "0" will be recorded for the test or the assignment involved. Suspension or expulsion may be recommended.

Consequences

Consequences are used to help students with behavior modification until they learn to make appropriate choices. Incremental consequences include a warning by the teacher, loss of privileges; physical distancing; and a call to parents. Repeated violation of school rules or a single offensive behavior will incur serious consequences including detention, suspension or expulsion.

Detention

Students may be retained after school for not more than one (1) hour. The offensive will be recorded in Renweb and parents will be notified prior to the detention.

Suspension

A teacher may temporarily suspend a child from the classroom until administrative action is taken, but not from the school. The principal may suspend a student from the school, for up to three (3) days for repeated violation of school rules or one serious offense. A serious offense can include but is not limited to: violence, bullying, language, weapons, or drugs (possession or use). The parents will be notified to remove the child from the school as soon as possible and the incident will be documented in Renweb. If warranted, a longer detention may be determined by the EJA School Board. If so, the parent may request a hearing, with the School Board, to appeal the decision.

Recommendation to Withdraw

The parents of a student whose conduct is of a nature that could result in expulsion from school may be advised to withdraw the student.

Expulsion

Only the school board may expel. Expulsion may be considered after the following steps have been taken:

The teacher continually and consistently works with the student.

The teacher informs the parent(s) about the problem. • The teacher informs the principal about the problem.

The student is suspended from the classroom.

The student is suspended from the school.

The parents have been advised to withdraw the student.

SECURITY

Building

It is the intent of EJA to provide facilities that are safe. This requires controlled access. All visitors must enter through the main entrance and sign in at the office. It is also necessary to sign out at the office and exist through the main doors. During evening events (game night, H&S), the classrooms are not accessible. Forgotten homework or clothing must be retrieved during regular school hours.

Emergency Drills

Emergency drills (fire and disaster) are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building as follows:

- Turn off lights.
- Close doors and windows.
- Do not take books.
- Follow the teacher quickly out of the building • Stay with your class.
- Do not re-enter the building until told to do so.

Careless or malicious initiating of a false alarm is a serious offense that can cause injury. Such action will be handled with the utmost severity and may lead to expulsion. The parents will be held responsible for any fees and damages caused by the false alarm.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (H&S) is organized to unite the home and the school in endeavors to provide Christian education including special programs, activities, parenting tips, and the latest research in child care and education. The primary objective is to develop and deepen relationships between parents and teachers as they work together to educate students.

Both parents and teachers are encouraged to attend the H&S meetings, which are held on the second Monday of each month.

Volunteers

Parent and community volunteers are always needed for special activities such as fundraisers, Fun-Fairs, and Field Days, or to share their expertise.

Donations and Fundraisers

The tuition assessed to parents does not cover the cost for educating a student. There are several fundraisers during the year. As indirect recipients of these events, parents and students are urged to participate. Parents also keep cost down by praying for our school, volunteering and making financial or academically useful donations. All donations are tax deductible.

PARENT ATTESTATION NOTICE

Please sign and return this section of the page on or before the first day of school.

I have received the Ephesus Junior Academy Student Handbook and understand that I am responsible for reading and supporting my child(ren) in upholding its contents.

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent /Guardian Signature

Date