

Dear ESCA Parents and Students,

Welcome to the 2009-2010 school year at East Stroudsburg Christian Academy. We expect God will do some exciting things in your life, so get ready!

This Handbook will help you understand the expectations we have for you while at ESCA. Please read its contents carefully and ask questions if anything remains unclear.

Students in 7th through 12th grade need to read, sign, have your parent's sign, and return the statement page indicating that both you and your parents have read this handbook. It is important to us that your parents know our expectations of you as well.

After you have read this handbook, please keep it in a safe place. You will need to look at it from time to time during the school year.

On behalf of the Faculty and Staff at East Stroudsburg Christian Academy, we are praying for your school year. May God bless you.

Together in Christ's Service
ESCA Faculty and Staff

* SPECIAL NOTE

All students are required to read this handbook.

Handbooks must be read and have the statement page signed by students, parents, and returned to your homeroom teacher.

ESCA STUDENT HANDBOOK
STATEMENT PAGE
2009-2010

By signing below, I acknowledge that I have read the ESCA Student Handbook for the 2008-2009 school year.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

I. MISSION STATEMENT

A. East Stroudsburg Christian Academy's mission is to provide a Christ-centered learning experience and provide an academically challenging secular education.

B. East Stroudsburg Christian Academy serves as an extension of the Christian home.

- 1) The school strives to educate every child academically and spiritually, providing scholastic, social, physical, and religious experiences that will assist children to "increase in wisdom and stature and in favor with God and men." (Luke 2:52)
- 2) Instruction is based on the Word of God, and design to give the child a biblically based view of God and man's place in the world.

C. ESCA recognizes that each child learns in individual ways.

- 1) To meet each child's needs, the school provides instruction sensitive and particularized to that student, selecting textbooks and materials that best fit the learning needs of each.
- 2) The Bible is taught in all grades from Kindergarten through Twelfth, using an approach consistent with the school's Statement of Faith.

D. In addition to basic academic studies, East Stroudsburg Christian Academy students participate in art, music, and physical education classes. After school programs include boys and girls basketball and girls volleyball.

E. All teachers accept Jesus Christ as their personal Savior, and are dedicated to serving the Lord in the ministry of Christian education. Parents and teachers are encouraged to work together in partnership.

F. East Stroudsburg Christian Academy accepts boys and girls regardless of race, color, ethnicity, or national origin. Children (and their families) attending the school are expected to understand and accept the Statement of Faith, and agree to support the philosophy and objectives of the school as stated in its Handbook.

II. STATEMENT OF FAITH

A. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

B. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.

C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily Resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

D. We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is necessary.

E. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

F. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

G. We believe that heaven and hell are definite places.

III. WE BELIEVE IN THE SPIRITUAL UNITY OF BELIEVERS IN OUR LORD JESUS CHRIST.

IV. PLEDGES

A. Pledge to the American Flag

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

B. Pledge to the Christian Flag

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

C. Pledge to the Bible

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

V. ADMISSIONS

A. Procedure for Enrollment

- 1) A prospective family should become familiar with the school through the information packet and tour of the school facilities.
- 2) The student application should be completed and returned to the school office with the application fee.
- 3) An interview will be scheduled with the School Board.
- 4) The perspective family will be notified as soon as possible after a decision has been made. At that time records will need to be transferred.

B. Married Students

- 1) A student will not be allowed to enroll or continue to be enrolled if married.
- 2) Student Pregnancy
- 3) Girls who become pregnant while still a student at ESCA will not be permitted to attend any longer. If the father is also a student at ESCA, he will not be permitted to attend any longer.

C. Withdrawals

- 1) If a parent wishes to withdrawal their child, he must contact the school office for the necessary forms. An appointment will be scheduled between the parents and the administrator to discuss the withdrawal.
- 2) Teachers will issue grades earned from the beginning of the quarter to the day of withdrawal. The student is responsible for returning all books and materials to the school.
- 3) No academic records will be released until all account balances are cleared.

D. Re-Enrollment

- 1) Students who are currently enrolled in ESCA are eligible for re-registration, which is held in April. A current student who is re-enrolled by May 1st will be given preference over a new student when classes are full.
- 2) This does not apply to students re-registering after May 1st. Re-enrollment forms will be sent to families of current students by way of the communication envelope. Forms need to be returned to the school office with the re-enrollment fee.

VI. ACADEMIC POLICIES

A. Curriculum

East Stroudsburg Christian Academy offers a traditional approach to education and uses textbooks from A Beka Books and Bob Jones University Press.

B. Offered Courses – Grades 7-8

Courses marked with an (*) may be taught in a combined class and may be offered every other year.

- 1) Seventh Grade
 - a) Bible 7*
 - b) English 7
 - c) Basic Mathematics
 - d) Life Science*
 - e) World Studies*
 - f) Physical Education/Health

- 2) Eighth Grade
 - a) Bible 8*
 - b) English 8
 - c) Pre-Algebra
 - d) Earth Science*
 - e) Geography*
 - f) Physical Education/Health

C. Offered Courses – Grades 9-12

Courses marked with an (*) may be taught in a combined class and may be offered every other year.

- 1) ENGLISH*
 - a) English I
 - b) English II
 - c) English III
 - d) English IV
- 2) MATH*
 - a) Algebra I
 - b) Algebra II
 - c) Geometry
 - d) Basic Mathematics
- 3) HISTORY*
 - a) World History
 - b) US History
 - c) American Republic
 - d) U.S. Government/Econ
- 4) SCIENCE*
 - a) Biology
 - b) Physical Science
 - c) Chemistry
 - d) Physical Health
- 5) Foreign Language
- 6) Bible*

Bible is a required class in all grades at East Stroudsburg Christian Academy.

The King James Version or the New King James Version are the translations used for teaching and memory work in grade K-12. Each student is required to purchase and bring to school a personal Bible. It will be used as a textbook and/or reference book frequently.

D. Homework

- 1) Each teacher is at liberty to assign homework to reinforce class instruction, and may consist of unfinished class work, extra drill, or practice or assignment intended for out-of-class work.
- 2) Homework is to be completed on time.
- 3) Completing all homework is important not only so students can get academic benefits from doing the work, but also teach students the biblical principles of responsibility and quality workmanship.
- 4) Teachers will confer with the principal regarding students who have an excessive number of incomplete homework assignments.
- 5) Efforts will be made to correct the problem in consultation with the students and their parents.

E. Report Cards/Progress Reports

- 1) Report cards are distributed every nine weeks.
- 2) Report cards will be given to students in the week after the end of each grading period and will be mailed to the student's home at the end of the school year.
- 3) Grades may be withheld until all fees are paid.
- 4) Progress reports are sent home the fifth week of each quarter.

F. Incomplete Grades

- 1) If a student receives an incomplete grade, they must complete all work within two weeks for a six-week grade and four weeks (unless with special arrangement) to make up a semester grade.
- 2) If the work is not completed in the time allotted, the student will receive a failing grade for that class.

G. Grading Scale

- | | |
|--------|------------|
| 1) A+ | 99-100 |
| 2) A | 95-98 |
| 3) A- | 93-94 |
| 4) B+ | 91-92 |
| 5) B | 87-90 |
| 6) B- | 85-86 |
| 7) C+ | 83-84 |
| 8) C | 78-82 |
| 9) C- | 76-77 |
| 10) D+ | 74-75 |
| 11) D | 73-72 |
| 12) D- | 71-70 |
| 13) F | 69 & below |

H. Academic Probation

- 1) Academic probation is a tool designed to refocus the student on areas of academic difficulty.
- 2) A student will be placed on academic probation if the student fails any two classes, including electives, at any one of the academic checkpoints listed on the calendar.
- 3) Academic probation will result in three-week probation, beginning the next grading period.
- 4) If more than two classes have a grade of 72 or below, a parent conference may be scheduled with the administrator to develop steps to improve academic success.

I. Grade Promotion

- 1) In first through eighth grade, a student will be promoted to the next grade level unless he has failed two subjects for the year.
- 2) The administrator should approve summer school or special tutoring.

J. Course Completion

- 1) Students in ninth through twelfth grade who fail a required course for the year must repeat the course, complete another program of study approved by the school administrator, or attend a summer school program to graduate.
- 2) Before enrolling in a summer school course, students must get approval from the administrator.

K. Graduation Requirements

- | | | |
|-----------------------|---|----|
| 1) Bible | 4 | |
| 2) English | 4 | |
| 3) History | 4 | |
| 4) Science | 3 | |
| 5) Math | 4 | |
| 6) Physical Education | 2 | |
| 7) Foreign Language | 1 | |
| 8) Health | 1 | |
| 9) Elective | 2 | |
| | = | 25 |

L. Valedictorian and Salutatorian

The awards of Valedictorian and Salutatorian for a graduating class at East Stroudsburg Christian Academy are based on the two highest calculated Grade Point Averages (GPA).

Please note the following qualification:

- 1) The recipient of either award must have been enrolled as a student at ESCA for at least four consecutive full semesters prior to the actual graduation date. A Student transferring into ESCA must be enrolled and complete the junior and senior years at ESCA.

- 2) The recipients of these awards shall have a minimum cumulative GPA of 3.75.
- 3) The recipients of either award shall have taken and successfully completed what the Administration would consider a college preparatory schedule.
- 4) The GPA will be calculated based on seven consecutive semesters of academic achievement. In the event that several grade point averages are extremely close, the GPA's will be monitored through the last semester of the senior year.
- 5) The student with the class rank of "one" shall be eligible for the Valedictorian Award and the student with the class rank of "two" shall be eligible for the Salutatorian Award.
- 6) Those students ranked "one" and "two" shall be notified of their standings at the conclusion of the 1st semester of the senior year.
- 7) In the event that an announced recipient for either award drops in his/her academic standing during the final semester, he/she will not receive the award medal nor will he/she be recognized publicly at graduation, the next qualified student shall receive the award.
- 8) Recipients of both awards will be recognized at graduation for their achievement. Recipients may also be recognized by local news media prior to or after the date of graduation.
- 9) In the event that no member of a graduating class meets these criteria, no student shall be recognized as Valedictorian/Salutatorian or be presented these awards.

VII. THE SCHOOL DAY

- A. The school day begins at 8:00 AM and ends at 3:00 PM.**
- B. Parents should notify the school office if pick-up will be different from scheduled. Changes in the routine should be reported to the school office by 2:00 PM.**
- C. Once students arrive at school they must remain on campus until school is dismissed except with written permission from the student's parent.**
- D. Students leaving and returning to school during school hours must sign in and out of the school office.**
- E. All visitors must sign in at the school office upon arrival at the school. Any student pick-ups must be done at the school office. Visitors are not to wander the halls or go to the classrooms without permission of the administrator. For the safety of our children, all parents and visitors must respect this policy.**

VIII. ATTENDANCE POLICY

- A. Attendance at school is necessary for your child's academic success. Any absence for any reason will require a note of explanation upon the child's return to school. An absence of more than three consecutive days will require a doctor's excuse. An absence of three days or more for a non-medical reason must be pre-approved to be considered an excused absence.**
- B. Excused absences consist of illness, death in the family, family emergencies and pre-approved vacations. If possible, please try to arrange vacations around the school calendar.**
- C. After five unexcused absences per marking period, a letter will be sent home to arrange for after school sessions to make up the work missed. This will be at the convenience of the teacher. If a student is absent 20 days during the year, it will be at the school's discretion to determine if he or she will be promoted to the next grade.**

IX. TARDY POLICY

- A. Since it is a goal of East Stroudsburg Christian Academy to prepare our students for life, we consider it very important to teach them the importance of being on time for all occasions.**
- B. The school day begins at 8:00 AM and all students are expected to be at school by this time.**
- C. If the students are not with their class at 8:00 AM, they will be considered tardy.**
- D. Students in Kindergarten through twelfth grades will receive one discipline notice for every three unexcused tardies.**
- E. Please notify the school a day or two in advance, if your child will be late due to an appointment. This will be considered an excused tardy.**
- F. We realize that occasionally things happen that are beyond our control, which may cause the students to be late. This will be considered an excused tardy.**

X. DRESS CODE

A. GIRLS DRESS CODE

- 1) Navy or Khaki Uniform Skirt or Uniform Dress Pants
- 2) ESCA Polo Shirt
- 3) ESCA Cardigan, Sweater Vest, Sweatshirt, or Fleece
- 4) ESCA Turtleneck (acceptable with school polo or sweater vest only)
- 5) Pantyhose, Tights or Socks
- 6) Black, Brown, or Navy Shoes (K-5th Grade—low heel, 6th–12th Grade-low to medium heel) or or black suede type sneakers

B. BOYS DRESS CODE

- 1) Navy or Khaki Uniform Pants
- 2) ESCA Polo Skirt
- 3) ESCA Cardigan, Sweater Vest, Sweatshirt, or Fleece
- 4) ESCA Turtleneck (acceptable with school polo or sweater vest only)
- 5) Casual Shoes in Black, Brown, or Navy or black suede type sneakers
- 6) Color Coordinated Socks
- 7) Belt

C. GYM DRESS CODE

- 1) ESCA Sweat Pants
- 2) ESCA T-Shirt
- 3) ESCA Sweatshirt
- 4) Sneakers
- 5) White Socks
- 6) ESCA Shorts (6th – 12th Grades Only)

*** ALL ITEMS ARE TO BE PURCHASED THROUGH THE SCHOOL OFFICE EXCEPT FOR BELTS AND FOOTWEAR. **** NO EXCEPTIONS***

D. YOUNG LADIES APPEARANCE POLICY

- 1) Hair must be modest style, no spiking.
- 2) No unnatural hair coloring.
- 3) Shirt tails must be tucked in at all times.
- 4) Skirts/pants must be worn at the waist.
- 5) Any non-school attire must be removed at the beginning of the school day.
- 6) Sneakers or work boots are not to be worn in class.
- 7) No sneaker socks or socks with patterns.
- 8) Proper personal hygiene.
- 9) NO body piercing except ears (limit 3 per ear).

- 10) No visible tattoos.
- 11) Undergarment color must coordinate with shirt color. Example: No dark color undergarments under a light color shirt.
- 12) No black lipstick or nail polish.

E. YOUNG MEN'S APPEARANCE POLICY

- 1) Hair must not be touching the collar or ears and may not hang over the eyes.
- 2) No excessive spiking of the hair.
- 3) No unnatural hair coloring.
- 4) Sideburns must be no longer than the bottom of the ear.
- 5) No facial hair.
- 6) Belts must be worn.
- 7) Shirt tails must be tucked in at all times, so belt is visible.
- 8) Pants must be worn at waist.
- 9) Any non-school attire must be removed at the beginning of the school day.
- 10) Wallet chains must be inside of pant pockets.
- 11) Sneakers or work boots are not to be worn in class.
- 12) Proper personal hygiene.
- 13) No body piercing.
- 14) No visible tattoos.
- 15) Any neck chains must be worn inside the shirt.
- 16) No excessive bracelets.
- 17) White socks are acceptable for gym class only.

XI. DISCIPLINE

A. Discipline is essential to any learning environment and thus is necessary in the school. The school uses the following guidelines in administering discipline:

B. The school will submit discipline problems to the parents as much as possible.

C. The following are some general disciplinary offenses:

- | | |
|------------------------------------------|------------------------------------------|
| 1) Disrespect | Disobedience |
| 2) Improper Language | Insolence |
| 3) Horseplay | Classroom/Hallway disruptions |
| 4) Fighting | Repeatedly unfinished work |
| 5) Stealing | Endangering another's property or person |
| 6) Meddling with other people's property | |

D. The above mentioned offenses are general in nature with many items falling under the given categories. Some actions students do or attitudes students have, although in and of themselves do not constitute disrespect, disobedience, etc., will, under certain circumstances, be offenses warranting discipline. Such behavior usually becomes a disciplinary offense when it is done in direct contradiction to a teacher's directions or when it is done on a continual, repetitive basis. Some items falling under this category would be:

- 1) Gum chewing
- 2) Possession of matches, knives, etc.
- 3) Late to class
- 4) Failure to return signed notes, tests, etc.
- 5) Unauthorized leaving of building or grounds
- 6) Eating in class
- 7) Playground misconduct, etc.

E. Guidelines for Discipline:

- 1) General
 - a) A discipline report will be filled out by the teacher or principal.

- (1) It will indicate the type of infraction.
- (2) It will note what type of discipline, if any, was administered.
- (3) It may include recommended actions to be taken by the principal.
- b) A copy is to be sent home to the child's parent for a signature.
 - (1) This copy is to be returned signed the next school day.
 - (2) The issuer will keep one copy and the principal will file another.
 - (3) The responsibility for the return of the note to the teacher is the student's, whether or not the teacher asks for the signed discipline note.
- c) Failure to return the signed discipline notice will result in the teacher or principal calling the parent within two days to notify the parent concerning the infraction.
- d) This procedure does not necessarily preclude what is stated on pages 13-14.
- e) If an infraction warrants it, immediate suspension or expulsion will result.
- 2) Elementary
 - a) Upon receiving the third discipline notice, a parent conference is to be scheduled.
 - b) Every third discipline notice thereafter will receive the same discipline as above.
 - c) On receipt of the fifteenth and eighteenth the child is suspended from school for two days.
 - d) One receipt of the twenty-first notice, the child is expelled for one semester.
 - e) The record is cleared at the end of each semester.
- 3) High School
 - a) Upon receiving the third discipline notice, a parent conference is to be scheduled.
 - b) Every third discipline notice thereafter will receive the same discipline as above.
 - c) On receipt of the fifteenth and eighteenth the child is suspended from school for two days.
 - d) On receipt of the twenty-first notice, the child is expelled for one semester.
 - e) The record is cleared at the end of each semester.

F. If the combined efforts of the home and school fail to bring about the necessary conduct and/or attitude changes, the child will be dismissed from school.

G. Students may be placed on probation or suspended under certain circumstances.

- 1) Probation guidelines:
 - a) Probation is a written and verbal warning which places the student under special conditions for a designated time period. The length of time and the specific conditions imposed upon the student will be determined by the administration in conjunction with the faculty.
 - b) Probation gives the student an opportunity to correct the attitude or conduct problem while still remaining in school and completing all required work. If improvement is not made to a satisfactory level according to the special conditions imposed by the administration and faculty, the student will be suspended or dismissed from school pending a decision from an administration-faculty conference.
 - c) The administration will notify the parents of its decision to place a student on probation before doing so.
 - d) Following are some areas when probation may be necessary:
 - (1) When a student fails to respond to discipline and/or is a continual, repetitive discipline problem.
 - (2) When a student's academic performance is significantly below average.
 - (3) If a student's academic performance is below average but of passing level, the student may be placed on probation during the beginning of the next school year. If his current academic performance makes his academic performance in the next school year questionable, the faculty may place the student on probation during the beginning of the next school year. If the student does not satisfactorily meet the specific conditions imposed under the probation, the student will be moved back to his last year's grade level.
 - e) Probation may be imposed for problems in the areas of academics, behavior, or both.
 - f) It is not to be assumed that a student must be put on probation before being suspended or dismissed.
- 2) Suspension guidelines:
 - a) Suspension is the removal of a student from the school premises for a specified time period.
 - b) The principal (or the individual assuming the principal's role in the principal's absence) shall be able to suspend a student from school for one school (This includes the remainder of the present school day plus the next full school day). Parents will be notified as to the length of a suspension by the principal as soon as a decision is reached.
 - c) The administration will endeavor to notify the parents when a student is being suspended.
 - (1) However, such notification is not required prior to the imposition of a single-day suspension.

- (2) But, the parents must be notified prior to the imposition of a multi-day suspension.
- (3) This notification does not, however, negate the school's decision regarding the need nor length of the suspension.
- d) During a single day suspension, a student will receive a "0" on all work missed.
 - (1) Work due the day of the suspension and turned in prior to the suspension will be graded normally.
 - (2) Tests that were to be taken the day of the suspension may or may not be allowed to be made up pending an administration-faculty decision.
 - (3) In longer suspensions, a student will not be allowed to make up missed work.
- e) Before a student who has been on a multi-day suspension can return to classes, the student and his parents must meet with the principal.
- f) The parents must contact (by phone or in person) the principal before a student can return from a multi-day suspension (the principal will discuss the situation with the student upon the student's return to classes).
- 3) For very serious offenses, probation and suspension may be passed over and the student considered for dismissal from school. If such action is deemed necessary, the parents will be brought into conference with the administration as soon as possible, and, when possible, before such action is taken.
- 4) Certain offenses (such as drug abuses, weapons' abuses, assault, etc.) require legal action and will be turned over to the proper authorities. The parents will be notified and conferred with prior to such action if at all possible.

H. ESCA is not obligated to stay within the confines of these procedures exclusively. Student may be dealt with independently at any time.

I. East Stroudsburg Christian Academy has a "no tolerance" policy regarding weapons.

- 1) No student shall knowingly possess (on school property or at any school-sponsored activity) a knife, gun, or any object that could reasonably be considered a weapon.
- 2) Violation will result in the parent being notified and the student being removed from school for the remainder of the school day.
- 3) There shall be an automatic five (5) day suspension and a recommendation for expulsion.

J. Students may be subject to random or individualized search at any time.

- 1) If a student is suspected of specific wrongdoing, that student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel.
- 2) If the suspicion involves a substance or object that may injure the student or other students, the search may include a

K. Right of Appeal of Disciplinary Action

- 1) Any offense that would warrant an in-school suspension, out-of school suspension or expulsion, a hearing may be requested by the Administration or the parents of the student(s) involved.
- 2) Any hearing requested by the parents will be conducted by the individuals with direct responsibility for the final determination of the punishment as determined by the seriousness of the offense.
- 3) The parents may attend the hearing with the student but without any other individual to represent them or their student(s).

L. Student Disciplinary Record

- 1) Prior to admission to school, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a written statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property.
- 2) The registration shall be maintained as part of the student's disciplinary record. Any willful false statement made under this section shall cause the student to be expelled from the school immediately.

M. Availability of Records

A student's disciplinary record, as well as records required under the "Safe Schools" act shall be available for inspection to the student and his parent, guardian or other person having control or charge of the student, to school officials as needed and to State and local law enforcement officials.

N. Transfer of Records

Whenever a pupil transfers to another school, ESCS will send a copy of the student's disciplinary record to the school to which the pupil has transferred.

XII. CONDUCT POLICIES

A. Student Drivers

- 1) Students are permitted to drive an automobile to and from school provided they have a valid driver's license and current auto insurance.
 - a) Driving to school is a privilege, rather than a right or necessity.
 - b) ESCA does not accept any responsibility or liability for vehicles or their content.
- 2) Driving privileges will be suspended for speeding and careless driving on the school property. Student drivers must register their automobile at the school office.
 - a) There will be a \$5 fee for a Parking Pass.
 - b) Parking Passes must be displayed from the mirror of the automobile.
- 3) Students who drive their automobile to school will park in the lot in front of Sunnybrook at the lower end near the stream.
- 4) Student drivers will not be permitted to leave until all buses have departed.
- 5) All drivers must follow the designated route of travel: enter through main driveway, go to designated parking area, and exit by way of cabin circle.
- 6) Any student driver transporting a younger sibling must go to the waiting area to pick up student then proceed to automobile.
- 7) No student may remove their car from the parking lot during school without permission and signing out.
- 8) Student drivers are not permitted to go to their car for any reason unless the administrator or a teacher gave permission. All items needed for the day school by removed from the car upon arrival at school.
- 9) All accidents occurring on school property must be reported to the school office on the day of the accident.
- 10) Vehicles should be locked at all times.
- 11) While in the parking lot, car stereos may not be played for public hearing.
- 12) Failure to comply with any of these regulations will result in a phone call home, revocation of driving privilege for a minimum of one week, and a \$10 fine to be paid to the student activity fund.

B. Bus Behavior

- 1) Students, who ride school buses to and from school, and on field trips, must conform to proper standards of conduct as set forth in this handbook.
- 2) Violations may result in suspension of the student.

C. Dismissal Areas

- 1) Elementary students (pre-k -6) will be picked up at the end do sidewalk in front of Fellowship Hall.
- 2) High School students (7-12) will be picked up at top of the hill in front of Nearbrook.

XIII. TEXTBOOKS

A. All textbooks, which are supplied by the school, remain the property of the school, and it is expected that each student will take care of those books.

- 1) By the start of the second week of school, students are required to have book covers for the protection of all hardcover textbooks; students must keep covers on the books throughout the school year.
- 2) In the event that a textbook is lost or more-than-usual wear and tear is noticed, the student may be required to pay for the book.

B. Textbook Care - Teachers will insure that the following student responsibilities are fulfilled:

- 1) All textbooks must be properly covered. Fines will be assessed for damaged textbooks at the end of the year. All textbooks must be returned and fines paid before students will receive a report card.
- 2) Textbooks with covers partially off, with covers that are sloppy, or with covers that contain questionable words or symbols shall constitute books not properly covered.
- 3) Students shall not write on the book itself nor keep volumes of paper within the pages.

XIV. SCHOOL PROPERTY

- 1) It is everyone's responsibility to help care for school property and equipment.

- a) Parents will be held responsible for repairing or replacing any school property that is lost, damaged, or destroyed by their child.
 - b) Parents and teachers are to work together to instill a proper sense of stewardship in children
- 2) DO'S
- a) Cover all books with a durable cover.
 - b) Place all litter in trash cans.
 - c) Keep desks and chairs clean.
 - d) Keep walls and bulletin boards clean and neat.
 - e) Clean up spills.
 - f) Use equipment properly.
 - g) Clean up after eating.
 - h) Handle books and papers carefully.
 - i) Return things to their proper place.
- 3) DON'T'S
- a) Do not write in books, unless told to do by a teacher.
 - b) Do not throw or drop trash on the floor or ground.
 - c) Do not write on, scratch, or deface furniture.
 - d) Do not write on, scratch, or deface walls or bulletin boards.
 - e) Do not bring gum, to school.
 - f) Do not leave a mess for someone else to clean up.
 - g) Do not be rough or abusive with school equipment, including sitting on tables or desktops.
 - h) Do not leave food crumbs or garbage after eating.
 - i) Do not throw or drop book or break their bindings.
 - j) Do not leave things lying in the wrong place.

XV. PERSONAL PROPERTY

A. Students should properly label or identify personal articles used at school.

B. If articles are lost, this assures their return; if stolen, this assists in determining rightful ownership. Lost and found items may be obtained in the school office.

C. Items not claimed or sold will be donated to charity.

XVI. TELEPHONES

A. The school phone is reserved for official school business.

- 1) Students desiring to place emergency calls must first receive permission from their teacher.
- 2) Students will not be called out of class for phone calls unless for an emergency.

B. Cell phones are not permitted to be used in school.

- 1) Any student with a cell phone must give it to the homeroom teacher during homeroom and will be able to pick it up at the end of the day before dismissal.
- 2) Students may use cell phones on the bus and on field trips with parental permission.
- 3) If students violate the cell phone policy, those cell phones must be left at home.
- 4) If any student needs to make a call during school hours, that student must get permission from a teacher or office personnel.
- 5) Only necessary calls will be permitted.

XVII. CLASSROOM POLICIES

A. We recognize that each student is unique as well as a beautiful individual in God's eyes.

- 1) Your teachers are unique too.
- 2) You will find your teacher's individuality may be expressed in different classroom rules.
- 3) These minor differences are important and you will be expected to respect each teacher's rules while in class.
- 4) Individual classroom rules will be clearly posted for your reference.

B. Food

- 1) No food or drinks are allowed during class time unless it is a special occasion approved by the teacher.
- 2) Water in non-glass containers with lids or caps is the only beverage allowed during class time.
- 3) Students are not permitted to chew gum.

C. Homework

- 1) Homework is a valuable part of your educational prose and considered part of your grade.
- 2) It is the policy of ESCA that homework will be given but it has to be carefully balanced.
- 3) Generally, no more than two hours a night should be spent on homework.
- 4) No homework will be issued on Wednesday evenings and homework over the weekend will be light.

D. Study hall

- 1) Study hall is provided to give students an opportunity to complete class assignments.
- 2) Students are expected to work silently and independently.

XVIII. ATHLETIC & ACTIVITY POLICIES

A. Physical Education

- 1) All students are required to be properly attired according to the dress code policy.
- 2) Doctor's excuses are requested for students who need to be excused from physical education classes for more than two weeks.
- 3) In cases where students may participate in physical education classes but have restrictions on the kind of activities in which they may be involved, a doctor's excuse is requested indicating the specific restrictions and the length of time the student is under the restrictions.
- 4) In some cases, the school may require a note from a doctor before a student will be allowed to return to school and/or participate in physical education classes and athletic activities.

B. Activities

- 1) All school rules are in effect at the activity.
- 2) Students arriving must go directly into the building where the activity is taking place.
- 3) Students arriving at the activity later than a half-hour after the activity begins must be accompanied to the door by a parent or guardian for admittance to occur.
- 4) Once the students enter the facility, they must remain inside until the activity is over or a parent or guardian speaks to the Administrator.
- 5) Parents or guardians must pick up students no later than fifteen minutes after the scheduled conclusion time of the activity.
- 6) If an activity requires or allows for a guest, a Guest Information Form must be submitted for approval prior to the event.

C. Athletics

- 1) Success of the athletic program is not evaluated by the number of competitive victories, but on the characteristics and qualities our student-athletes are claiming for themselves.
 - a) Winning is important, but it is secondary to the Godly principles that we are striving to instill into our student-athletes.
 - b) We desire that our student-athletes perceive a Godly concept of success.
 - c) While winning the contest is the object of planning and preparation on the part of both coach and athlete, it must not be considered the sole measure of success.
 - d) Other values, which are being built into the athlete, must be the ultimate criteria on whether or not we are truly successful.
 - e) When winning is kept in the right perspective, our student athletes are allowed to develop without fear of failure.
 - f) They learn to understand the value of praise, as well as that of constructive criticism.
 - g) We win when we do our best with what we have to the glory and honor of God.
 - h) A team establishes many goals, none of which should be greater than bringing glory to our Lord and Savior.
- 2) Understanding that our students and even our coaches from time to time will learn lessons through mistakes, we attempt to compete as Jesus would. This means doing our best, as if God was our audience (Col. 3:23) and bringing a sportsmanship and zeal to interscholastic athletics that would model the characteristics of Christ.

- 3) The East Stroudsburg Christian Academy athletic program is extracurricular in nature and exists as a complement to the academic program.
 - a) Our athletic department provides our student-athlete with the opportunity to develop athletic talents, achieving the highest possible level of competitiveness, without sacrificing the time and energies necessary to excel academically within a setting that allows for devotional experiences and spiritual growth.
 - b) Since the athletic program is considered extracurricular, a student athlete must be academically eligible in order to participate in any athletic activity.
 - c) A student is ineligible when he has an overall grade average of 75 or below (GPA equal to or less than 1.5) on his progress report or report card.
 - d) Once ineligibility has been established, the student will be ineligible, during which time the student may be limited in practice and may not participate in game play.
 - e) If a student has received two failing grades on the report card, the student may not practice or participate in game play.
 - f) The student will be declared eligible again when his grade becomes over 76 (GPA greater than 1.5) and/or he no longer has two failing grades.
- 4) Students are not allowed to drive to school sponsored athletic events.
 - a) Prior written permission must be provided to the coach or the supervising adult for student athletes to ride home with another student athlete's parents from an away game.
 - b) Both the driver and passenger's parents must provide the written permission. The driver's insurance will be the primary insurance.

D. Field Trips

- 1) Field trips play an important role in your education at ESCA.
 - a) They are much more than just a day away from books!
 - b) The faculty at ESCA believes that hands-on experiences are one of the best ways you will learn.
 - c) You can expect to go on several field trips during the course of the school year.
- 2) All students are expected to attend field trips.
 - a) Any student who does not attend a field trip will be required to attend school the day of the trip unless otherwise notified.
 - b) Students remaining at the school will need to complete an assignment on a related topic.
 - c) The assignment will be due on the day of school following the field trip.
 - d) Absences will be recorded as unexcused.
- 3) An after school job is not an excuse to skip a scheduled field trip. Students who have jobs should ask their employer in advance to schedule around field trips.
- 4) A completed parental permission slip must be received by the school office in order for a student to participate in any field trip.
- 5) All volunteer drivers must complete all necessary paperwork in the school office before they will be able to chaperone a field trip.
- 6) Field trips will vary from class to class as each teacher arranges what is appropriate for them.

XIX. HEALTH SERVICES

A. Emergency Care

- 1) First-aid supplies are available in the school office where a staff member will care for basic needs, in serious situations, the parents and/or ambulance will be called.
- 2) The school office will contact a parent or guardian in the event that a child has become ill and needs to go home.

B. Medication Policy for Non-prescribed Drugs

- 1) Students are not to bring any medication to school unless it is necessary. A form is available for non-prescription medications for parent/guardian signature.
- 2) If a student must bring a non-prescribed medication to school, i.e., aspirin, Tylenol, Advil, the student must bring the medication in its original container.
- 3) Any medications brought to school must be immediately given to the homeroom teacher.
- 4) No student may at any time give medication to another student. If a student does give medication to another student disciplinary action will be taken as outlined in the discipline section of this manual.

C. Medication Policy for Prescribed Drugs

- 1) An authorization slip must be filled out.
 - a) Signed by both parents and a physician and approved by the Administrator.
 - b) The student may then bring the medication in its original container.
- 2) All prescribed medications will be kept in the school office and distributed by the designated person.
- 3) Students are not allowed to carry prescription medication on their person, with the exception of inhalers for asthma.
- 4) As with non-prescription drugs, no student may give another student all or part of his/.her medication.

D. Head Lice

- 1) If it is confirmed that a child is displaying live adult lice or nits a parent or guardian will be called to pick up their child from school.
- 2) Student may return to school the next day with proof of treatment.
- 3) Student will be examined again three days later. If nits or live lice are found the parent/guardian will again be notify to pick up student.
- 4) The school nurse or designated person will inspect the hair of any student presenting symptoms.

E. Child Abuse/Neglect

- 1) In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.
- 2) In the very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed inmost other legal matters.
- 3) The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.
- 4) School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

F. Sexual Harassment Policy

- 1) All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment.
- 2) Anyone who violates this policy will be disciplined, up to and including termination or expulsion.
- 3) This policy is reviewed with students/employees, and any violations are required to be reported to the program director/principal.

XX. MISCELLANEOUS INFORMATION

A. Hot Lunch

- 1) The school hot lunch program operates five days a week, Monday through Friday.
- 2) Please make sure that your child brings a sack lunch to school every day that thy do not purchase a hot lunch.
- 3) A lunch order form will be sent home on Friday for the following week.
- 4) Cash must be enclosed with lunch order.
- 5) Snacks and drinks are available for purchase in high school on a daily basis.

B. Clubs & Activities

- 1) Extra-curricular activities at ESCA are designed to encourage students to take learning outside the classroom, to build social networks and friendships among the students, and to be exposed to other aspects of the world that may not be included in regular school curriculum.
- 2) Students are expected to carefully choose which clubs and activities they will participate in and meet the requirements for each.
- 3) A tentative list of clubs and activities will be announced in the first weeks of the school year.

C. Visitors

- 1) Student Visitors:
 - a) Permission must be obtained from the Administrator at least one day prior to the planned visit. No unannounced guests will be allowed.
 - b) Generally, only perspective students and out-of-town visitors will be approved. Student visitors must abide by the same rules and regulations as the students of ESCA.

- c) Student visitors must visit ESCA for at least one-half of the school day; no lunchtime only student visitors will be permitted.
- 2) Other Visitors: Parents, grandparents, pastors and youth pastors are encouraged to visit students during their lunch period.
- 3) When a visitor arrives, he must sign in at the main office to receive a visitor's identification badge.
 - a) The identification badge must be visible at all times during the visit.
 - b) Badges should be returned to the main office upon exiting the building.

D. Fire Drills

- 1) Fire drills are held at various times during the school year. Students should know the proper routes from their room.
- 2) During drills, these procedures should be followed:
 - a) Quietness and orderliness are, most important. Talking is not permitted.
 - b) Students should walk in single file along the sides of the hall on which their classroom is located.
 - c) The doors to all rooms should be closed and the lights should be turned off.
 - d) Students should move away from the building to the designated meeting area.
 - e) While waiting for the all-clear signal students should remain quiet, in line and orderly.
- 3) The fire drill begins with the alarm and does not end until the students are back in their classrooms.

E. Emergency Closings

- 1) In cases of inclement weather or other emergencies for which school would be cancelled, starting time delayed, or school dismissed early, announcements will be made on:
 - 2) WNEP16 – Channel 7 Blue Ridge Cable
 - 3) WFMZ – Channel 5 Blue Ridge Cable
 - 4) 93.5FM – WSBG
 - 5) 96.1FM - WCAT

F. Messages/Deliveries for Students

- 1) Because messages are disruptive during the school day, parents are encouraged to leave only messages of an urgent nature.
- 2) The school office will be certain that the student receives the message.
- 3) Deliveries are also disruptive.
- 4) All deliveries need to be approved by the Administrator in advance.

G. Student Jobs

- 1) Students may hold a part time job (anything requiring a work permit) as long as they are in good academic standing and do not miss any school time due to work.
- 2) Students are not allowed to miss/skip school field trips, programs, or other required events for work purposes.
- 3) Work permits must be issued by the student's home school district.

H. Dancing

- 1) Dancing will not be a part of any school-sponsored activity.
- 2) Off-campus dances may NOT be advertised at school.

I. Living With Parents: No students will be permitted to enroll or remain enrolled in school if he/she does not live at home under the authority of his/her parents/court appointed legal guardian.

J. Celebration of Holidays

- 1) When we celebrate holidays at ESCA our goal is to worship Christ and to integrate biblical principles in our celebration of holidays.
 - a) We also want to have fun.
 - b) When we celebrate holidays, we avoid meanings that are not Christian because we want to think about God and glorify Him through our celebration while in school.
- 2) For this reason we do not celebrate Halloween.

- 3) Thanksgiving is time to celebrate when people in our nation's history took time to focus on God and what He had done for them. For this reason, at ESCA we talk about the pilgrims and their relationship with God, how God provided for them, about our blessings today, and how we can thank God for our blessings.
- 4) At Christmas we do not talk about Santa Claus, rather we focus on Jesus' birthday. Sometimes classes exchange gifts just as the Wise Men who brought gifts to Jesus did, and often times we have parties.
- 5) Easter is a time when we celebrate God's resurrection of Jesus and the way we can be saved and have a relationship with God. For this reason, we do not talk about the Easter Bunny, but rather focus on Jesus' rising from the dead.