



EASTMONT  
**SCHOOL**

# **Parent/Student Handbook**

**2022-2023**

# WELCOME

Welcome to Eastmont School, a ministry of Eastmont Church. Our Christian School consists of preschool through sixth grade and a certified child care program (Eagle's Nest). We are committed to providing excellent academic, spiritual, and physical education for your child. Our class sizes are small to provide as much one-on-one instruction as possible for your child. We believe parents are the most important teachers so parental involvement in the classroom is encouraged. We partner with Eastmont Church in service projects to encourage students' compassion and a desire to serve the local and global community. Our elementary teachers have state teaching licenses and our preschool teachers all meet the state requirements. All of our teachers have a commitment to Christ and a love for children.

**Our Mission:** We aim to inspire students to reach their full potential in a safe, Christian environment, while gaining knowledge rooted in Biblical principles and challenging academic programs. We exist to help students form a Biblical worldview and a growing confidence in who they are in Christ.

**Vision:** Pursuing Christ, Teaching Truth, Preparing Leaders

**School Mascot:** The Eagle

**School Colors:** Red and Black

## **Excellent Student Teacher Ratios**

Preschool classes enjoy a 1 to 10, or better, teacher/child ratio. We limit elementary class size to 18 kindergarten, 20 first- second grade, 22 third-fifth grade, 18 sixth grade.

## **Yield Excellent Student Achievement:**

Eastmont students score among the highest on the standardized state testing in language arts and mathematics according to the Measure of Academic Progress (MAPS) computer adaptive achievement test. These tests are taken three times a year to gauge student progress.

## **The Bible**

At Eastmont School we believe that the Bible is the inspired Word of God, fully inerrant in the original autographs, and supremely authoritative for daily living. We affirm the historic doctrines of Scripture as God has revealed them in His Word (2 Tim. 3:16-17; 2 Peter 1:21).

## **God and Jesus Christ**

We believe in one God, Who exists eternally in three persons; Father, Son, and Holy Spirit (Deut. 6:4; Matt. 28:19). We believe in the full Deity of the Son, that is our Lord Jesus Christ, in His virgin birth, His sinless life, His substitutionary death for our sins, His bodily resurrection, and in His imminent, premillennial return (Col. 2:9; Phil 2:6-8; Luke 1:34-35; 2 Cor. 5:21; John 20:27-29; 1 Thess. 4:16-17).

## **Salvation**

We believe that all people by nature and by practice are sinful and are thus separated from fellowship with God (Rom. 3:23; Rom. 5:12).

Utterly helpless before a Holy God, each man can only be restored to true fellowship with Him by trusting in Jesus Christ's substitutionary death for eternal salvation (Rom. 5:8; John 3:16). No reformation however great, no morality however high, no right however administered, no effort however earnest can help men merit eternal life; rather, each individual can be saved only by God's grace when he receives by faith the gift of eternal life through trusting in Jesus Christ as their personal Savior from sin (Eph. 2:8-9). By humbly acknowledging your sinfulness and trusting in Jesus Christ for the forgiveness of all your sins, you become a Christian and a possessor of eternal life.

## **Holy Spirit**

We believe that each individual who has trusted in Jesus Christ as their Savior is immediately indwelt by the Holy Spirit of God, possesses eternal life which he will never lose, and is enabled by Him to live a Godly life through obedience to Him (I Cor. 12:13; John 5:24; Eph. 1:3; II Cor. 3:18).

## **Church**

We believe that all who have trusted in Jesus Christ as Savior since the day of Pentecost until His return comprise the universal Church, a unified, spiritual organism under the Headship of Christ (Acts 2:42-47; I Cor. 12:12-27; Eph. 4:3-10). The local church is the visible expression of the reality of that universal Church. Every believer in the local assembly is vital to its total ministry. We at Eastmont are a community of believers bound together in love for a Christian witness to the world for the glory of God through joint worship, mutual fellowship, observance of water baptism and the Lord's Supper, and continual edification and evangelism (I Cor. 11:17-32; I Cor. 12:12-17; Eph. 4:1-16; I Pet. 4:10).

## **Family**

In God's design for humanity, life begins at fertilization. He established the institution of family through the union of one man and one woman in a marriage covenant for life. His design for the continuance of humanity is through the procreation and discipleship of

children within the marriage union. Marriage is to be an example of the relationship between Jesus Christ and His Church.

## **ADMISSION AND REGISTRATION**

### **Registration**

Parents interested in enrolling their students at Eastmont School enroll online through a link on our website. Enrollment is complete once the registration fee (non-refundable), classroom fee (non-refundable), and tuition payment plans are set up through Gradelink.

### **Student Information Changes**

It is imperative that we have accurate contact information for your student(s) in the event of an emergency or for student mailings. If any changes are made to the information you provided Eastmont School please notify the school office, so that we may update your family file immediately.

### **Non-discrimination Policy**

Eastmont School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, scholarship and loan programs, or any other school-administered programs.

### **Protocol For Students With Special Needs**

Eastmont School will enroll students with special needs on a case-by-case basis. We have worked successfully with children with mild special needs in the past. However, the child must be highly functioning. Eastmont teachers are not trained to provide special education and we do not have funds to pay for one-on-one aid. Special needs students may be referred to Bend/LaPine School District if we feel the public schools can meet their needs better with hired specialists and special services. Eastmont always wants what is best for the child.

This is the process to determine if Eastmont is a good fit for your student:

1. The principal and teachers must review the student's IEP and/or any medical, or psychological evaluations that may be helpful.
2. The principal and teachers may meet with the child and parents.
3. The teachers and principal will discuss the child and their needs and make a decision on whether the child can benefit from enrollment at Eastmont.
4. The principal will call the parents and inform them of the decision.
5. If it is agreed to enroll the child, then the principal and teachers will meet with the parents to discuss registration and classroom expectations. If it is determined that

the student would benefit more from receiving special services provided by the public school system, then the child is referred to the public school services.

6. A meeting is scheduled with the parents, teachers, and principal, 2-3 weeks after the child has attended to discuss the student's progress and to make any changes necessary.

## **Physical Privacy and Sexuality Policy**

### **I. Purpose**

In light of Eastmont's statement of faith, the statement on marriage and sexuality, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Eastmont School community of their duties with regard to the use of restrooms, locker rooms, showers, and any other School facilities where individuals may be undressed in the presence of others.

### **II. Definitions**

Sex means the biological condition of being male or female as determined at birth. Member of the Eastmont School community means any [School] employee, volunteer, student, parent, or visitor.

### **III. Sincerely Held Religious Belief on Sexuality**

Eastmont School's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's sex is a rejection of the image of God within that person.

### **IV. Policy**

Notwithstanding any other policy, Eastmont's restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other Eastmont facilities or settings where members of the Eastmont School community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Eastmont School shall provide separate, private areas designated for use by members of the Eastmont School community based on their sex. Eastmont recognizes there may be instances where members of the Eastmont School community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Eastmont encourages members of the Eastmont School community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. Eastmont will at all times interact with members of the Eastmont School community according to their sex. A member of the school community who wishes to express a gender other than his or her sex

is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15). A member of the Eastmont School community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by Eastmont School which is cause for terminating his/her privilege of membership in the Eastmont School community. To preserve the function and integrity of Eastmont School and to provide a biblical role model to members of the Eastmont School community and the community at large, it is imperative that all members of the Eastmont School community agree to and abide by this policy.

**V. Copies of this policy shall be provided to all Eastmont School employees, volunteers, students, and parents.**

**Kindergarten/First Grade Age requirements:**

Kindergarten students must be 5 years old on or before September 1. First-grade students must be 6 years old on or before September 1. These dates are non-negotiable. We do test children to determine if they are ready to enter a grade early.

**Tuition Policies**

- All families need to be on a payment plan by mid-June or paid in full by the end of August. You will be notified of specific dates during enrollment. The payment plan can be set up through Gradelink.
- In the event that there are insufficient funds to cover the automatic withdrawal, you will be charged an additional \$10.00 fee and the tuition will need to be paid immediately upon notification.
- Accounts that are two payments past due will require suspension of the student until the account is brought current, unless other arrangements are made with the principal.
- Sibling discounts: 10% off for second child; 30% off for third child; 50% off for fourth child and each additional. Siblings are arranged from oldest to youngest.

**Withdrawal/Refund Policies and Tuition Payment Responsibility**

When you enroll, we view our families in partnership with us. We do understand that there are circumstances where mid-year withdrawal is necessary. If you need to withdraw your student, the following refund policies apply:

- Registration Fee is non-refundable

- Classroom fee is non-refundable
- First 2 weeks of school = not responsible to pay tuition
- 3rd week of school - November 1st = responsible to pay 25% of total tuition
- November 2nd - January 1st = responsible to pay 50% of total tuition
- January 2nd - March 1st = responsible to pay 75% of total tuition
- March 2nd - End of Academic Year = responsible to pay 100% of total tuition

## **HOMEWORK, REPORT CARDS, AND ASSESSMENTS**

### **Homework**

The amount of homework at Eastmont School varies from grade to grade. In general, whatever is not completed at school is homework. In addition, there are a number of instances when students need to bring work home. For example, quizzes and tests are administered regularly, and this requires study time at home. Reports and special projects normally require extra time outside of the classroom, and these may also be designated as homework. Homework is a tool to help children develop self-discipline, a sense of responsibility and to provide skills practice. Homework becomes more structured as a student advances toward sixth grade and takes more responsibility for knowing what the assignments are and for completing them on time. At the elementary level (K-6th Grade) ten minutes per grade level should be set aside each night. This may vary with each student, but represents a good guideline to follow. Classroom teachers can answer additional questions regarding homework. If you are going on vacation discuss homework options with your child's teacher.

### **Report Cards**

The academic year is divided into two semesters. Report cards will be issued at the end of each semester. Progress reports are issued between report cards depending upon the particular class/grade.

### **Non-Custodial Parent Rights**

Unless otherwise determined by court order, the non-custodial parent has the right to receive report cards, updates on student progress, and newsletters. The school office will mail this information to non-custodial parents when requested and when a valid mailing address is supplied with the request.

### **Assessments-Parent Teacher Conferences**

Kindergarten through 6th Grade parent teacher conferences will take place twice a year, in October and April. Preschool parent teacher conferences will be held once a year in January. Students are assessed on progress toward mastery of developmentally appropriate academic, social, and motor skills. Assessments are discussed at parent

teacher conferences. In the spring, recommendations will be given to parents for the next academic year. Please attend and support your child's achievements.

### **Curriculum**

We are committed to helping families develop their child holistically and strive for a strong educational program for each student in the following ways:

- Christ-centered: emphasizing relationship with Jesus through daily devotions, weekly chapel time, focusing on Godly character traits, and Bible memorization.
- Eastmont adheres to the Core Knowledge® scope and sequence. This proven sequential program is designed to give all preschool-5th children the advantage of a solid foundation in Language Arts, Math, Science, Technology, History, Geography, Health, Music, and Visual Arts.
- The curriculum includes Zoo Phonics, enVision Math (K-2nd), McGraw Hill Math (3rd-6th), Zaner Bloser Handwriting, Core Knowledge Language Arts, Science and Social Studies (CKLA), and the Association of Christian Schools International (ACSI) Bible curriculum.

### **Daily Schedule**

3 Year Old Preschool M/W/F 9:00 - 11:30

3 Year Old Preschool T/Th 9:00 - 11:30

4 Year Old Preschool AM M/W/F 9:00 - 11:45

4 Year Old Preschool AM T/Th 9:00 - 12:45

4 Year Old Preschool PM M/W/F 12:45 - 3:30

Jr. Kindergarten M-F 9:00 - 12:30

Kindergarten M-F 9:00 - 2:00

First - Sixth Grade M-F 9:00 - 3:30

Eagle's Nest M-F 7:30 - 5:00

### **School Event and Activities Calendar**

Our school calendar generally follows the Bend/LaPine School District for major holidays and vacations, as well as unexpected delays and closures (snow days). Please refer to this year's Academic and Activities calendar for Eastmont School specifics. The most up-to-date Academic Calendar can be found at [www.eastmontschool.com](http://www.eastmontschool.com), under the Resources tab.

### **Chapel– Once a week**

Chapel is held weekly on Friday mornings for Kindergarten through Sixth grade. The format will consist of prayer, worship, and Bible teaching. We consider these Chapel services an important part of the students' spiritual development. Parents are always welcome to attend Chapel.



### **Awards Assembly– Once a month**

An all-school Awards Assembly is held on the LAST Friday of the month in the auditorium. Parents, family and friends are encouraged to attend and support the accomplishments of students.

### **Student of the Month**

Teachers will select a “Student of the Month” from each classroom. The “Student of the Month” will be honored at the monthly assembly for displaying Christian character qualities.

### **Doors Open @ 8:50 am**

The doors for the school will open at 8:50 am. All upper elementary classrooms will be open at this time. There is NO supervision prior to this time. School begins at 9:00 am, so if you plan on bringing your child earlier please enroll them in Eagle's Nest, our childcare program. When you have something to discuss with the teacher, please make an appointment.

## **ATTENDANCE**

Regular attendance is important to a child’s success in school and establishes a positive attitude towards school, good work habits, and self-discipline. Therefore, parents are urged to schedule vacations, appointments and other avoidable causes of school absences on non-school days.

### **Absences**

Please notify both your teacher and the office of any planned absences with an email or written notice prior to the scheduled absence. Students will be responsible for all work missed. All same-day absences need to be verified by a call to the school office before 9:15 am at (541) 382-2049.

If the office has not spoken with a parent by the end of the school day, the absence will be marked as “unexcused.” There is no financial credit given for absenteeism, planned or otherwise (snow days, sick days, emergencies, vacations, etc.), as tuition is necessary to maintain your child’s place in school.

If a child reaches 20 absences, the parents will be required to have a meeting with the principal. If the number exceeds 25, it could result in the dismissal of the student(s), or the need for that student to repeat their current grade the following year.

## **Early Release**

When taking your child out of school early, please notify your teacher via email as soon as possible of the date and time for release. All students must be signed out by a parent /guardian at the front office before leaving the building.

## **Tardy Policy**

Being on time is a good habit for children to develop and also is a good way to start the day. Even our youngest students need to be on time to develop this habit and to protect the integrity of the learning program we are offering.

School begins at 9:00. Elementary students who are not in their seats by 9:00 will be considered tardy. Preschool students are considered tardy at 9:10 or 12:45. All students who are tardy must be signed in at the office

Students are allowed five tardies per semester. Excessive tardiness could result in lunch detention and suspension. The teacher will contact families where excessive tardies are taking place to determine the cause and discuss ways of alleviating the situation before any decision is made.

Excused tardies are:

- Medical, dental, or counseling appointments.
- Family illness, which reasonably necessitates a tardy.
- Mandated by a government agency.
- Conditions rendering attendance impossible or hazardous to one's health or safety.

## **School Closure/Snow Days**

We follow Bend-LaPine Schools for weather-related closures or delays.

Information will also be posted to our website: [www.eastmontschool.com](http://www.eastmontschool.com) and on social media. You will also be notified by email and text of delays and closures, there will NOT be a phone call.

Two-hour delays mean we start at 11:00 a.m. Morning Preschool 3's and 4's, and Junior Kindergarten will be canceled, and afternoon 4's will run from 12:45 p.m. to 3:30 p.m. as usual. Eagle's Nest will open at the same time as elementary classrooms. School cancellation means no school or after-school care.

# MEDICAL & HEALTH POLICIES

## Immunizations & Medications

1. All students attending Eastmont School must have an accurate and complete immunization record or a Nonmedical Vaccine Exemption on file with the school when school starts. Immunization records can be obtained from a family doctor and then transferred to the appropriate form in the office. A Nonmedical Vaccine Exemption can be obtained by watching an online education module and submitting a certificate of completion or by talking to a health care provider and having the practitioner sign a Vaccine Education Certificate. Please visit [www.oregon.gov](http://www.oregon.gov) for more information.
2. Before the school will issue any medication to a student, a parent must fill out and sign a medical authorization form in the office. Medication must be stored in originally labeled containers including the student's name, dosage, medication name, prescribing doctor, and dosage interval for administration. Non-prescription medications also must be brought to school by the parent in their original containers. Dosage guidelines on the package must be age appropriate for your child.
3. Prescription and non-prescription medications will be given only if they are medically necessary for the student to remain in school, this includes cough drops.
4. All medications must be brought to school, checked in at the front office, and returned home by the parent. \*\*\*They are not to be sent in backpacks!\*\*\*
5. All medications must be administered by school personnel and recorded on the appropriate form.

## Sick Policy

**If your child has any of the following symptoms, please do not bring them to school:**

1. Fever (anything over 98.6, without fever-reducing meds.)
2. With an unmanageable cough
3. Sore throat
4. Runny nose (green or yellow discharge)
5. Vomiting
6. Diarrhea
7. Pink eye
8. Rash (unless Dr. note confirms "non-contagious")
9. Head lice

Your child needs to be free of any of these symptoms for at least 24 hours before they may return to school.

**If a child becomes ill with a fever or any other symptoms during the school day we will do the following:**

1. Call parents/guardians and ask them to pick up their child from school.
2. Record and log symptoms, time, temperature.
3. Place them in a safe, ventilated room overseen by one of our staff, where they can rest and wait to be picked up.

### **Medical Emergency**

In case of emergency, a parent/guardian will be contacted by phone and be requested to come to school to pick up the student. If a parent/guardian cannot be reached (and it is not a life threatening situation) the student must remain at the school office until parental contact is made. If the situation could be life threatening, staff members will call 9-1-1 services and then contact parents immediately.

### **Student Expectations and Safety**

Since the staff at Eastmont considers the safety of your children one of our highest priorities, we regularly evaluate our policies and procedures and update them as needed. The following existing policies are in place for the 2022-2023 school year:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. No cursing or foul language.
2. Teachers, staff and students are to be respected. There will be no arguing or talking back to teachers or staff. Prompt and cheerful obedience is expected.
3. Chewing gum and electrical devices are NOT allowed on the school grounds unless approved by the teacher.
4. Guns, knives, and weapons (including toy guns, knives and weapons) are not allowed on the school grounds.
5. Students are expected to be aware of and avoid the off limits areas of the building or grounds.
6. Students are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.

### **Eastmont School Rules**

1. **We are safe** in all that we do.
2. **We are respectful** to God, to others and our school.
3. **We are responsible.** We work to our full potential.
4. **We are ready.** We follow directions quickly.

### **Exterior Doors Locked**

The school campus is locked 100% of the time. The only way to enter and exit the building will be through the east lobby doors. You will have to be “buzzed in” by the front office. We ask families to only exit through the east lobby doors as well, to ensure all locked doors remain locked and latched.

### **Drop-off Policy**

The drop off procedure details will be communicated to families in August at Back to School Night.

### **Pick-up Policy**

Your pick-up location will be discussed at Back to School Night. No parking is ever allowed at the curb. This area is used for pick-up throughout the day.

Please pick up your child on time. Students who are not picked up within 10 minutes of the end of your child’s school day will be sent to Eagles Nest, our childcare program, and parent(s) will be expected to pay the drop-in rate of \$6.00 per hour and yearly registration fee of \$30.

We need written permission in order to allow your student to be picked up by anyone other than the parent/guardian. Please make sure to add anyone that you may rely on to pick your student up to the “Allowed To Pick-Up” portion of your registration form. Once a “pick-up person” is appointed on this form, we only need verbal permission from the parent/guardian.

1. Photo ID is required when picking up students any time the teacher does not know the individual picking up a child.
2. Children in care of parents need to be in close proximity to their parents at all times.

### **Student Pick-Up Locations**

Student pick-up locations will be communicated at Back to School Night to families.

### **Sign-In & Sign-Out Procedure**

Parents picking up students during the school day are required to sign in and sign out at the office. We will only release students to go home with their parents, guardians, or to other individuals authorized to pick them up as identified on the emergency release card, unless parents otherwise authorize their release. Photo ID will be required any time office

personnel do not recognize the person picking up the child.

### **Background Checks**

A background check is required prior to participation by volunteers in the classroom or on field trips. This includes any parent, family friend, or other relatives who would like to be present during a field trip even if not directly chaperoning students.

Background checks are required every two years for volunteers or any adult attending field trips. These should be renewed in September. Forms may be picked up in the office.

A Driving Background Check is required for all parents who wish to transport students other than their own child on field trips. These should be renewed in September and are good for two years. Forms may be picked up in the office.

### **Restroom Safety Policy**

Eastmont Staff and volunteers are not allowed to use the student restrooms during school hours. Staff and volunteers should use the adult restroom located between room #4 and #5 during school hours. Eastmont staff and volunteers may chaperone a child to the student restrooms but need to wait in the hallway until the student is ready to return to class.

### **Visitors**

All visitors and non-Eastmont students must sign in and sign out at the school office. Visitors will wear a "visitor's sticker" while they are at the school. We encourage parents and prospective students to visit the school, however, it is necessary to make arrangements prior to the visit. We want to be sure the experience is not disruptive.

### **Fire, Earthquake & Lockdown Drills**

Fire, earthquake, secure (lockout) and lockdown drills will be conducted regularly throughout the school year. Each drill will be documented.

- Fire Drills: The entire school will be vacated in an orderly fashion as soon as the signal sounds. Students will return to classrooms upon the given "all clear" command.
- Earthquake Drills: Students will be asked to shelter under a desk, remain in the classroom and stay calm until the "all clear" announcement is made. The entire school will be vacated in an orderly fashion. Students will return to classrooms upon the given "all clear" command.
- Lockdown Drill: Students and teachers will be asked to lock doors and windows, turn off lights, remain in the classroom and stay calm until the "all clear" announcement is made. No one will be allowed in or out of the building during this time. Classrooms will return to normal level activity after the "all-clear" command is given.

## **Emergencies**

Please remember that in the event of a real emergency the school office will most likely be closed. We will communicate with you through our all-school alert system. Our staff is trained to keep their phones on them so you are welcome to email. Please be patient. Someone on the school staff will be in contact with you or your designated emergency contact as soon as possible. Everyone's total cooperation will be necessary.

## **Discipline**

We believe that effective learning can only take place when students feel safe. Therefore, physical and psychological safety will be of the highest priority. Disruptive behavior will not be tolerated since it interferes with teaching and learning. It is the responsibility of all Eastmont students to conduct themselves respectfully and to follow all the school rules. Individual classroom teachers will define and explain their own classroom procedures for disciplinary action. These procedures will be explained to the class and parents at the beginning of the school year. Strong emphasis will be placed on open communication with the parent with the focus being on learning positive behaviors to replace the misconduct. Repeated or serious misconduct will result in a Disciplinary Referral. Disciplinary Referrals can be given for several reasons such as:

- Violation of school rules
- Violation of Harassment or Bullying policy
- Continuous violation of dress code

Consequences will be determined and a plan will be set up to correct misbehavior. First, students will conference with the principal. Then, parents may be notified by phone or called into a conference. Disciplinary actions at Eastmont may include but are not limited to the following consequences:

- Student meeting with the assistant principal
- Student meeting with the teacher and principal
- Loss of school privileges/ Lunch detention
- Parent conference with the teacher and/or principal
- Out-of-school suspension
- Expulsion
- Restitution

## **HARASSMENT & BULLYING POLICY**

At Eastmont School, everyone will be free to learn, teach, and work in a safe, secure and non-threatening environment based on mutual trust and respect. Anyone involved at Eastmont is expected to be responsible for his/her own behaviors, exercise self-discipline, and refrain from behavior that could interfere with another person's right to learn and work in a safe and healthy environment. This includes but is not limited to any person who is

involved with or has a relationship with the school - students, faculty, pastoral staff, support staff, parents, church members, guests, and volunteers.

### **Harassment**

Harassment is any act that substantially interferes with a student's educational benefits and opportunities. The harassment can take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or online, and may be based on, but not limited to, the protected class status of a person, or has the effect of physically harming a student or damaging a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment, including interfering with the psychological well-being of a student

### **Bullying**

Bullying is a form of harassment that is characterized by repeated and escalating incidences of purposeful and hurtful actions, either direct or indirect, that make it more difficult for the victim to escape. Victims live in fear and anxiety, not knowing when or how serious the next attack will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

### **Consequences**

Any form of harassment or bullying will not be tolerated at Eastmont School. Any such incident should be reported to the teacher or principal. Students who are found to be guilty of harassment will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases involving students could be subject to suspension or expulsion.

### **Zero Tolerance Policy**

Eastmont School has a zero tolerance for harassment, bullying, threats, or the possession, use, or sale of drugs, alcohol or weapons of any kind. Students involved in any of these activities or the appearance of these activities will face immediate suspension and a recommendation for expulsion. Should an expelled student desire to be readmitted to Eastmont School at a later date, the administrators and elders will make a decision based on the student's attitude and circumstances at the time of re-application. This will be handled on a case by case basis.

### **Discipline Form**

#### *Behavioral Form - Minor*

Communication between student, teacher, and parent. This form is meant to be a warning for inappropriate behavior that needs improvement. The student may or may not meet with



the principal.

### *Behavioral Form - Major*

Communication between student, teacher, principal, and parent. This form is used when a student has a major violation of school rules or violates a zero tolerance policy. When this occurs, the student is sent immediately to the principal's office. The principal will request a conference call/and or meeting with the parents. Behavioral forms will be kept on file. A child that receives three of these forms may be asked to leave.

## **GENERAL POLICIES**

### **Cell Phone, Smart Watch & Electronic Use**

The school phone is reserved for school business and urgent situations. Students need to have permission from their teacher and receive verbal permission from someone in the office before using any school phone. In consideration of others, calls should not normally exceed 2 to 3 minutes. If a parent or guardian needs to speak with their student while they are at school, a message can be delivered for the student to call back on their next class break.

Students who possess cell phones, smart watches or other electronic devices should ensure that they are turned off and placed in their backpacks during school hours so that they are not a disruption to the educational setting. They must first receive permission from their teacher or parent if they need to check his/her phone during the school day. Other electronics may only be used in the classroom for classroom purposes when approved by the teacher.

The first violation of cell phone or personal electronics policy will result in confiscation of the phone or other device until the end of the school day. The second violation will result in confiscation of the phone or other device until a conference with the administrator, parent and student is held.

### **Show and Tell**

When it is your child's day to bring something from home to share with the class, we ask that you limit it to one item. If you want to share a pet, it must be pre-arranged with the teacher. Please have your child bring toys or sharing items only on sharing days. No weapon-like toys are allowed; including water guns or pocket knives.

### **Snacks**

Each elementary student will be responsible for their own daily snacks. Snacks need to be nutritious and **MAY NOT INCLUDE CAFFEINE or RED, ORANGE, OR PURPLE DRINKS.** If you need specific ideas, please see your child's teacher.

## **Lunch Time**

Lunch times are as follows:

- 11:40-12:00 Kindergarten and 3rd (Timm)
- 12:00 - 12:20 1st, 4th, 5th and 6th
- 12:20 - 12:40 2nd and 3rd (Allen)

## **Hot Lunches**

Will be offered to Jr. K, K-6th grade, and Eagle's Nest participants on M/W/F. All meals are pre-ordered and pre-paid online through [www.hotlunch.com](http://www.hotlunch.com). Hot lunch details will be communicated in August.

## **Packed Lunches**

We encourage students to bring a nutritious meal and please remember NO red, orange, or purple drinks or caffeine. Students will clean up after themselves and dispose of trash at the end of lunchtime.

## **Class Placement**

Our desire is to create the most positive learning environment for every student at Eastmont. Children are eager to learn and most do well in any classroom. While it is true that each teacher has his/her own personal teaching style and expertise, it is also true that students routinely respond well to a wide variety of styles and personalities. Our process for class placement involves grade level teachers praying, discussing and working together to create balanced student populations for every classroom. That means that careful thought and prayer are given to: gender, academic performance, special needs (physical, cognitive, social, & emotional), attendance, personality combinations, parent input, as well as other extenuating circumstances that may exist. For this reason, specific teacher requests cannot be honored. Proposed class lists are reviewed by teachers, office staff and the principal. Because enrollment can shift significantly over the summer months, class lists continue to be revised as new students are enrolled and existing students are transferred out. This process takes time and can sometimes be delayed as we wait for finalized funding and hiring decisions.

## **Recess**

Students will enjoy daily recesses. They will be encouraged to go outside except in the most inclement conditions. Recess provides an important social experience, allowing children to be children and interact with their peers in other than classroom activities. Be sure your child comes with appropriate clothing for the weather.

## **Dress Code For Elementary Students**

Students at Eastmont should be clean, modest, and well groomed. Clothing or hairstyles considered to be distracting, disruptive or detrimental to the learning environment will be in violation of the dress code. Closed toe/low heel shoes should be worn at all times for safety and comfort. No flip flops please. Tops must cover the entire midriff. Tank tops are okay but spaghetti straps or halter tops are not allowed. No undergarments should be visible. Skirts and shorts should be as long as the tip of the finger when the student is standing and the arm is extended down their side. No clothing may contain obscene, offensive, or distracting messages. No piercings except for earrings. Students should come to school in weather appropriate clothes. Athletic shoes should be worn on P.E. days.

The parents of students who are in violation of the code will be contacted. Parents will be asked to bring appropriate clothing. If a parent cannot be contacted, alternative clothing will be found. If alternative clothing isn't available, the student will be placed in an area away from other students for the rest of the day to complete their work.

### **Dress Code For Preschool Students**

The activities in a classroom can be messy. Please dress your children in play clothes. Although we do roll up sleeves and try to be careful, we cannot guarantee that children's clothing will not get stained or dirty. We assume that you will send your child in clothes that allow your child to participate fully in our play-based program. Part of each day is spent outdoors, weather permitting. Please dress your child accordingly. Appropriate and safe footwear is required for outdoor play. Flip flops are not safe for outdoor play and are therefore not permitted; children must wear sneakers for outdoor play. During the cold weather please make sure your child has boots, (that slip on and off easily), a warm coat, snow pants, a hat, mittens and slippers for after snow play. Each child should have a complete set of extra clothing to be kept at the center including underwear and socks. All clothing should be labeled with your child's name.

### **Field Trips**

Parents will need to fill out a field trip permission slip for each field trip their child attends. Parents that participate in a field trip must pass a background check. Please feel free to pick forms up at the school office at your earliest convenience. Background checks must be completed before participation. Allow two weeks for completion. Background checks only need to be renewed every two years.

### **Birthdays**

We believe that birthdays are very special days! Each classroom will have their own policies on how they celebrate each child's birthday. If the celebration involves food, please arrange in advance with the teacher. Please be creative with food choices to ensure our students are learning healthy food choices at school.

- Preschool: (3yr. Olds-Jr. K and Eagles Nest) No homemade foods.
- Elementary School: (K-6) May have homemade foods

When planning birthday parties outside of school, please consider the feelings of other children and mail invitations unless the whole class is invited.

### **Parent Involvement**

Parent volunteers are an important factor in the success of Eastmont School. Families are required to volunteer 10 hours in the classroom or at other activities, such as fundraisers or field trips. Your child's teacher will let you know their needs and how you can help.

All volunteers must sign in at the office and get a volunteer sticker to be worn while working at the school. All volunteers working directly with children or money must pass a background check performed through ES every two years. Any person driving children other than their own must pass a volunteer driver's form every five years as well. Both forms are available at the school office.

### **Personal Property**

Write your child's name on their personal belongings. The school does not assume any responsibility for lost or stolen property belonging to students or staff unless on loan to the school. For this reason, students are not allowed to bring such things as ipods, cell phones, toys, collectibles, expensive sports equipment, or other valuables to school. Parents & students are responsible for collecting valuable lost items from classrooms or the lost & found.

### **Pets at School**

Pets may only be brought from home once prior arrangements have been made with the classroom teacher. An "Animal Visiting Form" will need to be completed and turned into the classroom teacher one week prior to the pet's visit. Appropriate restraint using a cage, leash, or other suitable animal containers must be used while the pet is being transported and throughout the visit. The pet needs to be up-to-date on all vaccinations. An adult will be required to bring the pet to school and take full responsibility for the actions of the pet. Classroom teachers will notify families ahead of time before a pet visit. Parents will have the opportunity to request that their child not participate in a pet visit. In this case the teacher will make other arrangements for the student to be in another classroom during the pet visit.

## **EAGLE'S NEST CHILDCARE**

Eastmont School offers a quality state-certified childcare program available to our families that need extended hours of care. Children ages 3 years old through sixth grade are welcome. Parents pre-register and pre-pay to secure childcare slots on a monthly basis. Our program is a safe, fun and loving environment. Our experienced staff are certified in First Aid and CPR. They will offer your child(ren) snack, homework assistance, and a rest time. In addition, they will provide a relaxed environment where children can play games,

do crafts, play outside, and enjoy their “down-time.” If you are planning on using Eagle’s Nest please email Kimber Robles at [krobles@eastmontschool.com](mailto:krobles@eastmontschool.com). Space is limited.

- Eagle’s Nest Hours of Operation: M-F, 7:30a.m. - 5:30p.m.
- There is an annual non-refundable \$30 per child registration fee. Registration fee will be waived for the first 2 visits as a trial period.
- Pre-scheduled care rate is \$6 per hour per child (1 hr. minimum) thereafter billed in 1/2 hr. increments. There are no refunds for scheduled times not used.
- Closed on “no school” days, holidays and snow days.

## **STUDENT INTERNET POLICY**

### **Educational Purpose**

1. The Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities and limited high-quality personal research.
2. Students may not use The Network for commercial purposes. This means they may not provide or purchase products or services through The Network.
3. Students may not use The Network for political lobbying; however, they may use the system to communicate with elected representatives and to respectfully express opinions on political issues.
4. Students are unable to use their school email address to communicate with people outside the eastmontschool.com network.

### **Plagiarism and Copyright Infringement**

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they are original. Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students will follow the expressed requirements. Students need to ask teachers if they are in doubt of copyright issues.

### **Inappropriate Access to Material**

Our internet has a filter that blocks most inappropriate information, however:

1. If students mistakenly access inappropriate information, they should immediately tell a teacher or another school employee. This will protect them against a claim of intentionally violating this policy.
2. Parents should instruct students if there is additional material that they think would be inappropriate to access at school. ES fully expects students to follow parental instructions in this matter.

## **Student Internet Rights**

### *Free Speech*

Student rights to free speech, as set forth in the Eastmont Parent/Student Handbook, applies also to communication on the Internet. The Network is considered a limited forum, and therefore Eastmont may restrict speech for valid educational reasons. Eastmont will not restrict speech on the basis of a disagreement with the opinions being expressed.

### *Search and Seizure*

1. Students should expect only limited privacy in the contents of personal files on the Eastmont School system and records of on-line activity.
2. Should routine maintenance and monitoring of The Network lead to discovery of violation of this policy or of the school's student conduct expectations, parents will be contacted, and appropriate disciplinary action will be taken.
3. An individual search will be conducted if there is reasonable suspicion of violation of this policy, the student conduct expectations, or the law. The investigation will be reasonable and related to the suspected violation.
4. Parents have the right at any time to request to see the contents of their children's electronic files.

### *Due Process*

1. Eastmont School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through The Network.
2. In the event there is a claim that a student has violated this policy or the student conduct expectations in use of The Network, the student will be provided with notice and opportunity to be heard in the manner set forth in the Eastmont Parent/Student Handbook.
3. If the violation also involves a violation of other provisions of the Eastmont student conduct expectations, it will be handled in a manner described in the parent/student handbook. Additional restrictions will be placed on student use of the Internet.

### *Limitation of Liability*

Eastmont School makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. Eastmont School will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. Eastmont School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Eastmont School will not be responsible for financial obligations arising through the unauthorized use of the system. Parents will be held financially responsible for any harm to the system as a result of intentional student misuse of the system.

## **PARENT RIGHTS TO STUDENT RECORDS**

A parent (including non-custodial) or guardian has the right to:

1. Inspect and review the student's education records within 48 hours of the request to do so.
2. Request an amendment to ensure that records are not inaccurate or misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in the student's education records, except where the law allows disclosure without parental consent.
4. File with the U. S. Department of Education a complaint concerning alleged failures of the school to comply with the requirements of the Family Educational Rights and Privacy Act. (34 CFR 99.64).

## **EASTMONT ELDERS BOARD**

Eastmont School functions as a ministry of Eastmont Church and therefore is governed by the Eastmont Church Elder Board. If you need to speak with one of the Elders regarding our school, you are welcome to reach out to Eastmont Church.