



Eastwood SDA Jr. Academy

2022– 2023 Parent/ Student Handbook

Revised July 2022



6350 S Sunbury Rd.
Westerville, OH. 43081
Phone (614) 794-6350

Welcome!

Eastwood SDA Jr. Academy is a Seventh-day Adventist (SDA) school located in Westerville, Ohio. We are a ministry of the Eastwood Seventh-day Adventist Church that is committed to providing quality education in a Christ filled environment to all students who are seeking a Christian education.

We invite you to find out more about our school. Call us to schedule a visit or explore online. To see what is happening at our school you can check out our online Calendar, news, or schedule a visit.

Our school is part of the world-wide Seventh-day Adventist school network. The Seventh-day Adventist educational system is the 2nd largest parochial school system in the world and includes elementary, high schools, colleges, and universities. If you are interested in receiving more information about our school, call 614-794-6350 or email us at office@ejaonline.org.

Mission

The Eastwood Seventh-day Adventist Junior Academy family exists to show Jesus to the children, nurture their love for Him and others, and teach them to behave appropriately, to think, and empower them to serve.

Core Values – Connect, Care, Repair (CCR)

Core Values guide every thought and action.

Connect - As we connect with Jesus Christ, we are also able to connect with each other. It is only through a close relationship with Him that we are able to have meaningful relationships with our fellow students, teachers, and families.

Care - Once we have connected with Jesus Christ, we are able to care for each other. By caring, we **respect** each other, act **responsibly**, and assure each other are **safe**.

Repair - We are all human and sometimes we make mistakes or say things we wish we hadn't. When this happens, we forgive and give each other grace so the relationship can be repaired. We do this by reconnecting with Jesus first. Then we reconnect with each other and care for each other again.

Philosophy

EJA is operated by the SDA Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of SDA schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- 1-Develop a personal relationship with God and his fellow man as stated in Matthew 22:37-39
- 2-Master the basic academic skills
- 3-Value labor, physical and mental, as the blessing God intended
- 4-Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

Contents

Welcome!	1
Mission	1
Core Values	1
Philosophy	1
Contents	2
Introduction	3
School Contacts	3
School Hours	3
EJA School Board Members	3
Faculty and Staff Contact Directory	4
Accreditation	5
Administrative Authority	5
EJA School Board Authority	5
EJA School Board Meetings	5
Admission Policies:	6
Attendance Policies	11
Drop-Off and Pick-Up Information	13
Morning and After Care Program	13
Financial Information	14
Standards of Parent Conduct	16
Standards of Student Conduct	16
Uniform Policies	25
Official Uniform Code	28
General Administrative Procedures	28

Introduction:



Warren Johnson, Principal

Dear Families,

Welcome to Eastwood SDA Jr. Academy! We work from a Child-centered philosophy to encourage positive learning experiences and relationships for our students. Our faculty continues to strive for academic strength and individual growth in every student. Our ultimate goals are to educate our young people to be balanced, productive members of society as well as members of God’s family for eternity. We recognize our students need to be successful here on earth, and we embrace the opportunity to invite them to be members of God’s eternal plan.

Choosing a school is one of the most important decisions you will make for your child. We are proud that you have chosen to partner with us at EJA. We are here to support you as we walk together toward your child’s success. Welcome to EJA.



School Contact

Information

Office: 614-794-6350



School Hours

Mon. – Thurs.

8:15 – 3:15
p.m.

Friday

8:15 – 2:30
p.m.

EJA School Board Members

Mike Bilbee	Chair
Warren Johnson...	Principal
Kyle Baldwin.....	Pastor
Open	Home and School
Nakia Brooks	Kathryn Righter
Rhonda McMorris	Brent Ruth
Chris McGrath	Jan Scalzo
Arnesia Murphy	Malcolm Thomas
Andrea Moody	

Eastwood SDA Jr Academy Student Handbook

Faculty / Staff Contact Directory		
Warren Johnson	Principal	864-245-0650 wjohnson@ejaonline.org
Kristen Hanas	Office Manager	614-794-6350 office@ejaonline.org
Jessica Fernandez	Kindergarten	jfernandez@ejaonline.org
Wendy Stahl	Grade 1	wstahl@ejaonline.org
Lydianne Vargas	Grade 2	lvargas@ejaonline.org
Refhalee Thompson	3 rd – 4th	rthompson@ejaonline.org
Lee Stahl	5 th – 6th	lstahl@ejaonline.org
Mattie Thomas	7 th – 8th	mthomas@ejaonline.org
Mike Bilbee	School Board Chair	mikebilbee@gmail.com
Richard Bianco	Conference Education Superintendent	rbianco@ohioadventist.org
Kyle Baldwin	Eastwood Pastor	pastor@eastwoodsda.org
Samuel Adjei	Eastwood Associate Pastor	assocpastor@eastwoodsda.org
Brenda Stitch	Aide	bstitch@ejaonline.org
Liliana Cobos	Aide	lcobos@ejaonline.org
Carol Parron	Aide	cparron@ejaonline.org
Benessa Tarbay	Aide	btarbay@ejaonline.org
Taryn Davis	Music/violin	tdavis@ejaonline.org
Ted Orlet	Guitar/Piano	torlet@ejaonline.org
Tom Gammon	Tutor	tgammon@ejaonline.org
Priscilla Graham	Care Program	624-275-2932

Accreditation

Eastwood Seventh-day Adventist Junior Academy (EJA) is a non-profit private school chartered by the State of Ohio for Grades Kindergarten through Eight. EJA is supervised and accredited through the educational departments of the Ohio and Columbia Union Conferences of Seventh-day Adventists. The school was founded by and has continued to be sponsored through the congregation of the Eastwood Seventh-day Adventist Church. Christian principles have first place in determining the school's policies and standards.

Administrative Authority

The EJA School Board ("School Board") establishes the operating policy for EJA in accordance with the academic policies of the Education Department of the Ohio Conference of Seventh-day Adventists ("Ohio Conference"). The School Principal is charged with interpreting and carrying out the directions of the School Board and Ohio Conference policy. Therefore, inherent in the Office of the Principal is the authority to interpret and administer, along with the school staff, all details and decisions pertaining to the policies outlined in this handbook as they relate to the school and its operations.

EJA School Board Authority

The Board is appointed by the Eastwood Seventh-day Adventist Church Board ("Church Board") and is advised by the Ohio Conference Superintendent of Education. The Columbia Union Conference ("Columbia Union") has provided a School Board Member Manual outlining the educational and employment policies for the Columbia Union. The School Board reserves the right to make changes to policies or to adopt new policies during a school year. Once communicated to parents/guardians, such changes will have the same force as any other policy written in the handbook.

EJA School Board Meetings

School Board meetings this school year are at 7:00 pm and are scheduled as follows:

August 8 – September 12 – October 10 – November 7 – December 12 – January 9 – February 13 – March 13 – April 10 – May 8 – June 12 – July 10.

Dependent on school or church events, dates of School Board meetings are subject to change without notice.

If any parent/guardian wishes to address an issue with the School Board, the issue must be submitted in writing to the School Board Chairperson no later than one (1) week prior to the board meeting.

Admission Policies:

Non-Discrimination Policy

EJA recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, or ethnic origin in the administration of its educational programs and athletics/extra-curricular activities. Furthermore, the school is not intended to be an alternative to court of administrative agency ordered to public school-initiated desegregation. EJA will not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Admission Limitations

EJA does not have the necessary equipment or trained staff to provide for the needs of students requiring special educational accommodations. Therefore, we are unable to accept students who have serious mental, physical or emotional challenges, or who demonstrate serious academic and/or behavioral problems.

Definition of Terms

New Student: Any student who has not previously attended school, including Kindergarten and home-schooled students.

Transfer Student: Any student who attended a school other than EJA for the previous school year.

Returning Student: Any student who attended EJA for the previous school year.

Admission Requirements: Returning Students

Acceptance of returning students is based upon the recommendation of the administration and faculty and the approval of the School Board. Any decision to not accept a student will be based on the school's understanding of the best interest of the child, the needs of the classroom, and the overall requirements of the school program.

Returning students may be accepted on a probationary basis (social, academic, and/or financial probation) for the first five (5) weeks of the school year. At the end of the five-week observation period, a new recommendation will be made to the School Board for the student to be fully accepted or dismissed.

Returning students must complete the registration process before being admitted.

Admission Requirements: New and Transfer Students

By September 15, Kindergarten students must be at least 5 years of age; First Graders must be at least 6 years of age (ORC 3321.01). Parent(s)/Guardian(s) must supply a certified copy of the birth certificate to verify the child's age.

New and transfer students will be admitted with an automatic probationary status for the first five (5) weeks of school. The student will be observed in the areas of social conduct, academic performance,

regular attendance record, and the dependability of parent(s)/guardian(s) in meeting their financial obligations to the school. At the end of that period, a recommendation will be made to the School Board regarding the student's continued enrollment.

Kindergarten students and any First Graders who have not attended Kindergarten must pass a readiness test before being admitted. Students who have been home-schooled will be tested prior to admission. Grade placement will be based on test results. New and transfer students must complete the registration process before being admitted.

Early Admittance Policy

If a parent feels that their child is ready for kindergarten/first grade and desires to enroll their child before they attain the required age (5 by September 15th), they may request early admittance through the EJA Early Admittance Program.

The early admittance program is available to students that turn the required age after September 15th and before October 30th of the current school year. For a child seeking early admittance, a parent and child interview and a readiness assessment will be administered (at the school's convenience) to determine if the child is ready for kindergarten or first grade. Also, for a child seeking to enter first grade early without first attending kindergarten (coming directly from a preschool program), a letter of recommendation from the child's preschool is required. If the child is determined to be ready for the desired grade level, the child will be admitted to that grade level. Once admitted, all policies and standards for advancement will be followed as if the child had been admitted under standard guidelines. Once admitted to kindergarten or first grade, mandatory attendance requirements are in effect. The assessment guidelines may be modified from time to time as determined by current academic standards without affecting the overall policy.

If a child's birthday falls after October 30th and the parent(s) still desire(s) to enroll their child before they attain the required age, the above requirements will be administered and in addition, the prospective student will need to receive a sufficient score of readiness from the Wechsler Preschool and Primary Scale of Intelligence- Fourth Edition (WPPSI-IV) test (that must be administered by a licensed psychologist at the parents' expense). No kindergarten or first grade students will be admitted if their birthday is after November 30th in the school year of their admission.

The final decision for any early admittance will be made by the principal based upon received information.

Fees and Deadlines

The non-refundable registration fee for students who are completely registered by the early registration deadline is \$150.00. After the early registration deadline, the fee is \$200.00. **Students are considered completely registered once the school receives all the student's registration forms and fees.**

Eastwood SDA Jr Academy Student Handbook

Returning students, who have paid the yearly application fee, have a place reserved in their class for the coming school year until **April 30**. New and transfer students may register before April 30 as class sizes allow. After April 30, places for returning students who have not completed registration are no longer reserved. Registration is open to everyone on a first-come, first-served basis.

Immunization Requirements

	K	1-2	3-6	7-8
<p>DTaP/TD (children under 7)</p> <p>Tdap/Td (children over 7)</p>	<p>Four (4) or more of DTaP or DT, or any combination.</p> <p>*If the fourth dose is not given after the 4th birthday, a 5th dose is required.</p>	<p>Four (4) or more of DTaP or DT, or any combination.</p> <p>Three (3) doses of Td or a combination of Td and Tdap if complete series began for child at age seven (7) or older.</p>		<p>One (1) dose of Tdap vaccine must be administered prior to entry into 7th grade (this is additional to the initial series listed for younger children).</p>
POLIO	<p>Three (3) or more doses of IPV; the FINAL dose must be given on or after the fourth birthday.</p> <p>If a combination of OPV and IPV was given; 4 doses of either are required with the final dose at or after age 4.</p>			
MMR (Measles, Mumps, Rubella)	Two (2) doses of MMR.			
HEP B (Hepatitis B)	Three (3) doses of HEP B.			
Varicella (Chickenpox)	Two (2) doses of Varicella must be given prior to entry.		One (1) dose of Varicella must be given on or after the first birthday.	None Required

Registration Procedures: New, Transfer and Returning Students

- I. Submit all Applicable Registration Forms
 - A. New Student Application
 - B. Parent / Guardian Pledges
 - C. Medical Consent to Treat
 - D. Medical Evaluation
 - E. Record Release if Transfer Student
 - F. Teacher Recommendation if Transfer Student
 - G. Tuition Information
 - H. Copy of Students Birth Certificate
- II. Schedule the Following:
 - A. Entrance Interview with the Principal
 - B. Readiness Test for Kindergarten Students
 - C. Math Placement Test for Grades 1 – 8
- III. Obtain Financial Clearance
 - A. Pay the Non-Refundable Registration Fee (See Fee Schedule)
 - B. Submit Your Tuition Information Form
 - C. Register Online for FACTS Tuition Management

Registration Procedures: Returning Students

- I. Submit the Returning Student Form
- II. If Changes are needed for any other Forms, Submit the Appropriate Forms

Grading System:

Kindergarten		Grades 1 – 2		Grades 3 – 8			
Grade	Meaning	Grade	Meaning	Percentage	Grade	Meaning	GPA
I	Independent	E	Excellent	94 – 100	A	Superior	4.00
P	Progressing	S	Satisfactory	90 – 93	A-		3.67
NT	Needs More Time	N	Needs Improvement	87 – 89	B+	Above Average	3.33
<p>Grade Reports: Incompletes - An incomplete entered on the student’s record at the end of a quarter allows the student two (2) weeks in the next quarter to make up the work missed. The grades for incomplete work will become a zero if the work is not made up promptly. Finishing incomplete work is the responsibility of the student.</p> <p>Grade Reports: Preparation Schedule - Grade reports are prepared approximately one (1) week following the end of each quarter. If Parent-Teacher Conferences are not held, the grade reports are mailed home to parents. In addition, parents/guardians of students in Grades 1-8 will be able to access grade reports online via Jupiter (the gradebook application) throughout the year to monitor a student’s progress and performance.</p>				83 – 86	B		3.00
				80 – 82	B-		2.67
				78 – 79	C+	Average	2.33
				73 – 77	C		2.00
				70 – 72	C-	1.67	
				68 – 69	D+	1.33	
				63 – 67	D	1.00	
				60 – 62	D-	0.67	
				0 – 59	F	Failed	0.00
						I	Incomplete
		W	Withdrawal				

Principal's List (Grades 3 – 8)	Honor Roll (Grades 3 – 8)	Valedictorian / Salutatorian
Students who achieve at least a 3.75 grade point average (GPA) with all A's or A-'s in every class will be honored as members of the Principal's List. These students will receive special recognition.	Students who achieve at least a 3.00 GPA with no D's, F's, or Incompletes in any class will be honored as members of the Honor Roll.	Upon the completion of Eighth Grade, a Valedictorian and a Salutatorian may be chosen from the class. The students who have the highest cumulative GPA from their Seventh and Eighth Grade years will be selected. (A minimum cumulative GPA of 3.50 is required for consideration.)

Homework Policy

Homework is defined as assignments that are to be completed outside of normal school hours and/or unfinished class work to be completed at home. Generally, students should be able to complete in-class assignments before the end of the class period, assuming students apply themselves and make good use of their time. While the amount of homework may vary, as a rule, progressively more homework and class work is assigned as the student moves up the educational ladder. As a general guide, 10 minutes of homework should be expected per night for each grade level.

Parent – Teacher

Regularly scheduled parent conferences are held twice each school year (Please refer to the School Calendar for exact dates). Parents/Guardians and teachers are encouraged to arrange for other conferences during the school year should the need arise.

Field Trips

The educational philosophy of EJA includes off-campus trips and activities designed to coordinate with and supplement the academic curriculum. When a field trip is planned, a notice will be sent home to the parents/guardians requesting their signed permission for their child(ren) to go. If no written permission is received and/or the student is not wearing the proper field trip attire, the student will not be permitted to take part in the trip. **Some field trips are a privilege. Therefore, students who currently have an F in any class may not be eligible to attend the trip.**

While some field trips will be free of charge, most will require a small fee in order to defray expenses. Fees may also be incurred for special events such as the Ohio Conference Music Festival, Outdoor School, and the Eighth Grade Class Trip.

Extra-Curricular Participation Policy

Students who wish to be part of an extra-curricular activity must maintain average and preferably above-average grades. Thus, if a student earns a D or F in any class, or earns below a 2.00 GPA in any class, or earns below a 2.00 GPA at the time of any written grade report, i.e. interim grade reports and quarterly reports identified on the School Calendar, the student will be suspended from the activity until the time of the next progress report. To be eligible to participate in extra-curricular activities, students must also have a good attendance record and no major disciplinary offenses during the previous or current quarter.

Morning and Afterschool Care Program

Morning Care

Students dropped off between 7:00 A.M. and 8:05 A.M. are to report directly to the gymnasium. Teachers are not responsible to supervise students during this time. Morning Care charges of 1 hour apply to students arriving prior to 7:45 A.M. Students will be sent to their classrooms at 8:05 A.M.

Afterschool Care

Students who are not picked up within 15 minutes of school dismissal are automatically sent to Afterschool Care. Afterschool Care is held in the gymnasium, cafeteria, library, or playground depending on the school needs and weather. Parents arriving during Afterschool Care must sign-out their child(ren).

Behavior Standards

Students are required to behave during Morning and Afterschool Care as they would during school hours. Students who cause a continual disruption will be banned from the Care program.

Financial Responsibility

Parents are charged \$2.50 per half hour for participation in the Care program. Parents are expected to pay for expected use in advance; statements will be sent each Monday when there is a balance due. Students whose accounts fall more than one week behind will be banned from the Care program until the account is current.

Attendance Policies

General Attendance Policies

Students who are chronically tardy or absent will be subject to disciplinary action. State law 3321.13(B)(1) of the Ohio Revised Code (ORC) requires regular and punctual attendance at school. EJA is required to enforce attendance regulations. Students will be recognized and awarded for perfect attendance (-0- absences; -0- unexcused tardies).

Tardiness

Regular and punctual attendance is very important to the overall program of the school and to the success of the student. Late arriving students disrupt the flow of instruction and worship; therefore, parents/guardians must see to it that their child(ren) arrive on time every day.

Students should be in their classroom and ready for the school day no later than 8:15 A.M. Those who are not will be marked tardy. Tardiness may be excused due to student illness or inclement weather.

Parents/Guardians must provide a tardy explanation *in writing* to the teacher. The tardy may or may not be excused.

If a student accumulates 3 unexcused tardies or 3 unexcused absences in any grading period, parents will be required to attend a meeting with the principal to develop a plan of corrective action. The student will be suspended if the parent fails to attend the meeting.

Excused / Unexcused Absences

Absences (for all or part of the day) may be excused for student illness, a death in the family, medical quarantine, and medical/dental treatment. However, parents are urged to arrange such appointments so as not to conflict with the school schedule. For all absences, students are expected to complete missed work. Students will have two (2) days to complete their assignments for each day of school missed. Students entering the classroom after 10:00 am will be counted as absent for the morning. All other absences will be recorded as unexcused in the official attendance register.

Arrival and Dismissal

Arrival		Dismissal	
7:00 – 7:45 AM	Morning Care Program: Students report immediately to the gym.	For Safety reasons, students are dismissed only to parents or legal guardians unless the school is notified otherwise.	
7:45 – 8:05 AM	Students report immediately to the gym; supervision is provided at no cost.	3:15 PM	Monday – Thursday
8:05 – 8:15 AM	Students report directly to their classroom.	2:30 PM	Friday
8:15 AM	School day begins. Late arrivals report directly to their classroom and will be marked as tardy.	Afterschool Care 3:30 – 6:00 PM Monday – Thursday 2:45 – 5:00 PM Friday	

Dismissal Procedures

Eastwood Jr. Academy is obligated to contact Franklin County Children Services in the event students are left on campus after 6:00 P.M. As such, it is important that parents/guardians immediately contact the school in the event their child(ren) cannot be picked up on time.

Students wishing to leave campus using other than the customary transportation must provide written permission from their parent/guardian, or staff-parent/guardian arrangements via the telephone. Once students are dismissed from the campus, Eastwood Jr. Academy no longer assumes responsibility for them.

Additional information regarding dismissal procedures will be made available as necessary.

Procedure for Absences

When your child is absent, you are to call the school by 9:00 A.M. to provide an explanation for the absence. If the student is absent and the parent/guardian has not contacted the school by 9:00 A.M., the office personnel will call the student's parents/guardians.

A written note showing a valid excuse, signed by a parent, and turned in within 24 hours of the student's return to school is required to excuse an absence. Students should submit their notes to their classroom teacher.

Parents wishing to pick up missed assignments due to excused absences should call the office and request them. They may be picked up **between** 3:30 P.M. and 4:00 P.M. Monday-Thursday or **between**

2:45 P.M. and 3:15 P.M. on Friday. There may be a delay if the teacher has not had an opportunity to prepare the assignment list.

Student Withdrawals & Unexplained Absences

If a student is absent from school for five (5) or more consecutive days, and the school has not received a request for transfer of school records or a notice of illness, Eastwood Jr. Academy is obligated to contact the public school district in which the student resides to report the student as missing from school or withdrawn.

If during school hours a student cannot be located, or the student leaves the campus without permission, the parent/guardian will be contacted immediately along with the proper authorities.

Early Dismissal

Should a student need to leave the campus during normal school hours, parents/guardians must report to the school office to formally sign-out their student. Parents/guardians are to wait in the school office while the office manager calls the child from the classroom.

Student Illness at School

If a child has a fever or is noticeably ill at school, the parents/guardians will be contacted and are required to make arrangements to pick up their child from Eastwood Jr. Academy as soon as possible.

Drop-Off and Pick-Up Information

Morning Drop-Off (7:00 – 8:15 AM)

Follow the circular drive to the right. Please wait until your child has entered the building before exiting the parking lot.

Afternoon Pick-Up ... (3:15 – 3:30 PM Mon – Thu, or 2:30 – 2:45 on Fri)

Follow the circular drive to the right. Wait in line. EJA staff will dismiss your child as you reach the front door. Students are dismissed on a first come, first-serve basis. Once your child(ren) has been seated in your vehicle, exit carefully toward the church and to the left.

Afterschool Care Pick-Up ... (End of School – 6:00 PM)

Parents should drive down to the gym entrance to pick up students except during winter months. During winter months, please use the main entrance for your safety.

Parking Lot Procedures

During school hours, please keep your speed to a maximum of 5 mph. It is requested that parents/guardians not leave their vehicle unattended or park in the loading zone during the morning drop-off and afternoon pick-up times. Parking in the loading zone creates an overcrowded situation and impedes the flow of traffic. The parking lot procedures have been developed with the safety of our students in mind, and secondly, to optimize the flow of traffic.

When waiting in line to drop off or pick up your child(ren) in the loading zone, please:

- **NO idling or parking in front of the building.** This is **ONLY** for loading and unloading.
- Pull forward as far as possible, moving forward as space opens.
- Stay in your vehicle; be ready to load or unload and leave quickly.

- Think of other parents/guardians waiting in line behind you.
- **DO NOT** go around parents already in line waiting to pick their students up. **WAIT** your turn.

Parking during these times is available in the designated parking spaces near the front entrance and on the north side of the school building near the gym entrance. Additional parking is available in the church parking lot.

School Closings

In the event of inclement weather, EJA will close. Due to weather conditions or other unforeseen circumstances, the school may close at other times at the principal's discretion depending on the determined best interests of the school and its student population.

Safety will always be our prime consideration. School closings will be announced on WBNS (Channel 10) and will normally (but not always) follow the Westerville City Schools closing announcements. A mass Class Dojo message will be sent to parents that have provided contact information to the school for announcements. Parents must make the final decision on whether or not they can safely travel to school.

School Events

Parking for school events is available in the church parking lot. Handicapped parking is available on the north side of the school building.

Financial Information

We try to operate our school as efficiently as possible so that we can provide education at minimal cost. It is important that each student's account be kept current.

Student Account Policies

- Accounts from EJA or other schools must be paid, or proof of satisfactory arrangements made before admission for the new school year.
- Accounts from other immediate family members must be settled prior to another family member enrolling.
- Accounts more than thirty (30) days overdue will be considered delinquent, and the Principal or Board Chairman will contact the student's parent/guardian. Parents/Guardians will be given fifteen (15) days to bring the account current.
- Accounts that become 45 days late will result in the suspension of the student until the account is brought current or an acceptable payment arrangement is made with the principal.
- Accounts that are not current at the end of the academic quarter will generally not be eligible to enroll at EJA for the next academic quarter.
- Transcripts, grades, and diplomas will be held until the account is paid in full.
- A \$35.00 charge will be assessed for each check that is returned to EJA marked non-sufficient funds by the bank.
- Accounts for students who withdraw or graduate from EJA will be due within thirty (30) days. After thirty (30) days, a service charge of 1.5% per month may be assessed on the total balance due until the account is paid in full.
- Delinquent accounts may be forwarded to a collection agency or small claims court for collection assistance.

Registration Fees

The non-refundable registration fee is charged per student per year and is required at the time of student registration. In the event a student is not accepted, the registration fee will be returned. Please refer to the current Rate Schedule for this year's fees.

Tuition

Tuition is charged on a per year basis, *not* per month. As such, tuition payments are divided into 9 or 10 equal monthly payments throughout the school year (per parent choice), regardless of the number of school days in the month. The month of August will be charged as a full month; there will be no refunds.

Please refer to the current Rate Schedule for this year's tuition amount. Scholarships and financial assistance are available. Please be sure to check with your local church or other third-party sources.

Tuition Payment Options

EJA has contracted with the FACTS Tuition Management Company (FACTS) to maintain its tuition collection program. All EJA students must either pay the annual tuition amount due by the first day of school or by monthly payments through FACTS.

The FACTS program provides for monthly direct withdrawals from a checking account, savings account, or charges to a credit card (a 3% handling fee applies). Parents/Guardians are charged per family for use of the FACTS program. FACTS charges this one-time fee from the account in addition to any bank charges if there are insufficient funds to cover the withdrawal. Parents/Guardians are requested to inform EJA of any payment changes ten (10) business days in advance.

Refund Policy

Refunds will only be considered in case of serious illness or other prolonged emergencies. Most students will occasionally miss some days of school due to illness, vacation, etc. A refund will not be issued for these absences.

For students who enter school late or withdraw early, tuition will be prorated based on 180 days of normal enrollment and divided into equal monthly payments based on the number of months remaining in the school year.

*Example: School begins on August 17.
A student enters school on September 1.
 $\$5,500 / 180 \text{ days} = \30.56
 $180 \text{ days} - 11 \text{ days} = 169 \text{ days}$
 $169 \text{ days} \times \$29.44 = \$5163.89$
 $\$5,163.89 / 9 \text{ months} = \573.77 per month*

Parent Financial Responsibility

It is the parent's responsibility to ensure payments are received by the school in a timely manner and to resolve any NSF issues with their bank. If the student is receiving financial assistance and the assistance is not paid, it is the parent responsibility to pay the school for the unpaid assistance.

Financial Assistance

Tuition assistance and Worthy Student funds should be requested from the student's local church. Applications for such funds are available from the respective church pastors or treasurers. Scholarships and financial assistance requests from the Eastwood SDA Church or the school must be made in writing and must include the completed financial assistance application form. The form must be submitted at

the time of registration. Scholarship and financial assistance forms submitted after the registration deadline generally are not awarded as available funds have already been awarded.

Financial Policy Revisions

Due to the prevailing uncertainty of economic conditions, all charges listed are subject to change without notice if found necessary by the governing School Board of EJA.

Standards of Parent Conduct

The staff and board of EJA take the safety of the students and staff seriously. Therefore, any physical or verbal interaction by any parent that can be construed to be a threat to students, staff, board members or the faculty may be cause for expulsion of the student(s) of the parent involved. Law enforcement will be called if parent does not cooperate.

Standards of Student Conduct

It is hoped that positive behavioral reinforcement will teach students how to conduct themselves appropriately. Each student is expected to comply with all student conduct regulations, including any and all activities before, during, and after school. Students who attend the Seventh-day Adventist School System can impact the community in a positive way. Additionally, high standards are important for a student's personal growth. EJA, therefore, expects students to maintain high standards of behavior as outlined in this section. Some practices are, of course, simply not permissible at a Seventh-day Adventist Christian school, and the first violation of any of the prohibited behaviors makes a student subject to immediate discipline.

Student expectations

Behavioral Expectations	Be Respectful	Be Responsible	Be Safe
In the Hallways	<ul style="list-style-type: none"> *Use soft voices *Keep hands and feet to yourself *Listen to Adults 	<ul style="list-style-type: none"> *Always walk *Put belongings into locker quickly *Keep locker neat *Pick up & throw away trash 	<ul style="list-style-type: none"> *Don't play at drinking fountain *Solve problems peacefully *Maintain personal space
In the Restrooms	<ul style="list-style-type: none"> *Wait your turn *One person per stall *Use manners 	<ul style="list-style-type: none"> *Take care of school property *Put trash in trashcan *Flush when finished *Wipe up wet surfaces 	<ul style="list-style-type: none"> *Keep hands to yourself *Wash your hands *Report problems to an adult

Eastwood SDA Jr Academy Student Handbook

<p>At Recess and in the Gym</p>	<ul style="list-style-type: none"> *Take turns *Share equipment *Ask to join others *Obey rules *Treat others in a safe manner 	<ul style="list-style-type: none"> *Follow game rules *Mind your manners *Use words to solve conflicts *Share equipment *Line up promptly when signaled 	<ul style="list-style-type: none"> *Stay in the boundaries *Walk and run safely *Solve problems peacefully *Be considerate
<p>In the Lunchroom</p>	<ul style="list-style-type: none"> *Use a soft voice *Wait your turn *Maintain personal space 	<ul style="list-style-type: none"> *Stay seated *Eat your own food *Put trash in trashcan *Clean up after yourself *Help wash tables & sweep floor 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Talk about appropriate topics *Sit properly *Stay seated *Ask a teacher for assistance
<p>At Assembly</p>	<ul style="list-style-type: none"> *Take a seat quietly *Be courteous to speaker *Remain quiet *Be attentive 	<ul style="list-style-type: none"> *Keep your hands to yourself *Sit up and listen *Talk only at appropriate times 	<ul style="list-style-type: none"> *Enter and exit in an orderly manner *Wait to be dismissed *Walk in single file
<p>In the Classroom</p>	<ul style="list-style-type: none"> *Obey class rules *Maintain personal space *Raise hand for permission to speak *Raise hand for permission to leave seat *Listen to teacher 	<ul style="list-style-type: none"> *Arrive on time *Have necessary materials *Be in control of yourself *Follow routines *Complete your assignments quietly 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Allow others to solve their own conflicts *Think before reacting

All student conduct guidelines explained in this section apply not only during regular school hours but also at school-sponsored activities, which may include but are not limited to church performances, field trips, athletic events, care program, etc. Regulations adopted by the school administration and publicly announced will have the same force as if printed in the school bulletin. The following lists are representative, not exhaustive.

Reverence (Care for God)

Expected Behavior:

- Students must show reverence and respect for the spiritual aspect of education at EJA. Active participation with a positive attitude is expected during chapels and other religious services.

Prohibited Behavior:

- Students should avoid using euphemisms for God's name. God's name (God, Jesus, Christ, etc.) is never to be said in a slang or casual way.

Respect for Authority

Expected Behavior:

- Students must show respect for all school personnel and other adults.
- Students are expected to respond promptly and respectfully to the directions of the staff, whether or not the directions come from the student's particular classroom teacher.
- Each teacher sets his/her own rules of conduct for the classroom. Students are expected to obey these rules.

Prohibited Behavior *that may result in disciplinary action:*

- Insubordination to staff and others.
- Insubordination arising from continued violation of any school or classroom regulation.
- Willful and continued dishonesty, theft, deception, bullying, and cheating.

Respect for Other Students' Safety

Expected Behavior:

- Students need to be conscious of the safety of others as well as themselves.
- Students should always walk in the hallways and be quiet.
- Students should avoid any activities that may bring harm to others.
- While opinions regarding self-defense vary, students are expected to follow the admonition of Jesus and not return evil for evil at EJA.
- Students are not expected to suffer abuse. If a student is feeling physically threatened, he/she should seek direct supervision and intervention from a member of the faculty.
- Student speech should be positive and kind toward others.

Prohibited Behavior *that could result in disciplinary action:*

- Being in any unsupervised situation
- Engaging in rough play
- Being physically aggressive or harmful

- Physical or verbal threats
- Bullying or any type of intimidation including intimidating gestures
- Using swear words and foul/vulgar language

Respect for Other Students: Opposite Sex

Expected Behavior:

- Proper conduct and good taste are to be shown with members of the opposite sex at all times.

Prohibited Behavior *that may result in disciplinary action*:

- Public displays of affection and excessive physical contact are prohibited
- Students should not conduct themselves in a lewd or suggestive manner. Please refer to the section on sexual harassment.

Sexual Misconduct

Eastwood SDA Junior Academy does not admit or retain individuals (students or staff) who engage in sexual misconduct, which includes non-marital sexual conduct or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Eastwood SDA Junior Academy and the Seventh-day Adventist Church.

Definition of Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- Unwanted sexual advances, including propositioning or repeated requests for a date when it is clear the person is not interested.
- Threatened or actual reprisals after a negative response to sexual advances.
- Non-verbal conduct, such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct such as making derogatory comments, epithets, slurs, or jokes of a sexual nature.
- Verbal or other non-physical abuse of a sexual nature, including graphic verbal remarks about an individual's body, sexually degrading words directed at or intended to describe a person, suggestive or obscene letters, notes, or invitations.
- Physical abuse or unwanted contact of a sexual nature, such as touching, assaulting, or impeding or blocking movement.

Sexual Harassment

The Ohio Conference is committed to eliminating and preventing sexual harassment at its schools and other facilities, and at school-sponsored functions. Sexual harassment is immoral and illegal, and it will not be tolerated at EJA. The following policy has been implemented to inform students, staff and parents as to what sexual harassment is and what procedures should be followed when dealing with a harassment situation.

Procedures for Dealing with Sexual Harassment

This policy is intended to protect against sexual harassment before it becomes actionable. The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular and legal usage.

In the event a student is found to have engaged in sexual harassment while on or about the school property or at school-sponsored activities, the following sanctions may be applied (although the school is not limited to nor bound by this list):

- The student may be warned and/or placed on probation for the remainder of the school year.
- Training regarding sexual harassment, its definition and effects may be required.
- The student may be suspended from school for a period not to exceed ten (10) days following a hearing as outlined in the *Columbia Union Code*.

The student may be dismissed from school following a hearing as outlined in the *Columbia Union Code*.

Harassment, Intimidation, and Bullying (HIB)

Definition - Harassment, intimidation, or bullying behavior by any student at Eastwood SDA Junior Academy is strictly prohibited. “Harassment, intimidation, or bullying”, in accordance with ORC 3313.666, means, “any intentional written, verbal, electronic*, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.”

In summary, HIB acts exhibit a power imbalance, and are persistently ongoing. The cause mental and/or physical harm that effects the educational environment for the student receiving the act.

* "Electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Anti-HIB Procedures - Eastwood SDA Junior Academy expects students and/or staff to immediately report incidents of HIB to the principal, a teacher, or designee. Students have access to a “report box” so that anonymous reports can be received. If any staff witnesses such acts, they will take immediate steps to intervene when safe to do so. Each complaint of HIB should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The employee directly involved will describe and provide known information for any incident that is reported. The teacher/principal (individually or collectively) will investigate any reported incident to obtain facts.

Meetings with victim and parents, student(s) and parent(s) of those involved with the HIB and escalating to law enforcement personnel will be held ASAP following a report when deemed appropriate.

Disciplinary steps will be followed as per the student handbook escalation process. Custodial parent(s) or guardian(s) of any student involved in a prohibited incident must be notified in accordance with the

"Family Educational Rights and Privacy Act of 1974," and have access to any written reports pertaining to the incident. (See ORC 3313.666 for more details)

Anti-HIB prevention actions - Eastwood SDA Junior Academy will provide staff development training in HIB prevention and cultivate a culture of kindness among students and staff. Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of HIB.

Students are prohibited from making false statements concerning HIB and will be subject to the same disciplinary procedures as indicated above.

Health Guidelines

Expected Behavior:

- Students should strive to follow healthful principles for living with regard to getting enough sleep, drinking plenty of water, getting exercise and fresh air.
- Parents should make every effort to ensure that students eat healthy, balanced meals—low in sugar and fat—that will provide the energy needed for concentration at school.
- Vegetarian lunches are preferred.

Prohibited Behavior:

- Cola or beverages containing caffeine, and unhealthful meats such as pork, should not be included in lunches. (Refer to Leviticus Chapter 11 for a full list of unacceptable meats.)
- Alcohol, tobacco, and illegal drugs are prohibited. Any student who uses, possesses, or furnishes these items to other students, on or off campus, may be expelled from school.
- Students should not chew gum on campus.

School Property

Expected Behavior:

- Students must respect and use school property with reasonable care (facility, furnishings, equipment, textbooks, materials, etc.)
- Students are responsible for all textbooks and materials that are issued by the faculty. Students must be prepared by bringing these items for class (from home or lockers) daily as requested by the teachers.

Prohibited Behavior *that could result in disciplinary action*:

- Willful destruction of any school property or of any other student's property (including any type of vandalism).

If a student is reckless in his/her use of school property and causes damage, the parent(s)/guardian(s) will be held financially responsible for repairs including the full replacement cost of damaged items.

Search Policy

The school administration reserves the right to question a student about his/her behavior or open any student's locker or bags at any time without parental/guardian consent. The school's right to search may be used to obtain information and maintain the balance between a student's right to privacy and the school's obligation for safety. This policy extends to all school-sponsored events both on and off the campus.

Personal Property

The school is not responsible for loss or damage to personal belongings brought to campus, including those kept in lockers. Any items that are prohibited may be confiscated from students. Parents may claim these items from the school office.

Expected Behavior:

- Students must be prepared for class by having on hand textbooks and supplies requested by the teachers.
- Students must respect the rights and property of other students.
- School is a place of business. Students should only bring items to school that directly relate to the educational program.
- Ball gloves or similar items may be allowed for use at recess or during Physical Education (PE).
- Toys and games to be used during after-school hours are not to be used during school hours.
- All reading materials should be in accordance with Seventh-day Adventist standards.

Prohibited Behavior *that could result in disciplinary action or confiscation of property:*

- Students should not bring items such as playing cards, radios, CD players, MP3 Players, iPods, tape players, video games, miniature televisions, portable DVD players, pagers, or any such electronic devices to school, except with the permission of an instructor for a specific activity.
- Students must not possess or furnish to other students obscene or inappropriate posters, books, or magazines.
- Fire hazards or weapons of any kind are not permitted at school.
- Students should not bring money to school with them other than which is to be collected for lunch or other school-sponsored activities.
- Gambling or betting in any form is not permitted.
- Rollerblading, skateboards, bicycles, and scooters are not permitted at EJA.

Computer and Internet Usage

The Internet is an electronic highway connecting computers worldwide, with millions of individual subscribers, government agencies, business and educational institutions and much more. By receiving access to computers and people all over the world, there also comes the availability of material that may not have any educational value or be considered appropriate for students. EJA will take every reasonable precaution to monitor and/or restrict access to such material. However, on a global

network, it is impossible to control all materials. Students should remember that activity accomplished via the internet will not only reflect on the user but possibly upon EJA. Ultimately, the school administration reserves the right to suspend access temporarily or permanently by any user who does not comply with the Acceptable Use Policies or for any reason deemed inappropriate by the System Administrator to maintain the integrity of the network. EJA reserves the right to log internet use and to monitor user accounts. Parents/Guardians will be notified if a student violates any of these policies.

Computer and Internet Usage Policies

Expected Behavior:

- Students may only use the computers and access the Internet with permission of their teacher and for specific, approved use and time.
- Students must have a signed permission form on file to use the Internet. Students may only use the Internet under the supervision of a sponsoring educator.

Prohibited Behavior *that could result in disciplinary action:*

- Independently modifying settings, passwords, files, data, software, or hardware in any way
- Access unsafe files or install programs on the computers.
- Use without permission
- Use the computers to access email accounts for non-school-related activities or to access online chat rooms
- Reveal personal information to others (such as addresses or telephone numbers of students, staff members, others or of the school)
- Access or process inappropriate material
- Participating in hate mail, harassment, discriminatory remarks, and other antisocial behaviors
- Malicious use of the Internet to develop programs that infiltrate a computer or computer system and/or cause damage

Additional Internet Use / Social Media

In keeping with Eastwood Jr. Academy's objectives, students will be held accountable for acceptable Internet practices, including posting information on websites (including social networking sites, Facebook, YouTube, Instagram, Snapchat, etc.), emails, texts, and instant messages. This accountability extends to Internet activity outside of school, especially when this activity reflects badly upon the school or upon the reputation of the school, or when it harms a member of our school community.

It should be noted that Eastwood Jr. Academy does not actively monitor student use of technology outside of the school as we feel students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, sometimes we become aware of information disseminated over the Internet.

A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of the school by computer or by mobile devices (such as cell phones, iPods, iPads, etc.) which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school.

Abusive Internet communications include posting or disseminating of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages and tobacco.
- Violence or threats of violence, intimidation or injury to the property or person of another.
- Lewd, offensive, sexually suggestive, or other inappropriate language or behavior.

Any Eastwood Jr. Academy student's Internet activity, posting, or publishing that references Eastwood Jr. Academy must not be defamatory, libelous, slanderous, or obscene.

Parental Concerns

Should a parent/guardian become concerned about the behavior of a student other than their own child, they are encouraged to address this concern to the respective classroom teacher. The teacher is not at liberty to discuss another child but will address the concern. It is requested that parents/guardians not correct nor reprimand another family's child. This should be left to the discretion of the faculty.

Disciplinary Policy

As a Seventh-day Adventist Christian school, it is hoped that positive behavioral reinforcement will keep disciplinary issues at a minimum. We endeavor to follow Christ's example in the way that we deal with others. When the school must deal with negative behavior from a student, our goal is to help the student develop the ability to self-govern their actions and attitudes by connecting them with the Lord Jesus Christ.

Conduct that interferes with the right of other students to be and feel safe, to maintain their self-respect, to study and learn, and to participate in school activities peacefully, will be subject to disciplinary procedures, as will any conduct that disrupts the flow of instruction. Conduct considered detrimental to the reputation of the school, whether it occurs at or away from school, may be subject to disciplinary procedures.

The administration will document any behavior concerns that may require additional support and contact the parents/guardians to request a meeting. The school reserves the right of final determination in any school-related discipline matter. Any work a student misses due to disciplinary action must be made up promptly in accordance with the school policy as it relates to absences.

Administrative Disciplinary Actions

As mentioned in the policy above, it is hoped that positive behavioral reinforcement will keep disciplinary issues at a minimum. It is the desire of EJA to always keep students in the classroom so the valuable process of instruction can take place. Only under cases where the rest of the students are being unfairly held back from in-class instruction will a student be removed. Most discipline problems are handled directly between the teacher and student. However, the following behavior will result in administrative disciplinary action:

- Frequent/repeated violations of the student conduct guidelines.

- Extremely inappropriate behavior such as those mentioned previously in the prohibited behaviors.

Should a student's behavior merit administrative disciplinary action, the Administration and/or School Board will most likely utilize the following course of actions (each of these in progression may be used more than once or not at all depending on the circumstances):

- Appropriate coaching/discipline at school.
- Suspension will be considered only if the situation prohibits the student from remaining in the classroom. Regardless of suspension type, the student will be expected to complete class work assignments as instructed by the teacher. The length of the suspension will be as short as possible to allow the situation to be handled appropriately.
 - In-school suspension: This will be carried out under observation of an Aide or Administration staff. A discussion will be had with at least one of the parents/legal guardians.
 - At-home suspension: Student will be required to stay at home until the issue is dealt with. The Principal has the authority to suspend a student from school for up to three (3) days. The Discipline Committee will be involved in such decisions. A conference with the parents/guardians and student will be required before the student is readmitted to the school program. In addition, the student will be expected to complete class work assignments as instructed by the teacher. The student may be suspended until a school board meeting can be arranged to determine final disciplinary action.
- Expulsion: The school takes this step very seriously. The authority to expel a student rests solely with the School Board.

Uniform Policies

School uniforms project an atmosphere of loyalty and equality within the student population. The use of the school uniforms, as opposed to the latest fashions, strives to eliminate unnecessary competition in dress and focuses the attention on learning and growing.

Experience has shown that students required to maintain a neat appearance and to coordinate their wardrobe within established boundaries are likely to carry over these habits to the performance of their schoolwork. Using school uniforms is a positive method of establishing good habits and promoting a climate for discipline and responsibility. The positive academic results associated with school uniforms are a result of coordinated effort by students, parents, and Administration. It is intended that adherence to the school uniform dress code guidelines be a cooperative effort by both home and school.

Neatness

Students should have a neat and well-groomed appearance, and clothing should be in good repair. Hair should be combed or brushed and cut at an appropriate length.

Clothing should not be torn, frayed or have holes. Clothing should not be excessively wrinkled or unkempt in appearance and should not be oversized to appear sloppy. Long-sleeved shirts may not be worn under short-sleeved shirts.

Modesty

Any hair coloring should only complement the student's existing hair color; thus the "natural" color remains consistent throughout the entire school year. Hair dyeing (unnatural colors), bleaching, or styles that draw undue attention are not permitted.

Heavy or brightly colored make-up should not be worn to school. Fingernail polish should be limited to the natural skin tones of the wearer.

Clothing should fit appropriately, i.e. not too big, too tight or too short when standing or sitting, etc.

Cleanliness

Students are expected to be clean and maintain a clean appearance throughout the day. We realize that there will be times (such as after lunch or a play period) when some allowances will have to be made.

Non-Uniform Days

Throughout the school year, there may be designated non-uniform days. The timing of these optional days is at the discretion of the Principal and/or the School Board. Students are expected to adhere to the personal appearance guidelines and general uniform policies as outlined. In addition:

- All shirts for both boys and girls must have sleeves. No short length tops where midriff would show (even when arms are extended), tank tops, or mesh shirts.
- All dresses, skirts, and shorts must be school length.

Jeans may be worn provided they are in good condition, hemmed, not form-fitting and do not extend past the heel.

Appropriateness

Coats, jackets, and non-uniform sweatshirts are not to be worn in the classrooms. Uniform shirts worn as jackets and other outer apparel may not be worn to class. In addition:

- There are to be no decorations or logos on uniforms other than those adopted by school policy.
- Sunglasses, hats, and headgear (i.e. caps, scarves, do-rags, sweat bands, bandanas, etc.) are not to be worn inside the school building.
- Proper gym shoes are required for PE classes and play in the gym.
- Military camouflage clothing is not permitted.
- No jewelry is to be worn (watches or an approved medical tag are acceptable).
- Tattoos, temporary tattoos, and body piercing are not permitted.
- Athletic apparel is not to be worn at school, except during PE/gym periods.

General Uniform Policies & Guidelines

- | | |
|---|--|
| <ul style="list-style-type: none">• Students are to arrive at school in uniform every day (as defined by the Uniform Code) and are to remain in uniform until the end of the school day. Violation of the uniform policy may result in a student being sent home.• The principles of neatness, modesty, and appropriateness should be used to dress for non-uniform days at school and for any school-related functions where uniforms are not required.• Shirts must be tucked in pants/slacks, shorts, skorts and skirts.• Appropriate undergarments that coordinate with the uniform top must be worn, must be free from visible slogans or logos, and may not be visible outside outer clothing.• When wearing a sweater or sweatshirt, a polo shirt must be worn underneath, and be tucked into the pants, shorts, skorts, or skirt. | <ul style="list-style-type: none">• All pants/slacks, shorts, skorts, jumpers and skirts must be hemmed. Skirts and jumpers must be hemmed at the knee or longer. Shorts and skorts must be hemmed approximately 2" above the knee or longer.• Belts are required with uniform pants/slacks and shorts, and should be a coordinating dark, solid color.• Gym wear is not required; however, students need to wear gym shoes for PE classes.• Shoes must be worn at all times. No flip-flops or flip-flop style sandals are permitted. Shoes should coordinate with the uniform, be age-appropriate and suitable for a variety of school activities. Heels/soles of shoes should not exceed two inches in height.• Socks, tights, or nylons must be worn with shoes and must be solid, matching colors that coordinate with the uniform.• Leggings or leggings must be free of visible slogans or logos and must be covered by pants / slacks, skorts or skirts at the required length stated above.• The school Principal is the final authority regarding uniforms. |
|---|--|

Official Uniform Code

Daily Uniform Attire: Boys and Girls

- Pants or shorts (belt required): navy blue or khaki
- Polo shirt (short or long sleeve): white, navy or red
- Girls only:
 - Skort/Skirt (all grades): navy blue, khaki or plaid (shorts required under skirts)
 - Jumper (K-5): navy blue or school plaid (shorts required under jumpers)
- Gym short length must be within 2 inches of the knee when standing.
- Gym shirts will be of sufficient length so that no midriff shows when standing. No graphics or lettering other than the school logo will be permitted on gym clothing.

Field Trip Uniform

- Red polo shirt (short or long sleeves) with EJA embroidered logo
- Navy or khaki pants (belt required) or skort/skirt

Performance Uniform

Boys:

- Navy blue pants
- White short-sleeve polo shirt with EJA embroidered logo
- Dark socks
- Belt required
- Black dress shoes

Girls:

- Skirt (K-8): Navy blue
- White short-sleeve polo shirt with EJA embroidered logo
- White dress socks, anklets, knee high, or tights
- Black dress shoes (closed toe and heel – no sandals)

General Administrative Procedures

Parent / Guardian Visits

Parents are always welcome at the school, and they are encouraged to visit their child's classroom. In order not to interfere with instruction, such visits should be arranged in advance with the teacher. If a parent has a problem or concern, they should schedule an appointment with the student's teacher outside of classroom hours.

For the security of the students, all visitors to the school are expected to check in at the main office.

Parental Support

When a student is accepted at EJA, it is to be understood that parents/guardians and students will make a commitment to attend school programs. All parents are urged to attend the meetings and functions of the Home and School Association. Active support of this organization enhances its efforts to create a favorable liaison between the home and school.

Grievance Policy

If you have a problem concerning your child, please use the following procedure to effectively achieve a resolution. These guidelines are based on the principle outlined in Matthew 18:15-17. If they are followed and if all parties involved express their views in a reasonable, Christian manner, solutions will be found, and relationships will be strengthened rather than weakened.

1. First, discuss your concern or complaint with your student's teacher. Discussing the matter with others is not productive and can be damaging.
2. If a solution is not achieved, please contact the Principal. He or she, with the parties involved, will work to come to a satisfactory resolution.
3. If these steps fail to resolve the problem, you can ask to have the matter considered by the School Board. All sides of the issue would be presented at such a meeting, and the School Board would work to develop a satisfactory solution.
4. Finally, after all other steps have been followed; you may wish to contact the Ohio Conference Educational Superintendent.

Please understand that the faculty and administration are only at liberty to discuss a student with their respective parents or legal guardians. If an adult should lose self-control and resort to shouting, threats, and/or the use of profanity, he/she will be asked and expected to leave the school campus immediately.

The School Board is the final authority in cases dealing with financial or non-academic issues. Grievances relating to the educational program of the school come under the ultimate jurisdiction of the Education Superintendent.

Medication Policy

Ohio law does not permit medications of any kind (including aspirin, Tylenol, etc.) to be carried by the student during school hours. If a student requires medication during the school day, the medications must be turned in to the office in the original container and a medication authorization slip must be filled out and on file. Ohio law requires a doctor's signature for any prescription medication and/or a parent's/guardian's signature for any over-the-counter medication dispensed at school.

Prescription Medication Requirements: The label must indicate the child's name, the name of the medication, the date of the prescription, the name of the medical professional who prescribed the drug, and the proper dosage and time to be given.

Over-the-Counter Medication Requirements: Written instructions regarding the dosage, dates the medication is to be taken, and under what conditions the medication is to be dispensed must accompany the medication. The medication must be stored in the school office and labeled with the child's name and grade level.

Emergencies

Emergency telephone numbers of parents/guardians, emergency contacts, and family doctors are obtained at registration. If a serious emergency involving a child arises and the parents/guardians cannot be reached, the child will be transported by the Emergency Squad to the nearest hospital emergency room. If the situation is less serious, the child will be transported to the hospital designated by the parents on the *Continuing Consent to Treatment Form* on file in the student's record.

Telephone Use

The school telephone is a business phone. It is not to be used to make personal calls. Please make arrangements for after-school plans and other needs outside of school hours in order to minimize telephone conflicts.

Students will be called to the telephone only to receive emergency calls. Otherwise, the office manager will forward a message to the student. A student must have the permission of his/her classroom teacher or another staff member to use the telephone. This permission will be given only in cases of absolute necessity.

Cell Phone Policy

Students are encouraged to **not** bring cell phones to school. Students may not have cell phones in their possession throughout the school day. The cell phones must be turned off and stored with their classroom teacher. Use of cell phones during the school day, including during morning care and afterschool care, and school-sponsored activities (i.e. field trips, school concerts, etc.) is strictly prohibited unless explicitly approved by the faculty.

It is the students' responsibility to ensure that their cell phones are turned off and with their classroom teacher during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension as well as confiscation of their cell phone. After confiscation, a parent must retrieve their child's cell phone from the principal. Students shall be personally and solely responsible for the security of their cell phones. Neither EJA nor its faculty/staff will assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Sales by Students

There is to be no selling of goods or services on campus for personal gain by any student enrolled at EJA without permission from the administration.

Classroom Animal Policy

It is the intent of Eastwood Junior SDA Academy to provide a healthy learning environment for all students. Our school recognizes that animals have been part of the learning experience at school for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring and teaching of responsibility. However, for students with asthma or allergies, animals can trigger a respiratory or allergic reaction that in some cases can be severe. Also, while no animal will be permitted to leave its enclosure without adult supervision, other potential consequences may include scratches and bites.

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Please make sure your student's health records are updated to include asthma and any allergies to assist in this assessment.

Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the Principal and review the student health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the Principal.

It is the policy of the school to consider the safety, health and well-being of each student when making decisions regarding the introduction of animals to the classroom. It is also our policy to consider the safety, health, and well-being of the animals. Students are taught pet care skills and there are rules in place regarding handling the animals to avoid any negative behavior by the animals. If a student fails to respect any classroom pet, they will not be permitted to care for or handle the animals for a set amount of time.

When there is a conflict in this area, the Principal is responsible for resolving the matter in consultation with the involved parties.

THANK YOU FOR CHOOSING EASTWOOD JUNIOR. ACADEMY

Handbook Acknowledgement

We acknowledge that we have received the EJA Parent/Student Handbook and that we will adhere to the policies stated therein:

Signed:

_____ / _____ / _____

Parent / Legal Guardian

_____ / _____ / _____

Parent / Legal Guardian

_____ / _____ / _____

Student

_____ / _____ / _____

Student

_____ / _____ / _____

Student

_____ / _____ / _____

EJA Representative

Eastwood Jr. Academy
6350 S. Sunbury Rd.
Westerville, OH. 43081