



# Eastmont Community School Parent Handbook

## **VISION STATEMENT**

We will nurture each child to realize their mental, emotional, spiritual and physical potential by providing academic excellence in an affirming, Christian environment.

## **MISSION STATEMENT**

Eastmont Community School (ECS) provides a quality education through:

- A strong academic focus emphasizing reading, writing, arithmetic and the sciences.
- A Christ-centered environment
- The Core Knowledge curriculum concept
- Parental involvement
- Small class sizes
- Community projects/field trips
- Fostering the development of the whole child by including instruction of fine arts, physical education, and foreign language

## **EASTMONT COMMUNITY SCHOOL RULES**

1. Be respectful to God, your, family and your school.
2. Demonstrate “Christ-like” behaviors in dress, language and manners.
3. Work to your full potential
4. Be safe in all that you do.

ECS will provide an affirming Christian environment by teaching and showing each child their worth as a creation of God and their hope in finding their purpose in life through a personal relationship with God through Jesus Christ. Teaching and modeling the Biblical characteristics of hard work, respect and love for God, others and self will be a daily goal. Each staff member will set and provide safe and appropriate boundaries in every area of the school. Each teacher will also set appropriate expectations for the academic, spiritual, social, emotional, mental and physical growth of each student.

## **NONDISCRIMINATION POLICY**

It is the policy of ECS that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status in any educational programs.

ESC 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, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **ADMISSION AND ENROLLMENT PROCEDURES**

Parents interested in enrolling their students at Eastmont need to fill out all required forms of the enrollment packet and turn in up to date immunization records and a copy of the child's birth certificate.

## **SCHEDULE**

3 Year Old Preschool	M – W	9:00 – 11:00
3 Year Old Preschool	T – TH	9:00 -11:00
3 Year Old Preschool	TH- FR	9:00 - 11:00
4 Year Old Preschool	M – W- F	9:00 – 11:30
4 Year Old Afternoon	M –W- F	1:00 – 3:30
Jr. Kindergarten	M-W-TH-F	9:00 – 12:30
Kindergarten	9:00 – 2:00	M through F
First Grade	9:00- 3:30	M through F
Second Grade	9:00-3:30	M through F
Third Grade	9:00-3:30	M through F
Fourth/Fifth Blend	9:00-3:30	M through F

## **ARRIVAL TIMES:**

Elementary Grades: The doors for the school will open at 8:50 each morning for grades 1<sup>st</sup> through 5<sup>th</sup>. All elementary classrooms will be open at this time. There is NO supervision prior to this time. If you plan on bringing your child earlier please enroll them into our childcare program. SCHOOL BEGINS AT 9:00.

Preschool: The preschool classrooms open at 9:00. There will be no supervision until 9:00. Please do not leave your child unsupervised in the hallway.

Please be respectful of the teachers' time by saying your good-byes and moving yourselves and siblings into the hallway to visit with other parents. When you have something to discuss with the teacher, please make an appointment.

## **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 their integrity of the learning program we are offering.

**School begins at 9:00. Students that are not in their seats by 9:05 will be considered tardy.**

**All students who are tardy must be signed in at the office and secure a tardy admit slip to enter the classroom. Teachers are not permitted to accept students into the classroom without this form.**

Students are allowed 5 tardies per semester. Excessive tardies could result in probation and possible dismissal from Eastmont Community School. The principal 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:

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

Written documentation should be provided to the school.

#### **ATTENDANCE:**

Regular attendance is important to a child's success in school and establishes 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.

If your child is going to be absent, please call the office before 9:30 and let them know (382-2049). If a student's absence has not been verified by a parent by 9:45 a.m., the office will call the parent.

A written note from the parent is required the first day when the child returns to school.

At the close of the day, please **STAY IN YOUR CAR IN THE LINEUP IN FRONT OF THE BUILDING**. We will bring your child to you. Please pick up your child on time. Students who are not picked up within 15 minutes of the end of your child's school day will be sent to aftercare and you will be expected to pay the drop-in rate.

No student may leave the school without permission from their parent/guardian. This permission must be in writing and the child can leave only with the person specified in writing. If someone other than yourself or someone on your child's registration list is going to pick up your child, please let us know. We will not release your child to ride with someone with whom we do not have permission to send them. Under exceptional circumstances, a phone call from the parent to the teacher can be made to give this permission. You may call 541-382-2049 to give this permission.

## **ABSENCES**

All absences are to be verified by a call to the school office before 9:30 am. If you must take your child out of school early, please notify the teacher and the office that morning. Parents planning to take their children on a trip that will take them out of school should notify the teacher and the office at least two weeks before the trip, if possible. The student will be responsible for all work missed. There will be no credit given for absenteeism, as tuition is necessary to maintain your child's place in school.

## **TUITION POLICIES**

- Tuition is due the first of the month unless other payment arrangements are made. Billing notices will be given at the end of the previous month.
- A late fee of \$20.00 will be assessed for tuition that is paid after the 15<sup>th</sup> of the month unless other arrangements are made.
- Accounts that are two (2) payments past due will require suspension of the student until the account is paid in full, unless other arrangements are made through the principal to the ECS Board of Directors.
- Sibling discount is 10% on the youngest child and another 10% on the third child's tuition.
- A 2% discount on tuition is given to families choosing to pay the year's tuition in advance. This is due by September 1<sup>st</sup>.
- Registration fees are non-refundable.

## **HOMEWORK**

Homework helps establish independent study habits, provides practice of skills learned in school and reinforces experiences that take place in the classroom. Establishing a homework routine early is essential to the successful completion of homework.

## **VOLUNTEER OPPORTUNITIES**

Our volunteer coordinator(s) will

1. Provide a written list of opportunities to volunteer
2. Match volunteers abilities with activities
3. Keep records of volunteer hours.

All volunteers must sign in at the office and get a volunteer badge to be worn while working at the school.

All volunteers working directly with children or money will need to have a background check performed through ECS. Forms will be provided.

## **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 prearranged with the teacher and brought by someone before share time and taken away right after share time is over. Please have your child bring toys only on sharing days. Each teacher will let you know when this will be.

## **SNACKS**

Each teacher will inform the parents how they wish to have snacks provided. Snacks need to be nutritious and **MAY NOT INCLUDE RED, ORANGE, OR PURPLE DRINKS**. If you need specific ideas, please see your child's teacher.

## **LUNCH TIME**

Students eating lunch at school need to have a nutritious meal sent to school with them. (Remember **NO** red, orange, or purple drinks.) While children are encouraged to relax and chat freely during lunch, the requirement of proper etiquette and table manners maintains an atmosphere of order and civility. Students will clean up after themselves and dispose of trash at the end of lunchtime.

## **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.

Playground rules:

1. Treat others how you want to be treated
2. Follow directions and show respect to all adults
3. Keep hands, feet and objects to yourself
4. Show positive sportsmanship
5. Use playground equipment properly and safely

Students that violate these rules will be issued a blue slip and will be assigned recess detention the following day. This slip will need to be signed by the parent and returned to school.

## **FIRE DRILLS**

Fire drills will be conducted regularly. The entire school will be vacated in an orderly fashion as soon as the signal sounds. Everyone's total cooperation is necessary in the event of a real emergency. Each drill will be documented.

## **MEDICATION**

For students requiring medication during the school day, parents must fill out the required medication release form. Medication must be in a properly marked container including the student's name, dosage, medication, prescribing doctor and dosage interval for administration. Medication must be kept locked in the school office.

## **EMERGENCIES**

In the event of an emergency, please call the school at 541-382-2049. If there is no answer please call the church office at 541-382-5822.

## **SNOW DAYS**

Watch for postings on KTVZ news or listen to KBND to hear of school closures. If the Bend Schools are delayed or closed we will be also. Delays mean no morning classes or before school care. School cancellation means no school or after school care. You will not receive a call from the school.

## **CHANGES TO PERTINENT INFORMATION**

If any changes are made to the information you provided ECS in the registration packet for your child, please notify the school office as soon as possible so that the records on file stay current.

## **DRESS CODE**

Students at Eastmont Community School should be clean and well groomed. Any clothing or hairstyles considered to be distracting, disruptive or detrimental to the learning environment will be in violation of the dress code. Closed toe/closed 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 hats may be worn at school or articles of clothing that may contain obscene, offensive, or distracting messages. No piercings except for earrings in ear lobes. Students should come to school with warm coats, gloves, hats and boots during the winter months. Tennis shoes should be worn on P.E. days.

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 cannot be located, the student will be placed in an area away from other students for the rest of the day to complete their work.

## **FIELD TRIPS**

The required, signed permission form must be on file in our office. We will always notify you in advance and request your participation. We will need to have a copy of your current insurance certificate in order for you to drive on the field trip. We will need parent drivers, so please get us a copy at your earliest convenience. Whenever students are traveling away from school, they are subject to the same rules, regulations and appropriate behavior observed at school.

## **BIRTHDAYS**

We believe that birthdays are very special days. We would like to celebrate with every student in his or her special way. Please arrange in advance with the teacher. We suggest cookies, donuts, ice cream bars, etc... NO cake and cupcakes. When planning birthday parties outside of school, please consider the feelings of other children and mail

invitations unless the whole class is invited. Please do not deliver flowers, balloons or other items to the school as they disrupt the classroom. These items will be left at the office until the end of the day.

## **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 Community School 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:

1. Violation of school rules
2. Violation of Harassment or Bullying policy
3. Continuous violation of dress code

Consequences will be determined and a plan will be set up to correct misbehavior. Parents will be notified by phone or called in to conference with the principal.

Disciplinary actions at Eastmont Community School may include but are not limited to the following consequences:

1. Student meeting with the teacher/ principal
2. Loss of school privileges
3. Parent conference with teacher or principal
4. In-school suspension
5. Out of school suspension
6. Campus Beautification
7. Detention
8. Expulsion

## **HARRASSMENT AND BULLYING POLICY**

At Eastmont Community School, everyone will be free to learn, teach, and work in a safe, secure and a non-threatening environment based on mutual trust and respect.

Anyone involved at Eastmont Community School is expected to be responsible for his/her own behaviors, to exercise self-discipline, and to refrain from behavior which 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 Eastmont Community School - students, faculty, pastoral staff, support staff, parents, church members, guests and volunteers.

**Harassment:** is any behavior or comment that is known, should be known to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

**Bullying:** is a form of harassment that is characterized by repeated and escalating incidence 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 Community School. Any such incidence 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.

### **CAUGHT YOU BEING GOOD!**

Our “Caught you being good” program is designed to promote, recognize and encourage outstanding behavior by our students at Eastmont Elementary. All staff members have the opportunity to catch students performing good behavior and random acts of kindness. The student receives a “Caught you being good” ticket and it is placed in the jar at the office. At the end of the month 10 tickets are drawn and winners receive a special prize.

### **STUDENT OF THE MONTH**

A child will be selected as Student of the Month from each classroom who best portrayed our monthly character value

September– Love

October– Joy

November-Peace

December-Patience

January-Kindness

February-Goodness

March-Faithfulness

April-Gentleness

May-Self Control

June– Honesty

**ATTENDANCE AWARD**

Awards will be given for perfect attendance and for almost perfect attendance at the end of the school year.

**WEBSITE**

Please visit [www.eastmontcommunityschool.com](http://www.eastmontcommunityschool.com) for additional information.