



# Erie Prep Academy

Student and Family Handbook

# Mission Statement

The mission of Erie Preparatory Academy is to provide a safe learning environment in which students will be able to grow in mind, body and spirit, and excel in life.

# Vision for Erie Prep Academy

Erie Prep Academy (EPA) is committed to providing comprehensive support to students and their families within the framework of our Christ-centered worldview. Our institution is dedicated to cultivating the development of exemplary global citizens poised to shape the future of our world.

# PURPOSE AND PHILOSOPHY OF EDUCATION

We recognize that God has ordained the home as primarily responsible for the training of children, and the purpose of Erie Preparatory Academy shall be to complement the home by partnering with and not taking the place of parents in this training. Our teachers seek to be proper role models so that the home and school reinforce each other.

Erie Preparatory Academy's educational philosophy is based upon a God-centered view of truth as it is presented in the Bible. The Scripture explains man's fallen nature and the need for regeneration through the acceptance by faith of Jesus' redemptive act upon the cross. The entire process of Christian education is seen as a means used by the Holy Spirit to impart to each student a Biblical worldview, to bring the student into fellowship with God, and to develop a Christ-like attitude toward all things.

It is our desire that each individual student grow in the grace and knowledge of our Lord and Savior, Jesus Christ (2 Peter 3:18). As educators we challenge them to ask, "What is God's purpose for my life?" At EPA our purpose is to provide each student with the opportunity to develop and excel spiritually, intellectually, socially, culturally, and physically through a quality educational program to help the student answer that question.

# CORE VALUES

- Each student is a valued, unique, developing image bearer of God.
- Christianity is a vibrant relationship with Jesus Christ – a life rooted in Him, nurtured by prayer and governed by God’s Word.
- Servant leadership is to be characterized by Christ likeness.
- Intentional improvement toward excellence is God’s will.
- Team Building is an outgrowth of healthy relationships within the total organization.
- Partnering with parents is the best means to support the educational advancement of each student.

## GOALS OF Erie Preparatory Academy ARE:

### SPIRITUAL GROWTH

To provide a spiritual climate that encourages and enables the student to integrate Christian truth successfully into every area of living.

### INTELLECTUAL GROWTH

To provide an academic climate conducive to learning; to encourage the learning of those skills necessary for meaningful adult participation in society; to provide a strong foundation for further educational pursuits; to nurture competency in communication, research skills, and the ability to make mature decisions.

### SOCIAL GROWTH

To provide the student with opportunities for growth in the social skills necessary for adequate interaction in today’s society; to stimulate an adequate understanding and appreciation for the privileges and responsibilities of living in a democracy.

### CULTURAL GROWTH

To promote an appreciation for and creativity in the arts; to encourage the students to understand and appreciate cultural patterns which are different from their own.

### PHYSICAL GROWTH

To provide opportunity for the learning of those physical skills useful in the participation in athletic activities; to provide opportunities for growth in physical performance skills.

# Erie Prep Staff Statement of Faith

We believe in God the Father Almighty. We believe in Jesus Christ, His only Son. We believe in the Holy Spirit, the Comforter. We believe in the holy universal Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

## Erie Prep School Creed

Jesus is Lord.

## Doctrinal Position

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity at Erie Preparatory Academy. God has blessed this ministry because we have determined to place Jesus Christ at the focal point of everything we do. We believe in the central message of the Word of God, as stated in our Statement of Faith, and stand solidly behind the Statement of Faith that appears on every student and teacher application and is stated here in the Handbook. We do not compromise on the central doctrines of the Word of God, yet those of us who belong to the body of believers may have some distinctives that are peculiar to our particular denominations. When these particular issues are raised in our school system, we refer the students to parents and their local church for guidance and instruction.

## Nondiscrimination Policy

Erie Preparatory Academy recruits and accepts students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. The academy will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, educational programs, or athletics/extracurricular activities.

In addition, the Academy is not intended to be an alternative to court or administrative agency ordered or public school district-initiated desegregation.

## Financial Policy

### REGISTRATION

Fees are payable annually and will guarantee class placement. Enrollment will be processed on a first-come, first-serve basis. This fee is non-refundable and must accompany all paperwork. Once classes are filled, names will be put on a waiting list.

## TUITION

In circumstances of early withdrawal from enrollment, local students and families are required to pay tuition through the end of the quarter that the student is active in. There is no tuition refund. Boarding students do not receive any reimbursement.

Adjustment to fees -since we have an obligation to our employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore no deductions shall be made on tuition for absence during the school year, regardless of the cause of such absence.

All accounts must be paid in full for the year in order for report cards or transcripts to be released. This includes all tuition charges, late fees, book fees, lunches, student activities, athletics, damaged materials charges, etc.

## SPIRITUAL TRAINING

### MISSIONS

At EPA, mission education and involvement have been identified as an important part of our program. It is our desire to involve our students and staff in mission experiences both locally and globally. We involve students and staff in different ways. At EPA we want to be used as a tool to extend God's love in the Erie area and around the world.

### PLEDGES

At the beginning of every school day, EPA students recite pledges and participate in Bible reading and prayer.

**American Flag:** *I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with Liberty, and Justice for all.*

**Christian Flag:** *I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all mankind, in service and in love.*

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

## ACADEMIC TRAINING

### ACCREDITATION AND AFFILIATION

Erie Preparatory Academy meets the academic requirements set forth by the Pennsylvania Department of Education, is registered as a nonpublic school operated by a religious body, and is fully accredited by Middle States Association of Colleges and Schools.

## TEACHERS

The teachers at Erie Preparatory Academy are certified educators, well grounded in Biblical principles and mature Christian living. They have a desire to serve the Lord as role models through their teaching and to provide a Christian atmosphere in the many details of the classroom activities.

## CURRICULUM AND TEXTBOOKS

The EPA administration recognizes its responsibility for the monitoring and improvement of the educational program. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. The administration shall develop and administer guidelines and procedures for curriculum development and improvement process which:

- Are consistent with EPA philosophy, vision, mission, and core values.
- Will establish a regular cycle for review, revision, development, adoption, and implementation in all curricular areas.
- Is based on student needs and evaluated by student performance.
- Is consistent with state requirements and reflects Christian school community and workplace expectations.
- Provides for student performance data to be systematically collected, reported and used as a basis for future program improvements.

For the purposes of this policy, curriculum shall be defined as the planned instructional program that is to be delivered to the students.

## LOST AND DAMAGED SCHOOL MATERIALS

Textbooks, workbooks, and library books issued by teachers are the student's responsibility. If a student destroys or loses any of these items and/or other school materials or property, a replacement cost will be charged. All student textbooks should be in their locker or with the student. Student textbooks should not be left in an unattended classroom or on top of lockers. Those books will be turned into the office.

## Policy of Acceptable Use of Information Technology

### Guiding Principles

In making information technology resources available to all members of the school community, Erie Preparatory Academy affirms its commitment to a scriptural standard of behavior.

Erie Preparatory Academy values the free flow of information. The school respects individual privacy, civility, and intellectual property rights.

School officials reserve the right to examine personal information transmitted over the network or stored on school-owned computers. The school reserves the right to monitor system resources, including activity and accounts, with or without notice, when necessary to protect the integrity, security, or functionality of school computing resources. If an account or system is engaged in unusual or excessive activity it has good cause to believe that regulations, rules, or laws are being violated.

Additionally, the normal operation and maintenance of the school's computing resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities as may be necessary in order to provide desired services.

## User Responsibilities

Access to computing resources and network capacity is a privilege to which all school faculty, staff and students are entitled. (Access may be granted to other individuals affiliated with the school or school personnel, as situations warrant and with approval from the Director of Information Technology.) Certain responsibilities correspond with that privilege, including those responsibilities listed below. Since no list can cover all possible circumstances, the spirit of this policy must be respected, namely: any action that hinders legitimate computer usage or invades the privacy of another person or institution is unacceptable.

## Use of EPA Equipment

1. Users must not abuse equipment and are asked to report any mistreatment or vandalism of computing or network facilities to EPA staff. If a user is found to be responsible for any damage he/she will be held accountable for repair or replacement costs. Food and beverages (including water) are prohibited in all EPA computer facilities, because of potential harm to equipment.
2. Users should relinquish the computer they are using if they are doing non-essential work when others are waiting for a computer to perform course-related activities. Game playing is prohibited at all times unless authorized by an EPA staff member.
3. Users will not install software, alter system files, or disconnect any cables on computers or other equipment.
4. Users must respect all users and the staff of EPA as well as notices (such as those concerning hours of operation, printing, etc.) posted in EPA facilities.

## Legal Usage

Information technology resources may not be used for illegal or harmful purposes, including:

1. Harassment of others
2. Destruction or damage to equipment, software, or data
3. Disruption or unauthorized monitoring of electronic communications

## Ethical Usage

1. Users should not use information technology resources, including personally-owned computers connected to the school network, for non-education, unsanctioned, commercial activity.
2. Users should make no attempt to alter the condition or status of any computing network component in any manner.
3. Users should make no attempt to alter software, or to copy software intended only for execution.
4. Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other EPA resources.

5. Users should not attempt to connect to a host via the network without explicit EPA permission.
6. Users should not provide, assist in, or gain unauthorized access to school computing or network resources.
7. Users should not attempt to circumvent or defeat computer or network security measures.

## Security

1. The school uses various measures to ensure the security of its computing resources. Users should be aware that the school cannot guarantee total security and should apply appropriate safeguards for their accounts, such as guarding their passwords and asking for password changes regularly (required for e-mail accounts), and logging out of computers when done.
2. The default protection setting on EPA servers is that all files belong exclusively to their owners. Unless the owner changes the protection level, no file may be read, executed, or modified by users other than the owner. The only exception to this understanding is that designated members of the EPA staff may examine accounts or files of users to investigate security problems, possible abuse of the Erie Preparatory Academy computing system, or violations of regulations.

## Account Usage

1. Account holders should use only their own personal accounts unless given permission by an authorized member of the faculty, administration, or professional staff to use one that is designated for a specific purpose or job. Account holders may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity originating from that account, at all times.
2. Account holders should protect their passwords and keep them confidential. Passwords will be changed frequently. Any problem resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password) may be treated as grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.
3. Account holders should not abuse any electronic mail, bulletin board, or communications system, either local or remote, by sending rude, obscene, or harassing messages (including chain letters) or by using these systems for non-essential purposes. Account holders should identify themselves clearly and accurately in all electronic communications, i.e., no anonymous postings. Unofficial mass e-mailings (i.e., spam) are prohibited.
4. Account holders should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner.

## Enforcement

Violations of this Policy will be adjudicated, as deemed appropriate, and may include the following:

- Loss of computing privileges
- Disconnection from the network
- Write up or loss of merit
- Prosecution under applicable civil or criminal laws



## Cumulative Records

A cumulative record will be kept for each student which includes yearly grades, attendance information, and standardized test scores along with demographic information. Records are maintained in accordance with the regulations governing confidentiality and parental access. A parent may request access to their child's record by contacting the principal.

Any request for providing records to outside agencies must be accompanied by an official release form.

## Transcript Release Policy

1. Erie Preparatory Academy will release a transcript only after first securing permission to make sure the account is current.
2. If the account is current, a transcript of a former student will be sent, or a transcript of a present student along with a copy of the student's last quarter grades will be sent.
3. If the account is not current, no transcript or other written details regarding the student's academic record will be sent.
4. If an account is open, EPA will release courses the student has taken for scheduling purposes.

## Grade Point Calculation Policy

1. GPA's are computed based on final grades (i.e. final semester grade for semester length classes or the final grade for year-long classes). Our transcripts will show a straight 4.0 scale as well as a weighted scale for advanced and college level courses.
2. Some challenging high school classes receive credit on a 4.5 scale. Also college level classes are also on a 4.5 scale. Not every course is offered every year.
3. Erie Preparatory Academy will only compute and report a student's GPA based solely upon their work completed at EPA.
4. Valedictorian and Salutatorian criteria are based on a weighted GPA scale.

## English Speaking School

We have students from multiple countries in our secondary school. These students are to speak English only in each class. Teachers may give permission to speak in their native tongue under certain circumstances.

## Homework

Homework is an important and integral part of the educational program at Erie Preparatory Academy. It is an extension of daily instruction for the purpose of reinforcement, enrichment, and application of skills and concepts developed in the classroom. Homework may include reading a book for information, doing a project, interviewing a resource person, visiting a local historical site, writing a story or research report, or watching an educational program. These kinds of assignments can be exciting and aid in classroom discussions.

Homework should not be busy work or punishment. It is geared to the achievement level of the student and may be individualized as needed. Homework assignments should be completed when due.

## Grading System

Each teacher is responsible for evaluating the achievements of each student in each subject. The following standardized grading scale will be used by all teachers in all subjects:

90-100% .....	A
80-89% .....	B
70-79% .....	C
60-69% .....	D
Below 59% .....	F

## Attendance Policy

### Excused and Unexcused Absences

Regular attendance is one of the most important factors for a successful education. Attendance has a stronger impact on academic progress than any other factor. Attendance at school is required by the PA School Code. As per state regulation, there are only SIX (6) basic excuses, which are legal reasons for being absent, from school:

- Personal illness, injury or surgery to the student
- Death in the immediate family
- Quarantine
- Religious holidays
- Natural disaster or severe weather conditions
- Educational trips (approved in advance by the administration)

NOT TO EXCEED 5 DAYS

All other absences are considered unexcused and may result in disciplinary action.

If a student is absent from school for 5 days, excused or unexcused, an informational letter will be sent home. This information is designed to remind you of the days missed and the importance of attendance. Additional communication will occur once the student has missed 8 days.

A meeting will be scheduled with the administration team at this point. Once a student has missed 12 days, excused or unexcused, the student may be required to repeat that grade level.

### Written Excuses

In all instances of absence, a written excuse shall be required upon the student's return to school. Written excuses shall include the following information:

1. Student's full name
2. Student's grade
3. Date of absence

4. Reason for absence
5. Parent/Guardian signature

In order for a written excuse to be accepted for purposes of establishing its legitimacy, an excuse must be submitted within 1 week of the student's return to school.

## Truancy

An absence without the knowledge or consent of the parents and/or school staff, including leaving school before the end of the day without permission, shall be considered grounds for dismissal.

## Late for Class

Our desire is to help students own their decisions and consequences. It is valuable for students to learn to be present in their school and in each class. If a student is late for class, the student must get a pass from the school office. If the student is late for an invalid reason, the student will not be permitted to attend class. The student will lose all participation points for the class period and the student will wait outside the school office until the next period begins. If a teacher dismisses a student from class due to disruptive behavior, the student will be counted as absent from the class. The student will be able to attend the next class.

## School Sponsored Educational Trips

Vacations taken during the school year, other than those scheduled by EPA, cannot be considered excused, unless the nature of the trip can be considered "educational." Educational trips are only considered excused if:

1. The nature of the trip is educational, with prior planning and definite educational objectives.
2. Prior written permission is obtained from the principal, and if the objectives of the trip are clearly stated. (See "Request for excused absence from school for a pre planned educational trip".)
3. The duration is not longer than 5 school days for the entire school year.
4. The student performs at a satisfactory achievement level and has shown a positive and responsible attitude toward learning and school.
5. The student may be required to give a written report of the trip to the class.

EPA encourages family vacations as positive growth experiences for your children. We have endeavored to allow adequate time in the school calendar for these activities. We strongly urge parents to plan family vacations only during scheduled school breaks.

## Notification of Absence

If a student has been absent, due to illness, for three or more consecutive days, a written excuse from a doctor must be submitted on the day the student returns to school. The principal of EPA is required by state law to report to the home district superintendent any child who has been absent three (3) days or the equivalent without lawful excuse. In addition, any parent who fails to comply with the provision of compulsory education may find that there are consequences of legal action which could result in a hearing and a monetary fine [Pennsylvania Public School Code 1949 Article XIII – Section 1332 & Section 1333].

## Attendance Guidelines

1. Students arriving after 8:05 AM are considered tardy. The student will be considered absent for ½ day after 9:30. The student will be considered absent for the second half of the day after 2:00 p.m.
2. When a student is absent, the student must work carefully with the teachers to get the work made up as soon as possible, minimally within twice the amount of time which was missed but not to exceed six school days. However, such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline.

Work or tests assigned prior to the absence, which fall on the date of the absence, or the following day, should be turned in or taken the day the absent student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his illness; the test could be delayed by one day.

## Tardiness

Parents have the responsibility to make sure that their child arrives to school on time. Your child is tardy if he/she is not in school and in the homeroom by 8:05 a.m. If your child is tardy, he/she is to go directly to the office for a tardy slip indicating whether the tardiness is excused or unexcused and present the slip to the teacher.

## Release of Student for Medical Appointment

When taking a child out of school, notify the office by a note as soon as school opens that day. Every effort should be made to schedule appointments at times other than school hours. If it is necessary to schedule an appointment during the school day, a parent/guardian or designated person is to pick up the student in the school office. The person picking up the student must come to the office and sign the child out. If a child must attend a scheduled doctor's appointment during school hours, a physician's note is required upon return for an excused absence.

## Parents/Guardians and Visitors

All parents and visitors to the school building shall be required to register with the office upon arrival and prior to leaving. Please do not proceed to any classroom before signing in at the office. Parents and visitors are always welcome. Come to the school office, whether to bring lunch, a forgotten book or to pick up your child. For your child's safety, it is important that we know who is in the building at all times. A visitor badge must be worn by all visitors in the building.

## ARRIVAL AND DEPARTURE

### TIME SCHEDULE

**Homeroom:** 8:00 AM to 8:15 AM

**Dismissal:** 3:50 PM to 4:00 PM

## Release/Dismissal of Children

Parents must provide the Academy with the names of persons authorized to bring/pick up the child. It is the parent's or guardian's responsibility to notify the Academy office of any changes in this authorization.

Changes in dismissal pickup schedules must be submitted to the child's teacher IN WRITING. Verbal arrangements will be accepted ONLY in emergencies such as illness, accidents, or death in the family. This policy will ensure the safety of your child as well as alleviate confusion at an already busy time of the day. Children will be released only to those authorized on the emergency card. If necessary, photo identification may be required before the child is released. **Copies of legal documents must be provided to the principal before any staff person can actively prevent a non-custodial parent from picking up his/her child.**

## Inclement Weather & School Closing

In the event of inclement weather or disaster, it is possible for school to be canceled, delayed, or dismissed early. The following are in effect:

1. Public announcements or decisions will be communicated via text and email as the situation requires or permits.
2. In closing schools for inclement weather, every effort will be made to make public announcements prior to 6:00 a.m.
3. During some inclement situations, the school will use a two-hour delay in opening. This will be communicated via text or email.
4. If school is to be dismissed early due to emergency conditions, announcements will be made via phone calls (to the parents/guardians listed on the student's profile).

## STANDARD OF CONDUCT

### Student Responsibilities

Attendance at EPA is a privilege, students are responsible for regular school attendance.

1. No student has the right to interfere with the education of his fellow students.
2. It is the responsibility of each student to respect the rights of teachers, other students, administrators, and all others who are involved in the educational process.
3. It is also the responsibility of the students to:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - b. Dress and groom in a way that meets fair standards of safety and health and does not cause substantial disruption to the educational process.

- c. Exercise proper care when using school and sports park facilities and equipment.
- d. Make up work when absent from school.

## Serious Disciplinary Offenses

The following are considered serious disciplinary offenses and may result in an administrator choosing to bypass the normal progression described in the “consequences” section of this handbook.

1. Abusive behavior towards others - includes fighting and vulgar behavior
2. Defacing of property
3. Blatant talk or action which, in the judgment of the administrator, may tarnish Erie Prep Academy
4. Challenging the authority of a teacher, administrator or staff member
5. Disrespectful of others
6. Lying, stealing or swearing

## Harassment

EPA is committed to maintaining an environment in which individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Our school is prepared to take action to prevent and correct any violations of this policy. Anyone, including school personnel and students, who violate this policy, will be subject to discipline, up to including termination or expulsion.

## Threats / Intimidation / Weapons

Our school’s first responsibility is the protection of all students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student immediately pending an investigation and a hearing to determine the student’s continued enrollment. Parents are advised that the school will contact the local police or appropriate authorities, and will note in the student’s permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse or vehicle.

The administration will report ALL threats to authorities. Students making such threats will be disciplined. The student’s permanent record will reflect the suspension and/or detention for making a threat of violence.

## Disciplinary Policy

### Merit System

The merit system is a positive reward system to encourage positive behavior. Each student starts the school year with two merits. Your goal is to keep these two merits for the entire year.

What behaviors will cause me to receive a written warning?

1. Violation of dress code
2. Classroom disruption
3. Inappropriate physical contact
4. Bringing food or drink to class (other than water)
5. Electronic equipment including cell phones/earbuds/headphones/laptops without permission
6. Other disruptive behavior or actions as determined by staff, teachers, or administration

## Consequences

**Level 1:** 1-2 Disciplinary actions (write-ups)

Consequences - Written warning, parent notified

**Level 2:** 3-6 Disciplinary actions (write-ups)

Consequences – Written warning, parent(s) notified, Friday morning (3 hours) detention

**Level 3:** 7-9 Disciplinary actions (write-ups)

Consequences – Written warning, parent(s) notified, Friday (full day) detention (\$150 fee)

**Level 4:** 10 Disciplinary actions (write-ups)

Consequences - merit loss, 2 days of out of-school suspension, meeting with parents, teachers, principal and superintendent **(possible expulsion)**

*OSS (out of school suspension)* – The suspension will stay on the permanent student records.

**Level 5:** 11-14 Disciplinary actions (Write-ups)

Consequences – Written warning, parent (s) notified, Friday detention (8:00 a.m. – 10:00), \$100.00 fee

**Level 6:** 15 Disciplinary actions (Write-ups)

Consequences – 2<sup>nd</sup> meeting with parents, teachers, principal and superintendent

**Individual plan decided upon at this time (possible expulsion)**

### 1. How do I lose a merit?

You will lose a merit once you have accumulated a total of 10 written warnings. You may also lose merit for the following behaviors. Anytime a student loses a merit, the level 4 consequences are invoked.

- a. Disrespect for school staff, students, and property
- b. Offensive or profane language
- c. Fighting
- d. Being in any area without appropriate authorization
- e. Insubordination, disobedience, or defiant behavior

- f. Inappropriate physical contact or any public display of affection
- g. Possessing inappropriate printed material
- h. Cheating or lying
- i. Truancy
- j. Continuing disregard for rules and notices

## 2. Is it possible to regain merit?

Yes! After a six-week probation period, if the student has not received any written warnings, the student will regain merit.

## Detention

Come to detention prepared by

- a. Being on time
- b. Being ready to do written work; bring pencil or pen and paper.
- c. Working the full time quietly and independently. The teacher will assign work to accomplish.

## Probation Policy

Probation may occur if a currently enrolled student consistently shows a lack of effort and responsibility in academic and/or behavioral areas. Any student who does not maintain a grade of “C” and/or repeatedly fails to complete assignments may be subject to probation or withdrawal. Any student who repeatedly violates school rules and/or classroom rules can be placed on probation or expelled. A student on probation will be subject to an academic/behavioral contract in which the school may place requirements upon the student which are not placed upon the student body at large. A student failing to comply with the requirements of the contract may be expelled.

## Communication

It is the desire of Erie Preparatory Academy to maintain constant and open communication with our school. Sometimes misunderstandings occur because of miscommunication. It is our desire to clear up misunderstandings as quickly and as efficiently as possible.

We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:18, Matthew 5:23-24 and Matthew 18:15-20. For example, if the situation involves your classroom teacher, you need to make an appointment convenient to both you and the teacher to discuss the issue with him or her. If after visiting with the classroom teacher, you still do not believe the matter is completely resolved, you may then schedule an appointment with the Principal or Vice Principal.



# Health Policies

## Medication Policy

Erie Preparatory Academy permits only the school office personnel to administer prescribed medication provided that these procedures are followed:

1. A permission form for the dispensing of medication to students has been completed by the parents and physician.
2. A note describing the medication and specifying the times it is to be administered. 3) Medication containers must be properly labeled with the child's name, medication name, dose, and time to be given. No medicine will be given which is not properly identified. 4) The administration will not dispense any medication to any student unless the appropriate form is on file.
3. Tylenol, aspirin, and similar "over the counter" medications will not be dispensed from the office unless a medication form is signed and the medication is sent in a container properly labeled for the student (as per medication policy).

It is our desire to continue to provide the very best care for our students. Every effort will be made to communicate with parents, faculty, staff, and students to promote wellness.

## Immunizations

Pennsylvania State Law requires the following immunizations be completed before a child may enter school:

1. DT (Diphtheria - Tetanus) - four doses minimum. - one dose on or after the 4<sup>th</sup> birthday.
2. Polio - Trivalent (oral) - three doses minimum.
3. MMR - two doses minimum.
4. Hepatitis B - three doses minimum.
5. Varicella (Chicken Pox) - two doses or history of disease

Students who have received at least one dose of a vaccine in an immunization series will be granted an eight month provisional enrollment if they have received at least one dose of each antigen in that series.

New Additional Immunization Requirements for seventh grade students beginning school year 2010/2011:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) ( if 5 years have elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

Because these immunizations are not a series, there is no provisional enrollment period. If students do not have the required Tdap or MCV on the first day attending school , they will be excluded. (according to PA Dept. of Health)

Any time your child receives any immunization, please record what was given and the date. Send these to the school nurse so that they may be recorded on the health record.

## Communicable Diseases

Control of communicable diseases is an important part of maintaining the health of school children.

Students who have been diagnosed by a physician or are suspected by the school nurse to have certain communicable diseases will be excluded.

A student who has been excluded from school due to symptoms of the following diseases may return to school without physician's excuse if they meet these conditions:

1. Chicken Pox: Blisters must be dried; no drainage.
2. Respiratory streptococcal (strep) infections-(including scarlet fever) 24 hours after starting antibiotics.
3. Head Lice: Until judged non-infective by the school. Must be nit free.
4. Infectious Conjunctivitis (pink eye) and/or Impetigo Contagiosa- 24 hours after starting antibiotics.
5. Flu- 24 hours after symptoms have gone away.

## DRESS CODE POLICY

### STANDARDS FOR DRESS

Students are required to wear uniforms to school.

Hoods/hats/dew rags/ etc. are not to be worn during school hours

When students do not meet our dress standards, they will be counseled and the offense corrected. Students will be out of "student population" until the offense is corrected. Students may receive a disciplinary action form (write-up) for the offense. The administrator reserves the right to make the final decision on a dress policy issue.

Students are to wear uniforms during school from 8:00 a.m. to 4:00 p.m. Students may wear uniform shorts, sweatpants, golf shirts, long sleeve training shirts, zip up hoodies.

#### Foot Apparel

Footwear is required in our school. Proper athletic shoes must be worn for physical education class and recess.

#### Hats and HoodiesUniforms:

Hats and hoods are not to be worn during the school day.

Approved school apparel is available for purchase in the school office.

## Fire Drills / Evacuation

Fire drills will be held at various times during the school year. Directions are posted in each classroom. When the alarm sounds, students are to exit according to the designated route. This is to be done quickly and orderly. Talking is prohibited.

# Lockdown Drills

In an effort to maintain a safe environment, we will conduct unannounced, quarterly lock-down drills to familiarize students with proper procedure during an emergency. During this drill, each student will be locked in the closest classroom. The students will sit on the floor away from any windows and doors. The students must be quiet during this time. The drill is over when we announce the code word “Yeti”.

## Stay Put Drill

The Stay Put is in place when we announce a “Stay Put Drill”. This is in place if we are not allowing anyone to come in or leave our building. This might be because someone is sick in the building, or a possible danger situation in our community, etc.

## Field Trips

Field trips are away-from-school experiences related to classroom study and activities. A permission slip for each trip will be sent home to be signed by parents/guardians and returned. No child will accompany any excursion without a permission slip on file. A letter explaining the objectives of each trip will be sent home by the teacher and will include specific dates, times, places, and costs. Appropriate dress and costs will be announced at that time as well.

Field trips are an important part of the learning experience; therefore, we encourage every student to attend. If a student cannot participate in a field trip, parents must submit a “permission for exclusion” request in writing one week prior to the trip date. The administration will consider this request and contact parents.

**Credits/reimbursements will not be issued after the school has paid for reservations/tickets for the event.**