

# STUDENT HANDBOOK



## 2017-2018

*Ephesians 4:12-14 "to equip the saints for the work of the ministry, for building up the body of Christ, until we all attain to the unity of the faith and the knowledge of the son of God to mature manhood to the measure of the stature of the fullness of Christ so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes."*

Administration and Supporting Staff	6
Elementary Staff	6
Middle/High School Staff	7
<b>History of East Linn Christian Schools</b>	<b>8</b>
<b>Mission Statement</b>	<b>9</b>
<b>Vision Statement</b>	<b>9</b>
<b>Purpose</b>	<b>9</b>
<b>Core Values</b>	<b>9</b>
The Bible is our Standard	9
Highly Qualified Staff	9
Focus on Service	10
Work in Partnership with our Christian Community	10
<b>School Colors, Mascot, Verse</b>	<b>10</b>
<b>Statement of Faith</b>	<b>11</b>
<b>Philosophy of Christian Education</b>	<b>11</b>
<b>Goals</b>	<b>12</b>
<b>School Organization</b>	<b>12</b>
<b>Non Discriminatory Statement</b>	<b>14</b>
<b>Controversial Doctrines</b>	<b>14</b>
<b>Non-Profit Status</b>	<b>16</b>
<b>Accreditation</b>	<b>16</b>
<b>2017/2018 Associated Student Body Officers</b>	<b>16</b>
<b>Admissions Policies</b>	<b>17</b>
Application Procedures	17
Admittance Policy	17
Tuition Protection	18
Private School Parental Rights	18
Parent-School Agreement	18

Separated Families	19
Tuition Assistance	19
Home School Participation	20
East Linn Christian School Calendar	21
<b>Student Attendance Policies</b>	<b>21</b>
Philosophy	21
School Hours	21
Elementary Grades 1st - 5th	21
Preschool	21
Middle School and High School	22
Weather Closure/Delays	23
Excused Absences	23
Notification of Absences	23
Homework Requests	23
Make up work for Absences	24
Pre-Arranged Absences	24
Late Arrival – Early Dismissal	24
Tardies	24
Extracurricular Activities	25
Work Release Time	25
Closed Campus	25
Withdrawals from East Linn Christian	25
<b>Academic Policies</b>	<b>26</b>
Four Schools within a School	26
Graduation Requirements	26
High School Community Service Hours	27
State of Oregon Diploma Requirements	28
Advanced Course Program	28
College Now	28

Recommended Course of Study	29
East Linn Christian General Diploma	29
Honors Diploma	29
Honors Diploma	29
Requirements for High School Grade Placement	30
Extracurricular Credits	30
Grade Standards	30
Incompletes	30
Academic Probation	31
Honor Roll	31
Report Card	31
Late Work	31
Textbooks	31
Schedule Changes	32
<b>Student Dress and Personal Appearance</b>	<b>33</b>
Philosophy	33
Daily Dress Code	34
for school day, field trips, fundraisers, after school events at school or away school activity.	34
Chapel Dress Code	35
Elementary Students	35
Middle/High School Students	35
Elementary School Students	35
Formal Attire	35
Physical Education Attire	35
Athletic Attire Non Competition	35
<b>General School Policies</b>	<b>36</b>
Cafeteria and Lunch Policy	36
Cell Phones and Media Devices	36
Chapel and Other Assemblies	36

Classroom Participation	37
Communication	37
Complaints	37
Discipline	37
Drop-Off/Pick-Up	38
Field Trips and Athletics	38
Fire & Earthquake Drills	39
Fundraising	39
Lockers	39
Lost & Found	39
Parent-Teacher Conferences	39
Public Display of Affection	39
SALT and Non-SALT Volunteers	39
SALT Volunteers	39
Non-SALT Volunteers	39
Background Checks	40
Procedure for relief from background flag	40
Student Transfer Procedure	40
Transcripts	40
Transportation	41
Volunteers	41
Weight Room	41
<b>Health and Safety Policies</b>	<b>41</b>
Communicable Disease	41
First Aid Emergencies	41
Head Lice Policy	42
Health/Immunizations	42
Illness	42
Immunizations	42

Medication	42
<b>Extracurricular Activities</b>	<b>44</b>
Athletics	44
Sports	44
Eligibility (Sports)	44
<b>Events and Activities</b>	<b>46</b>
Associated Student Body	46
Fundraising Events	46
Recognition/Award Program	46
Spiritual Emphasis	46
<b>Personal Safety Policy</b>	<b>47</b>
Philosophy	47
Recognizing and Preventing Child Abuse	47
Child Abuse Reporting	47
<b>Acceptable Use Policy</b>	<b>49</b>
<b>Internet Policy</b>	<b>51</b>
<b>Chromebook Policy</b>	<b>52</b>
<b>East Linn Christian Social Media Policy</b>	<b>53</b>
<b>Family Lifestyle Statement</b>	<b>56</b>
<b>EAST LINN CHRISTIAN PHILOSOPHY OF MUSIC</b>	<b>58</b>
<b>East Linn Christian - Student Privacy and Volunteer Confidentiality</b>	<b>59</b>

## CONTACT

541-259-2304 ADMIN (EXT. 1), ELEMENTARY (EXT. 2), MS/HS (EXT. 3)

## ADMINISTRATION AND SUPPORTING STAFF

Janelle Detweiler	Superintendent	<a href="mailto:jdetweiler@eastlinnchristian.org">jdetweiler@eastlinnchristian.org</a>
Kim Bates	Elementary Principal Transportation Director	<a href="mailto:kimbates@eastlinnchristian.org">kimbates@eastlinnchristian.org</a>
Jonathan Bartlow	MS/HS Principal	<a href="mailto:jbartlow@eastlinnchristian.org">jbartlow@eastlinnchristian.org</a>
Dee Dee Collins	Dean of Education	<a href="mailto:ddcollins@eastlinnchristian.org">ddcollins@eastlinnchristian.org</a>
Carolyn Reister	Academic Advisor	<a href="mailto:creister@eastlinnchristian.org">creister@eastlinnchristian.org</a>
Kellen Peters	Athletic Director	<a href="mailto:kpeters@eastlinnchristian.org">kpeters@eastlinnchristian.org</a>
Jamie Lockwood	Finance Manager	<a href="mailto:bookkeeper@eastlinnchristian.org">bookkeeper@eastlinnchristian.org</a>
Hannah Peters	Administrative Secretary	<a href="mailto:hpeters@eastlinnchristian.org">hpeters@eastlinnchristian.org</a>
Lindsey Garber	Administrative Assistant	<a href="mailto:lgarber@eastlinnchristian.org">lgarber@eastlinnchristian.org</a>
Kim Rickman	Relations/Website Coordinator	<a href="mailto:krickman@eastlinnchristian.org">krickman@eastlinnchristian.org</a>
Kyle Baker	Technical Support	<a href="mailto:kbaker@eastlinnchristian.org">kbaker@eastlinnchristian.org</a>
Tina Christenson	Food Services	<a href="mailto:tchristenson@eastlinnchristian.org">tchristenson@eastlinnchristian.org</a>
Jakob Detweiler	Grounds	
Casey Cannell	Maintenance/Grounds	
Karl Helwig	Bus Driver/Grounds	
Gwen Peters Todd Weller Kurt Goss Rick Barnett	Bus Driver	

## ELEMENTARY STAFF

Amy Jones	Secretary	<a href="mailto:elemoffice@eastlinnchristian.org">elemoffice@eastlinnchristian.org</a>
Tina Karkanen	Pre-K Teacher	<a href="mailto:tkarkanen@eastlinnchristian.org">tkarkanen@eastlinnchristian.org</a>
Krista Wolgamott	Pre-K Teacher	<a href="mailto:kwolgamott@eastlinnchristian.org">kwolgamott@eastlinnchristian.org</a>
Jennifer Hartl	Kindergarten Teacher	<a href="mailto:jhartl@eastlinnchristian.org">jhartl@eastlinnchristian.org</a>
Brandy Hatch	Kindergarten Teacher	<a href="mailto:bhatch@eastlinnchristian.org">bhatch@eastlinnchristian.org</a>
Janelle Barnett	1 <sup>st</sup> Grade Teacher	<a href="mailto:jbarnett@eastlinnchristian.org">jbarnett@eastlinnchristian.org</a>
Jennifer Dix	2nd Grade Teacher	<a href="mailto:jdix@eastlinnchristian.org">jdix@eastlinnchristian.org</a>
Heide Nichol	3 <sup>rd</sup> Grade Teacher	<a href="mailto:hnichol@eastlinnchristian.org">hnichol@eastlinnchristian.org</a>
Jill Reardon	4 <sup>th</sup> Grade Teacher	<a href="mailto:jreardon@eastlinnchristian.org">jreardon@eastlinnchristian.org</a>
Steve McGuyre	5 <sup>th</sup> Grade Teacher	<a href="mailto:smcguyre@eastlinnchristian.org">smcguyre@eastlinnchristian.org</a>
Jonathan Dinsfriend	5 <sup>th</sup> Grade Teacher	<a href="mailto:jdinsfriend@eastlinnchristian.org">jdinsfriend@eastlinnchristian.org</a>
	Student Support Assistant	
Missy Beachy	Elementary Library	<a href="mailto:elemlibrary@eastlinnchristian.org">elemlibrary@eastlinnchristian.org</a>
	Recess Supervisor	
Ruby Smith	Recess Supervisor	<a href="mailto:rsmith@eastlinnchristian.org">rsmith@eastlinnchristian.org</a>

## MIDDLE/HIGH SCHOOL STAFF

Ann Miner	Secretary	<a href="mailto:hsoffice@eastlinnchristian.org">hsoffice@eastlinnchristian.org</a>
Cyndy Parker	Middle School Teacher	<a href="mailto:cparker@eastlinnchristian.org">cparker@eastlinnchristian.org</a>
Krista Bowler	Middle School Teacher	<a href="mailto:kbowler@eastlinnchristian.org">kbowler@eastlinnchristian.org</a>
Ellie Bartlow	Middle/High School Teacher	<a href="mailto:ebartlow@eastlinnchristian.org">ebartlow@eastlinnchristian.org</a>
Adrian Knox	Middle/High School Teacher	<a href="mailto:aknox@eastlinnchristian.org">aknox@eastlinnchristian.org</a>
Jessica Hayward	Middle/High School Teacher	<a href="mailto:jhayward@eastlinnchristian.org">jhayward@eastlinnchristian.org</a>
Mike Reardon	High School Teacher	<a href="mailto:mreardon@eastlinnchristian.org">mreardon@eastlinnchristian.org</a>
Carolyn Reister	Middle/High School Teacher	<a href="mailto:creister@eastlinnchristian.org">creister@eastlinnchristian.org</a>
Wendy Pool	Middle/High School Teacher	<a href="mailto:wpool@eastlinnchristian.org">wpool@eastlinnchristian.org</a>
Heather Peckfelder	High School Teacher	<a href="mailto:hpeckfelder@eastlinnchristian.org">hpeckfelder@eastlinnchristian.org</a>
Christopher Davey	High School Teacher	<a href="mailto:cdavey@eastlinnchristian.org">cdavey@eastlinnchristian.org</a>
Angi Train	Middle/High School Teacher	<a href="mailto:atrain@eastlinnchristian.org">atrain@eastlinnchristian.org</a>
Shauna Holt	Middle/High School Teacher	<a href="mailto:sholt@eastlinnchristian.org">sholt@eastlinnchristian.org</a>
Joshua Galka	Middle/High School Teacher	<a href="mailto:jgalka@eastlinnchristian.org">jgalka@eastlinnchristian.org</a>
Shawn Perron	Middle/High School Teacher	<a href="mailto:sperron@eastlinnchristian.org">sperron@eastlinnchristian.org</a>
Kenny Gerig	Middle/High School Teacher	<a href="mailto:kgerig@eastlinnchristian.org">kgerig@eastlinnchristian.org</a>
Jennifer Davis	High School Teacher	<a href="mailto:jdavis@eastlinnchristian.org">jdavis@eastlinnchristian.org</a>
Kellen Peters	Middle/High School Teacher	<a href="mailto:kpeters@eastlinnchristian.org">kpeters@eastlinnchristian.org</a>
Drew Pitts	Middle/High School Teacher	<a href="mailto:dpitts@eastlinnchristian.org">dpitts@eastlinnchristian.org</a>
Patty Bardell	Middle/High School Librarian	<a href="mailto:library@eastlinnchristian.org">library@eastlinnchristian.org</a>
Jerri Barreto	Student Support Assistant	<a href="mailto:jbarreto@eastlinnchristian.org">jbarreto@eastlinnchristian.org</a>
Jacque Webster	Middle/High School Custodian	No Email



## **HISTORY OF EAST LINN CHRISTIAN SCHOOLS**

East Linn Christian has been impacting the lives of students in the Mid-Willamette Valley for thirty-one years. During the 2014-2015 school year we had the opportunity to educate 380 students representing 64 local congregations. East Linn Christian was created to be an educational choice for families who wanted to focus on excellent academics with integrated biblical truth. Since the first day the doors of East Linn Christian were opened in 1982, by founders Harold and Dorothy Grove, the Lord has touched the hearts and minds of many young people. Our mission statement emphasizes commitment to provide an excellent education, equipping students to utilize knowledge to impact the world for Christ. At East Linn Christian, God continues to do significant work in the lives of students. Under the guidance of a highly committed faculty and staff, the young people that enroll in our program develop intellectually and grow spiritually. This approach to education becomes evident as our students embrace a Christian worldview, personalizing their faith, which enables them to become valuable members of their community and churches. The ministry of East Linn Christian continues because of the faithfulness of our Christian community who contribute their time, talents, prayer, and financial support.

## **MISSION STATEMENT**

Provide an education of excellence, rooted in biblical truth, to impact the world for Christ.

## **VISION STATEMENT**

Intellectually prepared. Spiritually sound. Disciple for life!

## **PURPOSE**

Preparing students to utilize knowledge to serve Christ with passion!

- Educate with excellence
- Instill a biblical worldview
- Impact the world for Christ

## **CORE VALUES**

### **THE BIBLE IS OUR STANDARD**

- The Bible is used to guide instruction, practice and policy. (II Timothy 3:16)
- Our faith is expressed as a balance of head and heart, intellect and emotion. (Galatians 4:18)
- It is our sincere belief that prayer makes a critical difference in all that we hope to accomplish. (II Chronicles 7:14, James 5:16)

### **HIGHLY QUALIFIED STAFF**

- Our mission cannot be accomplished without staff committed to Jesus Christ. (Matthew 12:30)
- We recognize the importance of modeling Godly character; our words and actions have an impact on the lives of our students. (II Corinthians 4:1-2)
- We employ staff that desire professional growth.
- We invest in continuous development to enhance the delivery of instruction. (Colossians 3:23)

## **FOCUS ON SERVICE**

- We intentionally focus on meeting our mission rather than preserving or growing the organization. (II Corinthians 2:17, Philippians 2:19-22)
- We strive to be purposeful in our work to offer Christ our best. (Colossians 3:23)
- We continuously examine and refine our programs with the intent of achieving excellence. (I Corinthians 10:31)

## **WORK IN PARTNERSHIP WITH OUR CHRISTIAN COMMUNITY**

- We view our role as supplementary to the local church.
- We never intentionally compete for the church's programs or funding. (Matthew 16:18)
- We actively pursue relationships with Christian ministries that share our spiritual commitment. (I Corinthians 3:5-9)

## **SCHOOL COLORS, MASCOT, VERSE**

The official school colors of East Linn Christian are navy, Columbia blue, and gray. White will sometimes be used as an additional color where appropriate.

The school mascot: Eagle

The school verse: Ephesians 4:12-14 "To equip the saints for the work of the ministry, for building up the body of Christ, until we all attain to the unity of the faith and the knowledge of the son of God to mature manhood to the measure of the stature of the fullness of Christ so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes."

## STATEMENT OF FAITH

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

**We believe** that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

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

**We believe** that for the salvation of lost and sinful man, regeneration sovereignly applied by the Holy Spirit and evidenced by a living faith in Christ is absolutely essential.

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

**We believe** in the resurrection of both the saved and lost; that they are saved unto the resurrection of eternal life or lost unto the resurrection of eternal damnation.

**We believe** in the spiritual unity of believers in our Lord Jesus Christ.

**We believe** God created man and from the man created woman. He created them male and female. He created man in his own image, in the image of God He created them. We believe that God created marriage and for this reason His designed marriage and marital relationship to be between a man and a woman.

## PHILOSOPHY OF CHRISTIAN EDUCATION

As a Christian institution of learning, we have been given the responsibility to provide students with the academic preparation necessary for living life skillfully as established in the prologue of Proverbs:

*<sup>1</sup> The proverbs of Solomon son of David, king of Israel: <sup>2</sup> for attaining wisdom and discipline; for understanding words of insight; <sup>3</sup> for acquiring a disciplined and prudent life, doing what is right and just and fair; <sup>4</sup> for giving prudence to the simple, knowledge and discretion to the young- <sup>5</sup> let the wise listen and add to their learning, and let the discerning get guidance- <sup>6</sup> for understanding proverbs and parables, the sayings and riddles of the wise (Proverbs 1:1-6).*

## **GOALS**

We strive to develop these qualities into the lives of our student body. We have been successful in this endeavor by tailoring our curriculum and activities beyond the traditional classroom format using research based best practices including the integration of technology, for both critical thinking skills and spiritual development.

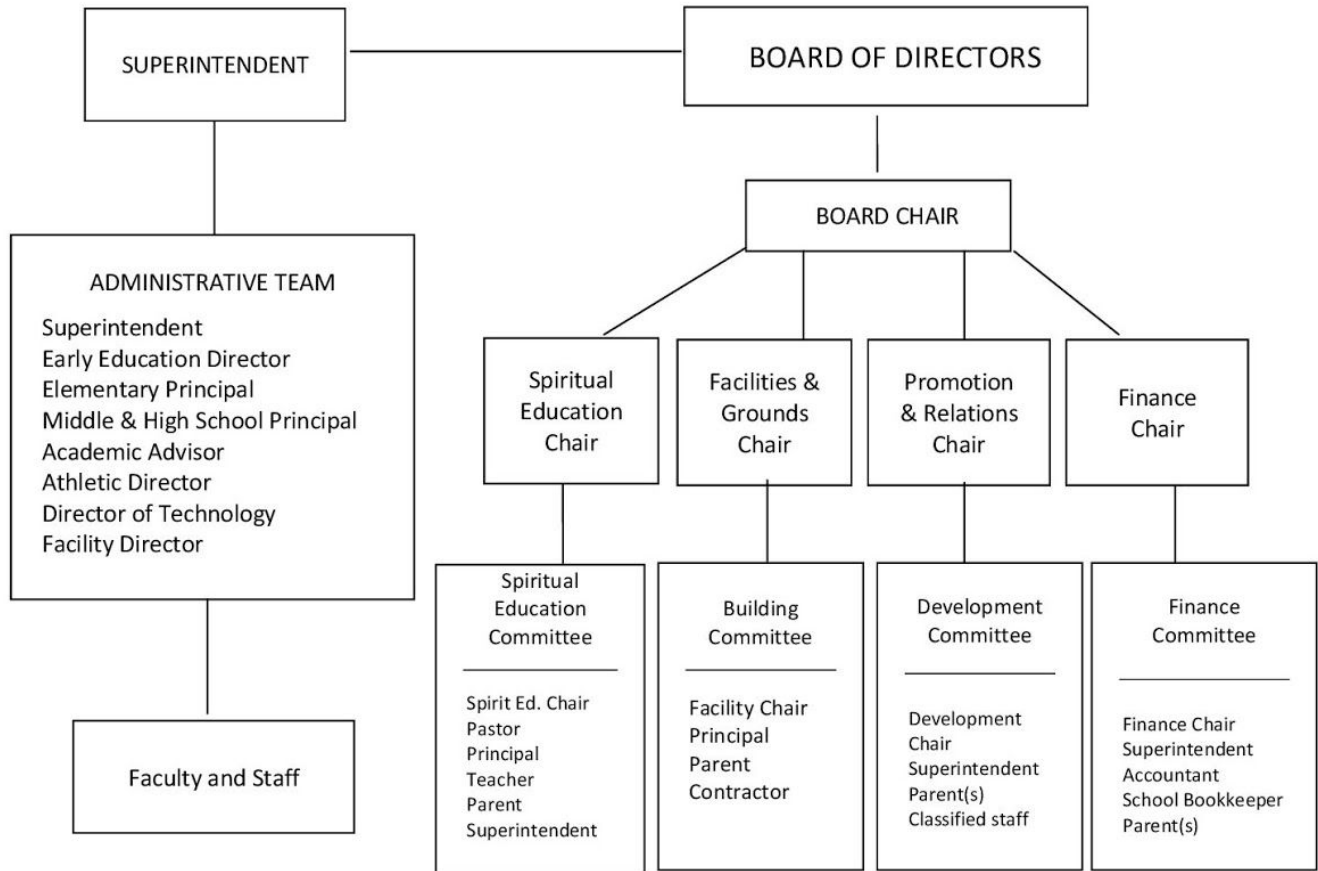
- Christian character to be a good citizen, employee, spouse, parent and neighbor
- Leadership style based on honesty and integrity
- Personal standards for excellence in every endeavor
- Confidence grounded in God-given talent
- Recognize the successes of others
- An unselfish nature demonstrated with compassion for others
- A foundation of solid skills and relevant knowledge based on biblical standards
- The discovery of individual spiritual gifts
- Acceptance of strengths and weaknesses, yet committed to growth and maturity
- Effective communication exemplified in both writing and speech
- A life-long passion for learning and utilizing proven research skills
- A true commitment to church, work, relationships and the community as a whole

## **SCHOOL ORGANIZATION**

The school board consists of a team of dedicated members, led by a board chairman. The board is self-perpetuating. Elections are held each year in the spring.

The school superintendent oversees the operation of the school and the principals. The school policy and procedures manual gives the superintendent guidelines to manage the daily operations of the school.

## East Linn Christian Schools Leadership Flow Chart



## **NON DISCRIMINATORY STATEMENT**

East Linn Christian admits students of any color, gender, national, or ethnic origin to all its school-administered programs.

**East Linn Christian reserves the right to interpret and administer rules and policies as individual situations and needs arise.**

## **CONTROVERSIAL DOCTRINES**

East Linn Christian is non-denominational, with a ministry of discipleship. Many churches from our community are represented in our student body.

Since the student body represents different denominations, matters of controversial Christian doctrine will arise in the classroom. These issues will be handled with sensitivity and respect from denominational differences. Students will be referred to their parents and pastor for additional clarification of such issues.

**EAST LINN CHRISTIAN ADMINISTRATIVE ORGANIZATION**

<p><b>SCHOOL BOARD</b></p> <p>Tonya Jensen – Board Chairman          Doug Ropp - Transportation          Gary Boyd - Development          Casey Hooley - Facilities &amp; Grounds          Brett Slayden - Building</p>	<p><b>FINANCE COMMITTEE</b></p> <p>Tonya Jensen          Janelle Detweiler          Lillian Train          Dave Van Essen          Jamie Lockwood          Gary Boyd</p>
<p><b>ADMINISTRATION</b></p> <p>Janelle Detweiler – Superintendent          Dee Dee Collins – Dean of Education          Jon Bartlow - MS/HS Principal          Kim Bates - Elementary Principal          Carolyn Reister – Academic Advisor          Kellen Peters – Athletic Director          Hannah Peters – Administrative Secretary</p>	<p><b>SPIRITUAL EDUCATION COMMITTEE</b></p> <p>Janelle Detweiler          Jennifer Davis          Dee Dee Collins          Kim Bates          Carolyn Reister          Ian Bowler</p>
<p><b>BUILDING COMMITTEE</b></p> <p>Janelle Detweiler          Casey Hooley          Gary Boyd          Kim Bates          Brett Slayden          Casey Cannell          Jack Jones</p>	<p><b>DEVELOPMENT COMMITTEE</b></p> <p>Janelle Detweiler          Tonya Jensen          Hannah Peters          Kim Rickman          Gary Boyd</p>
<p><b>LEADERSHIP TEAM</b></p> <p>Janelle Detweiler          Dee Dee Collins          Kim Bates          Carolyn Reister          Kellen Peters          Kyle Baker          Kim Rickman          Jon Bartlow          Jamie Lockwood</p>	<p><b>BEHAVIORAL TEAM</b></p> <p>Janelle Detweiler          Jon Bartlow          Kim Bates          Carolyn Reister          Cyndy Parker          Kellen Peters</p>



## **NON-PROFIT STATUS**

East Linn Christian is recognized by the state of Oregon as an inter-denominational educational institution and is established as a 501(c) 3 non-profit organization. The tax identification number is 93-0818449.

## **ACCREDITATION**

East Linn Christian is accredited by the Association of Christian Schools International (ACSI) and Northwest Association of Accredited Schools (NAAS). Our accreditation is valid through the school year 2017/2018.

## **2017/2018 ASSOCIATED STUDENT BODY OFFICERS**

President – Logan Aerni

Vice President – Carlie IIs

Social Chair – Taylor Darwood

Secretary – Aubrey Cade

Treasurer – Rachel Busek

Spirit Officers – Nick Walther & Cody Klient

# ADMISSIONS POLICIES

## APPLICATION PROCEDURES

Admission to East Linn Christian is by application only. Acceptance includes: the signing of the Doctrinal Lifestyle Statement, pastoral reference, and a family interview.

- Educational Success Consultation
- Return the completed application packet (application, pastoral reference form, student records, ACH form, application fee)
- Interview with the school level principal
- Student skills testing administered
- Letter of admission sent to family

A student seeking admission must interview with the school level principal and admissions staff. Parents must attend these interviews. Students applying for entry in traditional courses must be academically capable of being educated at East Linn Christian. They must show through testing, previous grades, or teacher recommendations that they can perform within the acceptable range determined by East Linn Christian resources. If it is determined through testing that the student's abilities are below grade level, admission may be denied based on the school's ability to meet your child's needs.

After completing the application process, students are enrolled in the appropriate class. In the event the class has reached the maximum number of students for that grade level, they will be placed on a waiting list. Families will be notified when and if an opening is available.

## ADMITTANCE POLICY

Students are qualified for enrollment based upon a variety of criteria including the following:

- Academic and pastoral reference
- Academic ability/needs
- Previous school history
- Previous behavioral history
- Parent's spiritual, academic, and disciplinary support
- Student's personal desire to be at East Linn Christian

All other factors being equal, some of the following priorities may be attributed to a student's application:

- Date of application
- Member of a currently enrolled family
- Returning student to East Linn Christian

Acceptance to East Linn Christian is a privilege, not a right. The school reserves the authority to interpret and apply all admissions criteria.

**As a discipleship school, East Linn Christian expects parents to support the East Linn Christian Doctrinal and Lifestyle Statement.**

### **TUITION PROTECTION**

East Linn Christian is a tuition driven school, and each student's tuition is important. Financial stability is necessary for the school to remain a healthy institution and provide for the future needs of students. Parents and students need to consider the decision to enroll at East Linn Christian very seriously before they make an agreement to accept this financial responsibility.

Any exception to the stated agreement will be at the discretion of the finance committee. Furthermore, I/we understand that tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month as stated on the ACH agreement that I/we signed. I/we understand that a late fee will be assessed on the eleventh/twenty-first of the month. In the event that our tuition is not current by the last day of the month, our student may not be allowed to attend classes the following month until the account is brought current.

NOTE: East Linn's tuition schedule of payments begin for all students on August 1<sup>st</sup> and continue through June 20<sup>th</sup>.

### **PRIVATE SCHOOL PARENTAL RIGHTS**

Private schools are governed by contract law and are not covered under the U.S. Constitution. Parents and their children have many protections under law, federal and state statutes. East Linn Christian parents have the following rights:

- Have their children receive an academically sound education.
- Talk with school personnel and have requests for meetings answered in a timely manner.
- Receive fair hearings on concerns and grievances.
- Have students supervised in a safe and appropriate manner.
- Review records.
- Participate in the activities of the school.

### **PARENT-SCHOOL AGREEMENT**

To maintain harmony with the Christian home, church and school, parents are asked to:

- Attend the church of your choice regularly, realizing that East Linn Christian is supplement – not substitute – for a godly home and family. Regular church attendance is biblical. We all need the encouragement of other believers in the body of Christ.

- Attend a back-to-school orientation meeting, as well as other parent meetings and conferences scheduled by the school.
- Make a concerted effort to attend all school activities that their student is involved in, thereby assuring him/her of their loving support.
- Take responsibility to access the Sycamore site [www.eastlinnchristian.org](http://www.eastlinnchristian.org).
- Read the weekly e-mails containing our newsletter and other important information about the school.
- Support the school with your prayers, gifts and volunteer service. Your prayer support of our school is absolutely essential.
- Pay tuition on time.
- Support the school in all matters of discipline involving your student.
- Refrain from taking your student out of school unnecessarily. Regular attendance is important.
- Contact the principal or the school office directly to let the administration know of their reason for a withdrawal. We appreciate parent input and insight. If families are moving or financial needs arise, we appreciate knowing how we may be of assistance.
- Support East Linn Christian Academy's mission, vision, purpose, goals, philosophy, doctrinal statement, rules and policies, understanding that while they may not always agree with a rule or policy per se, their support is still necessary and will be honored by God.

### **SEPARATED FAMILIES**

In accomplishing our mission to assist Christian parents, East Linn Christian must remain in "neutral territory" with respect to family disputes. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of their student is at stake. Parents should allow the student's teacher and staff to support both parents by not sharing negative personal information with them.

The school office can provide duplicate printed communications to separate homes upon your request. However, we expect parents to share all verbal communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

### **TUITION ASSISTANCE**

East Linn Christian is committed to keeping tuition affordable by making financial assistance available to families with a demonstrated need. Depending on the resources available in any given year, families may be eligible to receive tuition assistance.

Assistance is available based on need. Families interested in applying for financial assistance may apply through our website (FACTS).

**NOTE: To be eligible for financial aid families must be current on their tuition payments.**

## **HOME SCHOOL PARTICIPATION**

East Linn Christian offers a wide range of educational opportunities for part-time or home schooled students.

- Students are permitted to take 1-4 classes as part-time students. There is schedule available that states the cost per class.
- The right to receive an East Linn Christian diploma is waived unless the student has transferable credits on a transcript and participates as a full-time student his or her Junior year.
- Students have the opportunity to participate in OSAA sports providing they meet the OSAA requirements for eligibility. For details see the athletic handbook.
- The regular application process and fee is required for a student to qualify for admission throughout the student's high school career.

## EAST LINN CHRISTIAN SCHOOL CALENDAR

East Linn Christian school calendar can be found on our website. Look for “Calendar” in the main menu. This calendar is subject to change without notice. We post at the bottom of each calendar the date it was updated so you can make sure you got the most current one.

## STUDENT ATTENDANCE POLICIES

### PHILOSOPHY

Regular attendance is absolutely necessary for learning. When students are absent, they miss classroom instruction and discussion that is difficult to adequately make up and limits their ability to perform at a high level. Parents are asked to encourage their child to attend class unless an absence is necessary. While it is not always possible, parents should attempt to make all appointments, including those for doctors or dentists, outside of school hours.

Students are allowed a maximum of 10 absences per semester. When the maximum amount of absences are reached, the student may lose semester credits or grade completion. If a student is over the maximum allowed the family may appeal to the Spiritual Education Committee for further consideration.

### SCHOOL HOURS

East Linn Christian is a “Closed Campus” which means students are required to remain on campus once they arrive, unless signed out through the office by a parent/guardian.

**NOTE: THESE HOURS MAY BE SUBJECT TO CHANGE, DUE TO EARLY DISMISSAL, HOLIDAY, ETC...**

### ELEMENTARY GRADES 1ST - 5TH

OFFICE HOURS	7:45 AM - 3:45 PM
BEFORE SCHOOL CARE	7:30 AM - 8:00 AM
CLASSROOMS OPEN	8:00 AM
CLASS HOURS	8:10 AM - 2:45 PM
PICKUP	2:45 PM - 3:00 PM
AFTER SCHOOL CARE	3:00 PM - 6:00 PM

### PRESCHOOL

BEFORE SCHOOL CARE	7:30 AM - 8:00 AM
CLASSROOMS OPEN	8:00 AM
FULL DAY CLASS HOURS	8:10 AM - 2:30 PM
PICKUP	2:30 PM - 3:00 PM
AFTER SCHOOL CARE	3:00 PM - 6:00 PM

## MIDDLE AND HIGH SCHOOL SCHEDULE

THE CLASS SCHEDULE IS POSTED IN THE CLASSROOMS, MS/HS OFFICE AND ADMINISTRATION OFFICE. THIS SCHEDULE MAY CHANGE ON OCCASION DUE TO VARIED ACTIVITIES.

### MIDDLE SCHOOL AND HIGH SCHOOL

OFFICE HOURS	7:30 AM - 4:00 PM
DOORS OPEN	7:30 AM
CLASS HOURS	8:05 AM - 3:10 PM

## **WEATHER CLOSURE/DELAYS**

Weather can become an issue affecting safe travel and school closures. As a general rule, East Linn Christian tends to follow the open/delayed – start/closure status of the Lebanon School District. In the event of bad weather, please see the website. School closure decisions are made by 6:00 am and information will be posted as promptly as possible.

As always, safe travel decisions are under the authority of the parent. If parents determine that travel is not safe for their family and school is open, they should notify the office that their child will not be attending or will be arriving late.

A notice will be posted on the website around 6:00 am.

## **EXCUSED ABSENCES**

East Linn Christian supports the compulsory school attendance laws as set up by the State of Oregon and recognizes that punctual, regular school attendance by schools promotes academic achievement. Because the law authorizes the school to determine which absences are excused and which absences are not excused, East Linn Christian has established the following parameters concerning absences.

- Medical/Dental appointment with a note from the medical office
- Death in the family
- Family emergency

## **NOTIFICATION OF ABSENCES**

If a student is absent, a parent must notify the office by 9:00 am.

Elementary Office:	541-259-2304 ext. 3	<a href="mailto:elemoffice@eastlinnchristian.org">elemoffice@eastlinnchristian.org</a>
Middle/High School	541-259-2304 ext. 2	<a href="mailto:hsoffice@eastlinnchristian.org">hsoffice@eastlinnchristian.org</a>

## **HOMEWORK REQUESTS**

When a middle/high school student is absent, parents may check for assignments on Sycamore at [www.eastlinnchristian.org](http://www.eastlinnchristian.org). **Please be aware that assignments posted in advance represent the teacher's best estimate of work that will be given.** Teachers are continually adjusting their plans based upon student understanding and progress. Students must still check with teachers upon returning to school. Please contact the office if you need books made available for you to pick up after school ([hsoffice@eastlinnchristian.org](mailto:hsoffice@eastlinnchristian.org) or 541-259-2304 ext. 2).

When elementary students are absent, please contact the elementary school secretary to get any and all work ([elemoffice@eastlinnchristian.org](mailto:elemoffice@eastlinnchristian.org) or 541-259-2304 ext. 3).



## **MAKE UP WORK FOR ABSENCES**

1. All work assigned prior to the date of the absence must be handed in on the day the student returns from the absence.
2. All work assigned during an absence must be made up within the number of days the student was absent not to exceed 5 days.
3. Tests missed during an absence must be scheduled with the teacher.
4. All long-term projects, book reports, term papers, etc., must be turned in on or before the due date even if the student is absent on that day, unless arrangements have been made with the teacher.
5. Special arrangements must be made with administration for long-term absences due to illness.

## **PRE-ARRANGED ABSENCES**

Planned, extended absences must be prearranged by a parent with the office at least two days in advance. The school strongly discourages planned extended absences during school time except in the cases of family emergencies or other unavoidable circumstances. Students will have the same number of days to make up the work missed as the number of days they were absent.

Please be aware that assignments posted in advance represent the teacher's best estimate of work that will be given. Teachers adjust their plans based upon class progress and understanding.

## **LATE ARRIVAL – EARLY DISMISSAL**

When arriving late or leaving school early due to medical appointments and other pre-arranged appointments, a student is required to bring a parent note to the office stating the day, time, and reason for the appointment before going to class or leaving campus. The student must check out with the secretary in the student office and check in, if returning the same day. If someone other than the parent is checking the student out of school early, the parent note must specify this.

## **TARDIES**

Students are tardy when they are not inside the classroom door with the appropriate materials when the tardy bell rings. It is important that students are punctual so class time is maximized and class disruption is held to a minimum. The following policies apply:

- A student who arrives late to school 1<sup>st</sup> period at the beginning of the school day must report directly to the office and will not be permitted into class without an admit slip.
- A student will receive an unexcused absence if he/she is more than fifteen minutes late to any class, other than 1<sup>st</sup> period, unless the student has a written pass (which includes the date and departure time) from a teacher or principal.

- A student will receive a tardy if he/she arrives in the classroom after the bell rings and within the first fifteen minutes of class, unless the student has a written pass from a teacher or principal.

### **EXTRACURRICULAR ACTIVITIES**

Students participating in extracurricular activities must be at school the entire day of the activity to be eligible to participate in the scheduled activity. If the team returns to the school between:

- 11 pm and 12 am (midnight), the student may miss 1<sup>st</sup> period.
- 12 am (midnight) – 1 am, the student may miss 1<sup>st</sup> & 2<sup>nd</sup> period.
- 1 am – 2 am, the student may miss through 3<sup>rd</sup> period.

Students must be in class at the beginning of the next period.

### **WORK RELEASE TIME**

Work release time is a privilege. Work release may be given for occupationally-related employment or other special circumstances. A signed form must be turned into the principal for approval. A student with work release must be cleared with administration prior to leaving campus. Seventh and eighth period are the only periods available for work release.

### **CLOSED CAMPUS**

East Linn Christian is a “Closed Campus” which means students are required to remain on campus once they arrive, unless signed out through the office by a parent/guardian.

### **WITHDRAWALS FROM EAST LINN CHRISTIAN**

The parents of the student who withdraws must inform the office. Prior to the withdrawal, all textbooks and school property must be returned and all fees must be paid in full. It is always helpful for the school to know your reason for withdrawal.

# ACADEMIC POLICIES

## FOUR SCHOOLS WITHIN A SCHOOL

East Linn Christian is divided philosophically into four schools within a school. These four schools are divided by grades. These four levels also closely coincide with child development stages. Each school is overseen by a principal who is responsible for the students’ academic, physical, emotional and spiritual growth. Curriculum, instruction, teacher supervision, and student discipline fall under the principal’s leadership. The four schools are divided as follows:

- Pre-Kindergarten
- Elementary (Kindergarten through 5<sup>th</sup> Grade)
- Middle School (6<sup>th</sup> through 8<sup>th</sup> Grade)
- High School (9<sup>th</sup> through 12<sup>th</sup> Grade)

## GRADUATION REQUIREMENTS

The following are the credits required for a student who attends East Linn Christian high school for four years starting with 2018 graduates:

<b>GENERAL DIPLOMA</b>		<b>HONORS DIPLOMA</b>	
ACADEMIC AREA	CREDIT	ACADEMIC AREA	CREDIT
Bible	4	Bible	4
English	4	English	4
Mathematics	3	Mathematics	4
Science	3	Science	4
Social Science	3	Social Science	3
Physical Ed	1	Physical Ed	1
Health	1	Health	1
Foreign Language	1-2	Foreign Language	2-3
Fine/Applied Arts	1-3	Fine/Applied Arts	1-3
Technology	0-3	Technology	0-3
Electives	4	Electives	4
<b>Community Service (hrs per year)</b>	<b>10</b>	<b>Community Service (hrs per year)</b>	<b>20</b>
Total	26	Total	28

### **Honors Diploma Requirements:**

- Minimum 3.5 cumulative GPA
- Minimum 3.5 in Honors classes
- 4 years of science and must include Chemistry
- 4 years of math and must include Pre-Calculus
- No D's or F's

### **Valedictorian/Salutatorian Requirements**

- Attend ELCA full time the entire 9<sup>th</sup> – 12<sup>th</sup> grades
- Earn an Honors Diploma
- Valedictorian /Salutatorian: The following criteria will be used to determine the valedictorian and salutatorian of the senior class
  - **GPA** – rounded to the nearest hundredth as computed at the end of the 3<sup>rd</sup> quarter of the senior year
  - **Honors classes** – total number of honor classes
  - **Honors classes weighted points** – technical credits and liberal arts credits
  - **Numeric average** – rounded to the nearest hundredth

### **HIGH SCHOOL COMMUNITY SERVICE HOURS**

As a discipleship school, East Linn Christian places an emphasis on service. Students are provided opportunities to serve others as they partner with ministries and community organizations throughout the year. All East Linn Christian high school students are required to complete 10 hours of community service per school year. Additional service hours are required for an honors diploma.

Community service is defined as any volunteer activity that benefits the community, i.e. the student receives no pay or credit for the work done. Service work can include volunteer work at your church, East Linn Christian Schools, any non-profit, local food pantry, summer youth camp, participation in a mission trip, animal shelter, hospital or care facility, public library, public works, etc. Helping relatives, family and friends is important but should be considered an act of love.

Service hours are collected quarterly. Summer hours are due the first week of school. Each quarters hours are due at the end of each quarter.

Service forms are provided in the high school office and on sycamore for your convenience.

## STATE OF OREGON DIPLOMA REQUIREMENTS

SUBJECT AREA	REQUIRED CREDITS
Mathematics	3
English	4
Science	3
Social Science	3
Physical Education	1
Health	1
Fine Arts	1
Second Language & Career/Technical	2
Electives	6
Total	24

The educational program at East Linn Christian is designed to prepare graduating students who desire to receive further training or additional education. The course of study meets or exceeds the Oregon State Department of Education requirements for graduation.

### ADVANCED COURSE PROGRAM

East Linn Christian is committed to providing students with an excellent education, by offering advanced level classes with the opportunity to receive college credit. Additional information is available in the high school office.

### COLLEGE NOW

College Now is a partnership program with LBCC in which East Linn Christian juniors and seniors can earn college credit while taking classes at East Linn Christian. Students are awarded credit if they earn an A or B letter grade or they demonstrate a predefined level of proficiency. The credits earned are part of the official high school transcript and also count for college credit either at LBCC or other colleges and universities. There is a one time fee associated with this program of \$25. East Linn Christian offers the following College Now classes for the 2015-2016 school year:

- British Literature
- Pre-Calculus
- Calculus
- Accounting I & II
- Economics
- Intro to Business
- Windows Application I & II

# RECOMMENDED COURSE OF STUDY

## EAST LINN CHRISTIAN GENERAL DIPLOMA

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
Bible English Math Physical Science Health I Spanish I Elective	Bible World Literature Math Biology World Culture Health I Electives	Bible American Literature Math Science American History Health II Electives	Worldviews British Literature Family Living Economics Civics Contemporary Issues Electives

## HONORS DIPLOMA

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
Bible Language Arts Math Physical Science Health I Digital Citizenship Electives	Bible World Literature Math Biology World Culture Health I Electives	Bible American Literature Math Science American History Health II Electives	Bible British Literature Family Living Economics Civics Math/Science * Electives

**NOTE: \* 4<sup>TH</sup> YEAR REQUIREMENT FOR MATH/SCIENCE**

**\* MATH/SCIENCE MUST BE INCLUDE PRE-CALCULUS & CHEMISTRY (2014)**

## GPA OF 3.5

### HONORS DIPLOMA

Those students completing the Honors Diploma courses of study will receive a diploma with a stamp commemorating that accomplishment and a cord to keep and wear with their graduation robe at graduation.

## REQUIREMENTS FOR HIGH SCHOOL GRADE PLACEMENT

A student who completes academic and attendance requirements for each class per semester will earn one half (1/2) credit.

9<sup>th</sup> Grade – To be classified as a freshman, a student must have successfully completed the 8<sup>th</sup> grade or have completed a verified homeschool course of study.

10<sup>th</sup> Grade – To be classified as a sophomore, a student must have earned a minimum of six (6) credits during the freshman year or take acceptable transfer credits to correct this deficiency by the end of the sophomore year.

11<sup>th</sup> Grade – To be classified as a junior, a student must have earned a minimum of twelve (12) credits during the freshman and sophomore year or take acceptable transfer credits to correct this deficiency by the end of the sophomore year.

12<sup>th</sup> Grade – To be classified as a senior, a student must have earned a minimum of nineteen (19) credits during the freshman, sophomore and junior years and must be enrolled in five or more classes. In the event of a deficiency, a student must be enrolled in an acceptable credit recovery program to correct this before the end of their senior year.

## EXTRACURRICULAR CREDITS

East Linn Christian gives  $\frac{1}{4}$  PE credit for each completed season in our league sports: football, soccer, cross country, volleyball, swimming, wrestling, basketball, baseball, softball, tennis, track and golf. The maximum credit given is  $\frac{1}{2}$  credit.

## GRADE STANDARDS

A	90 – 100	WP – Withdraw Pass
B	80 – 89	WF – Withdraw Fail
C	70 – 79	Inc – Incomplete
D	65 – 69	P – Passing
F	64 – 0	

Grades are our best method of evaluating the progress of each student. Grade point averages (GPA) are calculated by using 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F. Total points are divided by the number of classes for the GPA.

## INCOMPLETES

A student who has been given an incomplete for a class at the end of a grading period must complete all requirements within two weeks, otherwise, and “F” may be given as the grade.

Incompletes may only be given with the permission of the teacher and principal.

## **ACADEMIC PROBATION**

The pursuit of excellence is a vital part of East Linn Christian's program. Students are expected to do their best to achieve their full academic potential.

Any student admitted into the regular academic program at East Linn Christian is expected to maintain at least a C average (2.0 GPA).

During the probation period of one semester, students will be expected to establish and maintain the minimum grade point average of 2.0. At the end of the probation period, if the GPA has met the acceptable 2.0 standard, probationary status will be removed.

## **HONOR ROLL**

Academic achievement is recognized at East Linn Christian following each semester's grading period. Outstanding academic achievers are honored at academic award assembly. An honor roll is published recognizing those students who have achieved a 3.5 – 4.0 GPA.

## **REPORT CARD**

Official report cards are given at the end of each semester (eighteen weeks). These cards indicate the permanent grade for each class that is recorded on the student's official transcript. Progress reports are available upon request to the office.

Parents are able to access student grades through Sycamore ([www.eastlinnchristian.org](http://www.eastlinnchristian.org)).

## **LATE WORK**

Homework is an integral part of the school program. Each student is required to complete his or her work on time.

Junior high students will receive a 25% grade reduction for all late assignments.

High school students will receive a 50% grade reduction for all late assignments.

## **TEXTBOOKS**

Our intention is to use Christian textbooks wherever possible. If suitable Christian textbooks are unavailable, secular textbooks may be used.

The Bible is the standard text used for every class and each student is required to have one.

It is the student's responsibility to take proper care of their books and maintain them in good condition. A student will be required to pay for damage to or loss of any textbook assigned to him/her. Students may be billed for certain workbooks and consumables assigned to them.



## **SCHEDULE CHANGES**

Students may change their class schedule within the first five days of the semester with the approval of the teacher and academic advisor.

# STUDENT DRESS AND PERSONAL APPEARANCE

## PHILOSOPHY

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thessalonians 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). In addition, dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

It is also important to realize that parents, as the primary educators of their children (Deuteronomy 6; Ephesians 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their young people in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of East Linn Christian in the area of dress.

Matters of dress are primarily a family and personal responsibility. However, we must recognize that as ambassadors of Christ our personal appearance, actions, and attitudes all reflect on the school and, ultimately, on Him.

Our purpose is not to be legalistic, but rather, modest, neat and in good taste in our appearance. We do not necessarily equate spirituality with the way one dresses; our dress code simply states the appearance we desire for our students.

We describe modest as not drawing improper attention to self. School is a place to come neatly dressed and well groomed. East Linn Christian recognizes that there is a need for a model or guidelines in appropriate dress. Therefore, students will be required to adhere to the following standards.

## DAILY DRESS CODE

FOR SCHOOL DAY, FIELD TRIPS, FUNDRAISERS, AFTER SCHOOL EVENTS AT SCHOOL OR AWAY SCHOOL ACTIVITY.

***The following are guidelines for appropriate clothing to be worn at school:***

- Clothing must fit (not too tight, too loose, too short or too low).
- Shirts must have sleeves.
- Dresses and skirts with a length above the knee must be worn with leggings.
- Dresses and skirts with a length below the knee can be without leggings.
- Form fitting pants (jeggings, leggings, spandex, etc.) only with a top that extends to the finger-tips or longer.
- Cargo or dress shorts must be to the knee.
- Clothing must not have inappropriate messages.
- Clothing must cover the midriff and back at all times.
- Shoes must be worn at all times.
- Hats, caps, hoods, etc. may be worn (applies to girls and boys). Must be taken off during formal assemblies (Chapel, flag salute, graduation, special presentations, etc).

***The following types of clothing and styles are NOT acceptable:***

- Athletic shorts and cotton (sweatshirt material) sweats and shorts.
- Boys are not to have earrings, hair that goes over the eyebrows or collar. Boys may have well groomed facial hair.
- Form fitting pants do not include nylons, tights or stockings.
- No “Gothic” look.
- No shirts advertising music bands.
- Ripped jeans, holes, tears, in clothing, etc.
- Thin form fitting pants (spandex/lycra/tights).
- Colored mousse or unnatural hair color are not allowed.
- Visible piercings and tattoos are not allowed, with the exception of pierced ears for girls.

## **CHAPEL DRESS CODE**

### **ELEMENTARY STUDENTS**

- Boys Grade 1-5: Dress slacks, collared shirts, and casual dress shoes or black tennis shoes. Nice jackets or sweaters are optional. No sweatshirts, hooded sweatshirts or denim jeans.
- Girls Grades 1-5: Dresses, slacks or skirts with blouse, casual dress shoes or sandals. Nice jackets or sweaters are optional. No sweatshirts, hooded sweatshirts, flip flops, or denim jeans.

### **MIDDLE/HIGH SCHOOL STUDENTS**

- Boys must wear slacks, collared dress shirt (tucked in), tie, socks, and dress shoes (non-athletic). Nice jackets or sweaters are optional. No sweatshirts, hooded sweatshirts, or denim jeans.
- Girls must wear a dress, skirt, or slacks (no jean material). Tops must be a vest, blazer, blouse (no sheer or see through), dress shirt (must cover the midriff), dress shoes or dress sandals. Nice jackets or sweaters are optional. No sweatshirts, hooded sweatshirts, flip flops, or denim jeans.

### **ELEMENTARY SCHOOL STUDENTS**

- Clean and neat, and age appropriate clothing.
- Make up is not appropriate for elementary girls to wear.

### **FORMAL ATTIRE**

- Boys are to wear a suit and tie, or tuxedo, and dress shoes.
- Girls' attire must be modest and approved by East Linn Christian administration.

### **PHYSICAL EDUCATION ATTIRE**

- Must wear a sleeved t-shirt, and athletic shorts (to the knee) or PE short purchased from the school.
- Non marking rubber soled tennis shoes.

### **ATHLETIC ATTIRE NON COMPETITION**

- Must wear a sleeved shirt, athletic shorts to the finger-tips.
- Spandex must be worn under running shorts with a length shorter than finger-tip in length.

***While dress code and compliance to the code are important matters, school personnel do not want to make enforcement of the dress code a major emphasis of the school. Therefore, it should be the parents' responsibility to see that the student is properly dressed. Thank you for your attention to this matter and for your support of East Linn Christian.***

# GENERAL SCHOOL POLICIES

## CAFETERIA AND LUNCH POLICY

The student store will provide a lunch menu each month. Students can bring their own lunch or purchase what is available that day. All eating and drinking must be done in the designated lunch areas. Negative balance that exceed \$10 will not be allowed purchase items from the student store, until balance is brought to a positive balance.

## CELL PHONES AND MEDIA DEVICES

### Cell Phone policy

Cell phones, devices, and tablets are **prohibited** from being used in the locker rooms at all times.

No uses of cell phones, devices or tablets are allowed in the classroom setting. Students will keep their device in their backpack in a zipped pocket, in purse zipped or secured pocket or in locker, at home or in their vehicle. Devices may be used at break and at lunch. For academic purposes such as research or apps for dictionary, thesaurus, or Bible the cell phone can be used with teacher permission and guidance as part of a lesson plan and learning objective. Teachers must monitor these times in the classroom setting.

**First offense:** If the student is seen on their device without permission, the device is taken away and taken to the office. Students must then pick up the device after school from the principal.

**Second offense:** The device is taken away and taken to the office. Parents are called by the principal explaining the importance of following the policy and to problem solve.

**Third offense:** The device is taken away and taken to office. The parent is called and a meeting is set up. This meeting will explain that the student now is **not allowed to bring the device to school**. Parents will be told that if they want to communicate with their child they can thru the office via messages, etc. If the student drives to school then the phone can be left in the vehicle. When there is a new semester the student may be given another chance to have their phone again.

**Note:** It is our goal at East Linn to teach students proper use of their device for academic purposes that may enhance their learning here and in their future. We realize that tablets, phones, etc. will be used in their place of work or in their college career and we want to help them learn the many advantages of this up and coming technology. In addition, we want to teach proper etiquette for using a phone.

## CHAPEL AND OTHER ASSEMBLIES

Chapel services are conducted weekly, usually on Wednesday. All students are expected to attend these services and to wear proper chapel attire (see student dress). Other assemblies may be called.

## **CLASSROOM PARTICIPATION**

All students will be assigned to a classroom teacher during class periods. Students are not to be out of class without the permission of a teacher.

All students are expected to participate in daily class work. No student shall be excused from participating in the prescribed physical education program unless that person presents a doctor's excuse that indicates that because of a physical disability, he/she should not participate.

## **COMMUNICATION**

The responsibility for educating students is shared between the school and the home. As parents and school staff work together for the students' benefit, communication is the key. Good communication is essential along with a firm commitment by both parents and faculty to see the students get the best possible education. East Linn Christian believes that through written reports, email and phone calls, parents will be up-to-date on situations involving their child. The school encourages parents to use Pass-A-Notes on Sycamore. Written notes, emails, phone calls and/or visiting the school office are all acceptable ways of communicating as well.

**Phone:** All messages to student must go through the appropriate school office.  
(Middle and High School -541-259-2304 ext. 2 or Elementary 541-259-2304 ext. 3)

**Email:** See the school website directory at [www.eastlinnchristian.org/contact](http://www.eastlinnchristian.org/contact) for email addresses.

**Website:** [www.eastlinnchristian.org](http://www.eastlinnchristian.org)

## **COMPLAINTS**

Dissatisfactions or complaints should be directed to the appropriate individual, in accordance with the Matthew 18 principles. Christian ethics dictate that we avoid spreading gossip or making statements that can serve to discredit an individual or the school.

## **DISCIPLINE**

Stages of Restorative Discipline:

Stage 1: When a student misbehaves in any way, the first step is coaching. A conversation should take place between the student and the supervising adult (teacher, assistant, principal, etc.). The expectation should be communicated clearly to the student. The student will be given the opportunity to present his/her view of the occurrence with the goal of resolution or restoration.

Stage 2: If a student continues to misbehave after coaching parents will be contacted. All formal disciplinary actions will be discussed with parents.

Stage 3: If a student continues to misbehave after being coached and communication with parents has taken place, parents will be asked to attend a behavior conference.

- The behavior conference may include mediation for resolution

Stage 4: Greater disciplinary action may result if the student does not respond to previous actions. This may include suspension, or expulsion at the discretion of the administration.

- Discipline involving the use of narcotics, tobacco, alcohol, aggressive or inappropriate behavior, or sexual promiscuity may result in dismissal.

### **DROP-OFF/PICK-UP**

The road going down the side and behind the ARC building is closed, during drop off and pick up times. Due to fire and emergency reasons: Do not block any intersections. Do not leave your vehicle unattended if you are waiting/parked in pickup lane.

Elementary students will be dropped off and picked up in front of ARC. Parents should wait patiently for their children to get to the vehicle, if you need to leave quickly it is important for parents to park in the parking lot and walk down to sign out their child. This is to save time and for the safety of all parties.

Middle/High School students can be picked up in front of the ARC. Make sure to use the middle lane to wait for your child. The outside lane (farthest from the ARC) is for cars driving through. Student Visitors

***Student visitors are required to register at the Principal's Office and receive a visitor's pass.*** Parents and those considering enrollment may make arrangements to visit classes through the office. The parent should make arrangements with the building principal ***at least one day in advance***. East Linn Christian students who have permission to host a visitor must register the guest and obtain a visitor's pass in the school office. Guests must remain with their hosts, and must agree to abide by East Linn Christian guidelines, including dress code, while on campus.

### **FIELD TRIPS AND ATHLETICS**

All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips or representing the school in other fashions. Students are reminded that headsets and media players should not be brought to school activities without the permission of an advisor/coach. Chaperones and teachers may play music according to the Philosophy of Music.

Music in the gym during practice is to be according to the Philosophy of Music.

## **FIRE & EARTHQUAKE DRILLS**

We are required by law to have periodic fire and earthquake drills.

## **FUNDRAISING**

All fundraising projects must be approved a month in advance by the school administration.

## **LOCKERS**

Lockers are provided as a convenience by the school. They belong to the school and East Linn Christian reserves all rights as to inspection, maintenance, etc. Money and valuables should not be kept there except with utmost caution. Lockers are at no time to be used for storage of objects that are illegal or that could be harmful to individuals of the school. The school cannot be responsible for articles taken out of lockers. Students are to use only the locker issued to them. Please keep lockers closed. Things displayed in lockers should be consistent with the philosophy of the school. School employees may conduct periodic locker checks to ensure that lockers are being maintained properly.

## **LOST & FOUND**

A student's personal property, coats, lunch items, PE clothes, and backpacks must be taken home regularly. Items found lying around, left behind, or misplaced will be placed in Lost & Found. Items that are not claimed at the end of each quarter will be donated to charity.

## **PARENT-TEACHER CONFERENCES**

Conferences are held twice a year. Parents may request a conference at any time by contacting the office or the teacher directly.

## **PUBLIC DISPLAY OF AFFECTION**

Students will refrain from holding hands and other physical demonstrations of affection on the school campus and at school activities.

## **SALT AND NON-SALT VOLUNTEERS**

### **SALT VOLUNTEERS**

All parents are encouraged to serve in the SALT (Serving And Laboring Together) program in which they volunteer for different activities, jobs, or school related programs. SALT forms are available in the Administrative Office or download from the website's front page.

### **NON-SALT VOLUNTEERS**

You don't have to be a parent to volunteer to help at the school. If a family member or friend would like to volunteer to help the school, they can go to the Administration Office.



## **BACKGROUND CHECKS**

All SALT and Non-SALT volunteers are required to have a background check. You can get the background check in the Admin office.

### **PROCEDURE FOR RELIEF FROM BACKGROUND FLAG**

A parent or family member of a student, who wishes to volunteer, but has received a flag on the background check is prohibited from serving at East Linn Christian Academy. Only the Spiritual Education Committee can grant special permission for this person to volunteer. If a parent or family member believes the flag is unwarranted or request relief from being prohibited from serving, they can do one of the following options:

- Option 1: The parent or family member must obtain a printed copy of their computerized criminal history (CCH) from the Oregon State Police. The parent or family member will provide it to the Spiritual Education Committee through the school administration office. They will need to include a letter explaining the context of such arrest and why that arrest should not interfere with their ability to volunteer at the school.
- Option 2: The parent or family member must obtain a printed copy of their computerized criminal history (CCH) from the Oregon State Police. The parent or family member will provide a letter a letter to the Spiritual Education Committee explaining the context of such arrest and why that arrest should not interfere with their ability to volunteer at the school, but opt to provide the CCH in person. The Spiritual Education Committee will review the letter and invite the parent or family member to a regularly scheduled meeting to review the CCH with them.

In effort to protect the school, students, and staff from danger or potential dangers; the Spiritual Education Committee, will make a decision to allow or not allow the parent or family member from volunteering, after reviewing the provided documents. The decision will be transferred to the Superintendent for dissemination. The letter submitted to the Spiritual Education Committee will be retained by the school, but the CCH will be returned to the parent or family member who submitted it. To get a copy of your own Oregon Record, then download the form and instructions at [www.eastlinnchristian.org/back2school/201617oregonrecord.pdf](http://www.eastlinnchristian.org/back2school/201617oregonrecord.pdf)

## **STUDENT TRANSFER PROCEDURE**

A signed “Student Release Form” provided by the school to which a student is transferring is required. The student account is to be paid and all library books, textbooks, etc. are to be returned prior to release. A withdrawal form must be signed by the teachers in order to clear all accounts at East Linn Christian.

## **TRANSCRIPTS**

The office will provide official transcripts upon request with a 24 hour notice. The [transcript request form](#) is available on our website, under Academics.

## **TRANSPORTATION**

Speeding, reckless driving, or the use of loud car stereos in the areas of the school are an infraction of school policy and will be dealt with appropriately. Serious infractions may include loss of parking privileges.

The student parking area is considered off limits during the school day, except when the student arrives or departs from school. Permission from the office, along with a pass, is needed for a student to go to a car during school hours.

## **VOLUNTEERS**

See Salt / Volunteer section.

## **WEIGHT ROOM**

Students using the weight room must be supervised at all times by school personnel. Any request for use of weight room outside of a sports season must be made in the administration office and is subject to approval.

# **HEALTH AND SAFETY POLICIES**

## **COMMUNICABLE DISEASE**

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school: Measles, Mumps, Whooping Cough, Pinworms, Scabies, Ringworm, Staph Infection and Impetigo. Doctors recommend 24 - 48 hours after starting antibiotic.

## **FIRST AID EMERGENCIES**

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. The office must have an up-to-date emergency number on file. The school cannot:

1. Treat old wounds, cuts, etc.
2. Treat skin diseases such as impetigo, poison oak, etc.
3. Treat pink-eye.
4. Administer any remedy, such as aspirin, etc.
5. Diagnose an illness.

If a student comes to the office ill, we will contact a parent and the student will be sent home.

## HEAD LICE POLICY

After your child's hair has been treated and all of the nits have been removed, they will be allowed to return to school.

## HEALTH/IMMUNIZATIONS

Oregon State Law requires that students entering Oregon schools for the first time must be completely immunized. Students who are Oregon residents should have immunizations updated regularly. This applies to public, private and parochial.

## ILLNESS

If a student has a fever or any other symptom of illness, he/she should not be sent to school (including vomiting). If a fever (100 degrees) is present during school, parents will be called to pick up their child. Students must be free of fever 24 hours prior to returning to school. If a student is able to be at school, participation in PE is expected. However, in circumstances where activity must be restricted, a note from a parent is required. If activities will be restricted for more than three class periods, a doctor's note is needed. Activities must be made up or the grade will be affected.

## IMMUNIZATIONS

The law requires parents to present one of the following to the school:

- **A Certificate Of Immunization Status** (an orange and pink form in two parts) signed by a physician or Health Department official stating that the child has received all required immunizations or
- **A Certificate Of Immunization Status** indicating in the appropriate section on the form religious exemption from such immunization, or
- **A Certificate Of Immunization Status** signed by a physician indicating that immunizations would endanger the child from medical reasons in which case the medical exemption section would need to be completed.

Medically diagnosed diphtheria, whooping cough, or measles will be considered the equivalent of vaccination for these diseases.

## MEDICATION

The school staff does not administer aspirin or other forms of medication, without parent permission. Band-Aids are available at the school office. If it is necessary for students to take prescription medicines during school hours, ***it must be brought to the office for safekeeping***. A medication form, available from the school office, must be completed before any medication will be given to a student. Prescriptions must be in their original container and marked properly with the student's name, the type of medication and dosage.



# EXTRACURRICULAR ACTIVITIES

## ATHLETICS

East Linn Christian is a member of the Oregon State Activities Association (OSAA), the main governing body for most high school athletic programs in the state. Under their direction, East Linn Christian schedules games and events with other schools of comparable size.

## SPORTS

Boys compete in cross-country, soccer, basketball, golf, baseball and track.

Girls compete in cross-country, volleyball, basketball, golf and track.

## ELIGIBILITY (SPORTS)

The athletic policy at East Linn Christian reflects our desire to prepare young adults physically as well as mentally. Our priorities are such that academics are first and athletics second. Because of this, we have established the following policy to insure that our students receive an excellent education:

1. **Academic Eligibility** – Any student not meeting their obligation in the classroom will not be able to give their best while involved with athletics. Eligibility will be determined by the following criteria:
  - a. OSAA – Must meet all eligibility requirements of the OSAA
    - i. Pass a minimum of five (5) classes the previous semester.
    - ii. Student athletes must be enrolled as a student.
  - b. East Linn Christian – Beginning at the third week and each week after that until the end of the school year.
    - i. If a student earns an F or two or more D's at any grade check.
    - ii. GPA falls below a 2.0
    - iii. If student's final grades fall below the 2.0 or have an F or two or more D's, they will be ineligible for the first two weeks of the next semester or school year.
    - iv. Ineligible status is in effect until grades reach the eligibility level as already stated.
  - c. Disciplinary Decisions – Administrative disciplinary decisions that may affect eligibility will be handled on a case by case basis.
  - d. Any student involved in an athletic program at East Linn Christian shall not knowingly possess, use, transmit alcohol, tobacco, or controlled substances of any kind, legal or illegal, during their school career. Athletes that find themselves associating with others that are using, transmitting or possessing alcohol or controlled substances of any kind are expected to leave immediately and self report to a coach or the Athletic Director within 24 hours of be subject to discipline as if they were violating this rule.
2. Other Eligibility Requirements

- a. Physical Exam – All students must have had an OSAA School Sports Pre-Participation physical exam by a doctor, a completed medical/liability release form, and proof of insurance. Physical exams are required every two years; we recommend them during the 7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> grade year.
  - b. Insurance – The school provides a secondary insurance for the student included in their registration fee. Family coverage must be provided in order for a student to participate in any sport.
3. Sports Fee – must be paid in full prior to participating in any extracurricular activity.
4. School Attendance – Students participating in extracurricular activities must be at school the entire day of the activity or the entire day before a Saturday activity to be eligible to participate in the scheduled activity.

## **EVENTS AND ACTIVITIES**

### **ASSOCIATED STUDENT BODY**

The associated student body (ASB) offices consist of upperclassmen who are elected in the spring of each year. ASB officers design and implement many activities for the benefit of the student body and for people in the community. ASB officers are students who function as a team and have a desire to serve others through their vision for the school and community. They must be willing to work hard and have a servant attitude of Christ.

### **FUNDRAISING EVENTS**

The school has three annual fundraising events to supplement the income for the general operating budget. Attendance and support of major events is strongly recommended. We cannot operate without volunteers, parents and friends.

### **RECOGNITION/AWARD PROGRAM**

Times of recognition are held for academic honors, extracurricular awards, and seasonal sports awards. Parents, family, and friends are encouraged to attend these special events.

### **SPIRITUAL EMPHASIS**

Twice a year, students will participate in a school-wide event focusing on spiritual growth. There will be a theme for the day with various speakers and activities.

# PERSONAL SAFETY POLICY

## PHILOSOPHY

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

## RECOGNIZING AND PREVENTING CHILD ABUSE

In an effort to keep our students safe, East Linn Christian encourages our staff and families to be aware of abuse prevention and reporting. The following information is provided to assist families in the event that they need to report child abuse, acquire information regarding child abuse, or get help concerning child abuse.

Child abuse is more than bruises and broken bones. While physical abuse might be the most visible sign, other types of abuse, such as emotional abuse, sexual abuse or child neglect, all leave deep, long lasting scars.

Some signs of child abuse are more subtle than others. However, by learning common types of abuse and how you can prevent them, you can make a huge difference in a child's life. The earlier abused children get help, the greater chance they have to heal from their abuse and not perpetuate the cycle.

Learn the signs and symptoms of child abuse and help break the cycle, find out where to get help for children and their caregivers National Child Abuse Hotline: 1-800-4-A-CHILD (1-800-422-4453)

## CHILD ABUSE REPORTING

### HOTLINES

### Services

Benton County Child Protective Services  
Linn County Child Protective Services  
Linn-Benton County Child Abuse Hotline

### Department of Human

(541) 757-4121  
(541) 967-2060  
(541) 757-5019  
(866) 303-4643

### LAW ENFORCEMENT

Albany Police Department  
Benton County Sheriff's Office  
Corvallis Police Department  
Lebanon Police Department  
Linn County Sheriff's Office  
Oregon State Police

(541) 967-4317  
(541) 766-6858  
(541) 766-6924  
(541) 451-1751  
(541) 967-3911  
(541) 967-2026



Philomath Police Department  
Sweet Home Police Department

(541) 929-6911  
(541) 367-5181

**COUNSELING**

Tom Kirkland

(541) 405-5682

Linn County Mental Health

(541) 967-3866

Old Mill Center

(541) 757-8068

Pastoral Counseling Center

(541) 926-6123

Albany

(541) 926-6123

Corvallis

(541) 753-9217

Lebanon

(541) 451-5015

# ACCEPTABLE USE POLICY

## INTRODUCTION

Usage of the school's network is a privilege, not a right, and the privilege can and will be revoked if it is abused. ELC network is designed to be used primarily for educational purposes, such as research and classroom activities, and as staff support, facilitating communication, lesson planning, and school administration. Activity on the network is monitored both internally and externally. There is no guarantee of privacy or anonymity as far as the Internet is concerned. Rather, assume that all activity done online is public by default. If at any time the school finds it necessary, it may search your electronic records, such as your browser history and emails, to verify that you are complying with the Acceptable Use Policy.

*Below are the rules you must follow while using the school's network:*

## PERSONAL INFORMATION

- I will not post personal information about myself or other people online. Personal information which includes my address, telephone, school address, work address, email address and so on.
- I will not agree to meet in person with someone I have met online.
- I will notify my teacher or other school employees if I receive any message that is inappropriate or makes me feel uncomfortable.

## SECURITY AND DATA

- I will not make deliberate attempts to destroy any computer system or data.
- I will not attempt to "hack" or gain unauthorized access to any system or device or to bypass school filters.
- I will not deliberately download or spread malware.
- I will notify my teacher or other school employee if I detect a possible security problem.

## INAPPROPRIATE LANGUAGE

- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- I will not engage in personal attacks or harass another person online.
- I will not post false or defamatory information against a person or organization.
- I will not send chain letters/emails or engage in spamming.

## INAPPROPRIATE MATERIAL

- I will not access obscene material such as pornography or any material that promotes illegal, destructive, or hateful activity.
- I will not illegally acquire or transmit any copyrighted materials, such as music, games, ebooks or applications.
- I will notify my teacher or staff member if I accidentally access any of the above material or witness another student accessing said material.

## **OTHER VIOLATIONS**

- I will not plagiarize another's work or use the Internet to facilitate cheating of any kind.
- I will not use the school's network for non-educational purposes, such as to access social media sites for personal reasons, to play non-educational games or videos, or to download non-educational materials without permission.

# **INTERNET POLICY**

East Linn Christian offers each student and staff member the opportunity to use the campus computers. The following policy describes our philosophy and explains how we at East Linn Christian desire the computers to be used. This policy is subject to change and specific conditions. (See appendix for acceptable use policy)

## **PHILOSOPHY**

We believe that in order for East Linn Christian to provide the best educational experience possible, we must offer access to and instruction in the use of electronic tools which make it possible to communicate and share information locally, nationally, and internationally. Instruction should include not only the mechanics of these tools, but also a discussion of their responsible and ethical use.

The purpose of all computer use at East Linn Christian is to support research and educational endeavors among all of our academic pursuits. We try to provide access to unique resources and opportunity for collaborative work. All computer use must be consistent with this purpose. Activities in direct support of this purpose are also acceptable pursuits. All for-profit activities and extensive personal business activities are unacceptable.

The use of the computers/internet at East Linn Christian is a privilege, not a right, and the inappropriate use will result in a cancellation of those privileges. Spot checking of activities on the Internet can occur at any time. The administration, faculty, and staff of East Linn Christian may request the administrator to deny, revoke, or suspend specific user accounts.

# CHROMEBOOK POLICY

East Linn Christian offers each staff member and student the opportunity to use the campus internet. This use is intended for educational purposes only. The following policy describes our philosophy and explains how we desire the chromebooks to be used.

## PHILOSOPHY

We believe that in order for East Linn Christian to provide the best educational experience possible, we must offer access to and instruction in the use of chromebooks which make it possible to communicate and share information locally, nationally, and internationally. Instruction should include not only the mechanics of these tools, but also a discussion of their responsible and ethical use.

The purpose of all chromebook use at East Linn Christian is to support research and educational endeavors among all of our academic pursuits. We try to provide access to unique resources and opportunity for collaborative work. All chromebook use must be consistent with this purpose. All for-profit activities and extensive personal business activities are unacceptable.

The use of the chromebooks/internet at East Linn Christian is a privilege, not a right, and the inappropriate use will result implementation of our disciplinary action. Spot checking of activities on the Internet can occur at any time.

## SPECIFICS TO ACCEPTABLE CHROMEBOOK USE:

1. Educational tool and should be considered equal to a classroom textbook
2. All chromebooks must have the East Linn Christian monitoring software on their chromebook
3. Non-educational games may not be played during class time
4. Students are not to stream music or videos without permission
5. Students must bring their chromebook to school fully charged each day. If students fail to have their chromebook or the battery is not charged any work done that day will be considered late (this includes assignments that should have been completed online and had to be printed off, even if a hard copy is turned in at the end of class)

# **EAST LINN CHRISTIAN SOCIAL MEDIA POLICY**

Here at East Linn Christian, we recognize that Social Networking (such as personal websites, blogs, FaceBook, MySpace, Twitter, online group discussions, text messaging, message boards, chat rooms, etc.) can be used by staff/students for personal as well as school purposes. We also understand how the use of internet social network sites and blogs can shape the way the public views our school, our students, faculty and families.

East Linn Christian respects the right of its students and staff to maintain a blog or post a comment on social networking sites. However, we also need to make sure that blogs and comments are consistent with the school's values and policies and maintain our identity, integrity, and reputation. That is why East Linn Christian has established the following rules and guidelines for communicating school-related information through Social Networking forums, both inside and outside of the school.

## **GENERAL GUIDELINES**

Always show respect for our school, students and faculty when you reference them in a comment or post on a social networking site. The East Linn Christian parent community, staff and student body should not engage in name-calling or slurs, and leadership, i.e. teachers, coaches and principals should avoid any communication that could diminish their reputation for professionalism and fairness.

## **AUTHORIZATION**

Only East Linn Christian employees who have obtained authorization from administration should directly comment about the schools service on blogs or social networking sites. If you do have such permission, you must clearly and conspicuously disclose that you are an employee when posting a comment regarding our service.

## **LEGITIMATE SCHOOL PURPOSES**

If you are engaging in social networking or blogging for legitimate school purposes (such as writing an East Linn Christian blog), you must get approval of all content from administration before posting. Employees, students, and/or parents engaged in blogging or networking for school purposes are responsible for complying with all of East Linn Christian's standard policies.

## **DISCLAIMER**

If you mention East Linn Christian on a personal blog or social networking account, you must include a disclaimer that states that the opinions and attitudes expressed are your own and may not agree with those of the school. It's important to make it clear that you are speaking for yourself and not on behalf of East Linn Christian.

## **RESTRICTION ON VENDORS**

Employees are not allowed to solicit the East Linn Christian community to be “friends” or contacts on any social or professional networking site except when the contact has also been disclosed to the school leadership or in cases where there is a pre-established relationship outside the school which has been disclosed at the time of employment.

### **PROPRIETARY AND CONFIDENTIAL INFORMATION**

All other East Linn Christian’s rules and policies regarding disclosure of sensitive, proprietary, financial or confidential information apply in full to blogs and social networking sites. This includes, but is not limited to, information about, finances, employees, instruction, grading, discipline and any other information not released publicly by East Linn Christian. If you have a question about whether information has been released publicly, speak with the administration before releasing information that could potentially harm the school or its employees. East Linn Christian school logos and trademarks may not be used without express written permission from the administration.

To ensure that East Linn Christian, its students, families and constituents are not defamed or injured through use of blogs and social networking sites, East Linn Christian takes a strong stance against employee blogs or social network sites containing false information or false accusations.

Additionally, any employee posting a statement on behalf of the school must adhere to copyright laws and give credit to any sources used in the posting.

### **DISCRIMINATION AND HARASSMENT**

All other school rules and policies regarding discrimination and harassment apply in full force to blogs and social networking sites. The school is firmly committed to its equal employment opportunity policies and does not condone or tolerate discrimination. East Linn Christian also prohibits all forms of unlawful harassment. Staff/students are prohibited from engaging in any conduct, activities, communication or postings which violate school policies regarding discrimination and harassment. No messages with derogatory or inflammatory remarks about any legally-protected characteristic shall be transmitted or retrieved. No abusive, profane or offensive language is to be transmitted. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through blogs, social networks, text messages or other electronic means.

### **RIGHT TO MONITOR**

East Linn Christian will monitor public blogs and social networking forums for the purpose of protecting our interests and monitoring compliance with our policies. If activity is found to be compromising or adverse to East Linn Christian’s core values or lifestyle statement, we may require that the comments or postings be removed. East Linn Christian also reserves the right to access school computers and electronic communication devices to monitor blogs and online websites. Staff/students should not maintain any expectation of privacy with respect to information transmitted over, received by, or posted on such sites.

## **REPORTING**

If you believe that a blog or other online communication violates any East Linn Christian policy, you should immediately report the blog or online communication to the administration. East Linn Christian may investigate the matter, determine whether such blog, posting, website, or communication violates our policies, and take appropriate action. You are encouraged to leave the comment alone and not attempt to address it online.

## **VIOLATIONS OF POLICY**

Any staff/student that violates this policy may be subject to disciplinary action, up to and including termination/expulsion. Additionally, violations of this policy may result in criminal prosecution, reimbursement of expenses incurred as a result of the violation, and additional legal action.



## FAMILY LIFESTYLE STATEMENT

East Linn Christian is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the lifestyle or conduct of an applicant is in opposition to the biblical lifestyle the school teaches, the school reserves the right, within sole discretion, to refuse admission or discontinue enrollment of a student based on but not necessarily limited to:

- a. Supporting religions contrary to biblical christianity. (Heb. 4:12, 1 Peter 1:25, Jn. 17:17, Matt. 3:16, Eph. 4:6, Ex. 20:3, Jn. 1:1-3, Col. 3:1, Matt. 1:23, 2 Cor. 5:21, Jn. 10:30, Jn. 3:3 Titus 3:5-8, 1 Jn 2:3-6, Eph. 3:17-18, Rom. 8:9, Jn. 3:36)
- b. Living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity, promoting such practices: or otherwise having the inability to support the biblical truths of the Bible. (Lev. 10:13a, Rom. 1:27, Matt. 19:4-6 and Gal. 5:16-18)

This statement explains the guidelines and expectations, which enable us to meet our academic and spiritual goals. We acknowledge that it is impossible to create policies that fully satisfy every member, but certain boundaries bring order to anything done in a community setting. While enrollment at East Linn Christian individuals freely and willingly choose to take upon themselves the responsibilities outlined in this statement.

### ASSUMPTION

1. We live life and relate to people according to God's way because we are committed to loving Him and doing as He says:
  - Jesus said to him, "You shall love the Lord your God with all your heart, with all your soul, and with all your mind." Matthew 22:37
  - "If you love Me, keep my commandments." John 14:15
  - "He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him." John 14:21
  - "I, therefore, the prisoner of the Lord, beseech you to have a walk worthy of the calling with which you were called." Ephesians 4:1
2. The Bible determines what is true and right, not our personal judgment. Scripture provides the instructions for how we live privately and publicly.
  - "The secret things belong to Lord our God, but those things which are revealed belong to us and to our child forever, that we may do all the words of this law." Deuteronomy 29:29
  - "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." II Timothy 3:16
  - Knowing this first that no prophecy of Scripture is of any private interpretation, for prophecy never came by the will of man, but holy men of God spoke as they were moved by the Holy Spirit." II Peter 1:20-21

3. Students are to have received Christ as Savior (primarily for the 6<sup>th</sup> – 12<sup>th</sup> grades) and be cooperative with learning about and applying His Lordship in their lives. In approaching their academics, they desire to know the “whole truth” and the “real truth” as explained by God’s Word.
  - “Then Jesus came and spoke to them, saying, “all authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and know, I am with you always, even to the end of the age.” Amen Matthew 28:18-20
  - But He said, “More than that, blessed are those who hear the Word of God and keep it!” Luke 11:28
  - “And you shall know the truth, and the truth shall make you free.” John 8:32
  - “I am the door. If anyone enters by Me, he will be saved, and will go in and out and find pasture.” John 10:9
  - Jesus said to him, “I am the way, the truth, and the life. No one comes to the Father except through Me.” John 14:6
  - “Nor is there salvation in any other, for there is no other name under heaven given among men by which we must be saved.” Acts 4:12
  - “For the Word of God is living and powerful, and sharper than any two-edged sword, piercing even to the division of soul and spirit, and of joints and marrow, and is a discerner of the thoughts and intents of the heart.” Hebrews 4:12
4. The Holy Spirit enables each believer to do what is right.
  - “But the Helper, the Holy Spirit, whom the Father will send in My name, He will teach you all things, and bring to your remembrance all things that I said to you.” John 14:26
  - “But you shall receive power when the Holy Spirit has come upon you; and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth.” Acts 1:8
5. Teachers stand prepared to help students become academically and spiritually prepared with the tools needed to continue lifelong discipleship.
  - “And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ.” Ephesians 4:11-12

## **EAST LINN CHRISTIAN PHILOSOPHY OF MUSIC**

It is recognized that there is a wide variety of tastes, preferences, and convictions regarding music amongst the East Linn Christian community. It is expected that those involved in musical selection for East Linn Christian sanctioned events and activities, whether for performance, or for playback, will use discretion to select music that upholds Scriptural moral values, or at the very least does not contradict or undermine the Mission Statement of East Linn Christian.

Musical styles in and of themselves are morally neutral, but not all styles or types of musical expression may be fitting in all circumstances.

Music in the classroom for the purpose of enhancing the learning environment should be appropriately chosen for the task at hand. For example, at a Christmas party the music could be more upbeat, whereas, for a journaling session the music may be more subdued and mellow. Either way is ok to use, as long as the lyrics and messages are appropriate to a biblical worldview.

Music at games should be scrutinized with the wide variety of audience in attendance in mind. Lyrics should be considered as well, for the moral content or message in the songs.

Music use in the classroom for learning as a tool must be aligned with the objective of the course. Lyrics should be appropriate for the lesson as well as the message. Overall, if there is objectionable content, it should be deliberately discussed and pointed out during the lesson by the classroom teacher.

## **EAST LINN CHRISTIAN - STUDENT PRIVACY AND VOLUNTEER CONFIDENTIALITY**

Students have the right to expect that information about them will be kept confidential by all educators and volunteers at East Linn Christian.

Parents and students put their trust in the stewards of education to ensure students' personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. East Linn Christian deeply values this trust and strives to ensure it is doing all it can to protect the privacy of our students and ensure each student's information is only used to improve their education.

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.
- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as youth pastor, pastor, scout leader, coach or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.
- **Before you speak, consider the student's right to confidentiality.**