



Eastminster School Upper School Handbook 2010-2011

MISSION

Eastminster School provides motivated and disciplined students with a rigorous and balanced college preparatory curriculum. Based on traditional Judeo-Christian values, the school provides the highest quality academic education, emphasizing every student's social, physical, and spiritual well-being.

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NOTICE OF NON-DISCRIMINATORY POLICY

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

SCHOOL HISTORY

Eastminster School started as an exploratory board, rising primarily from Conyers Presbyterian Church members, charged with determining the feasibility of a rigorous liberal arts primary and secondary school in east Atlanta. In addition, the board considered the positive impact strong independent schools have on the public school system, fostering innovation and increased expectations. Presbyterian schools have an outstanding history and reputation among independent schools. In Atlanta, excellence is the mainstay at Mt. Vernon Presbyterian School, Westminster School, and Trinity Presbyterian School. The name “*Eastminster*” is English in its origin. King Edward III constructed the Cistercian Abbey of Eastminster, St. Mary Graces, in 1350. As the monastery was demolished during the rule of Henry VIII, Londoners sometimes refer to St. Paul’s Cathedral as Eastminster in contradistinction to the Collegiate Church of St. Peter in Westminster, known as Westminster Abbey.

ACCREDITATION

Eastminster School is accredited by the Georgia Accrediting Commission, the Southern Association of Colleges and Schools, and the Southern Association of Independent Schools.

GOVERNANCE

Eastminster School is an independent non-profit corporation engaged in independent education and is governed by a self-perpetuating Board of Directors. Directors represent no particular constituency of the School; rather, they have the responsibility to balance the interests of the entire school community. The Board of Directors sees its primary functions as follows:

- The establishment of the philosophy, the broad goals, and the overall policies of the school.
- The evaluation of school operation within those goals and aims.
- The preservation and enhancement of the assets of the school, including land, buildings, endowments, and regular income. Its fiscal duties apply to setting all fees and tuition. Once policy has been established, the board leaves the daily operation of the school to its staff. The Board of Directors hires the Executive Director and Headmaster to whom it delegates administrative responsibilities and carrying out of Board policy.

ADMISSIONS POLICY

Eastminster School seeks students of average to above-average ability who can contribute to and benefit from its rigorous program and college-preparatory course of study. The process of admissions at Eastminster School involves three steps: Initial Review, Evaluation/Interview, and Decision.

- **Initial Review** - All applications which are received are initially reviewed by the Director of Advancement. Parents are contacted if any pertinent information is missing from the application, and the application is passed on to the Upper School Director so that the evaluation/interview can be scheduled and completed.
- **Evaluation/Interview** - All students entering grades 9-12 are evaluated and interviewed by the Upper School Director and/or a committee of Upper School faculty members. No acceptance/denial decision is made immediately following this evaluation/interview.
- **Decision** - The decision to accept, postpone admission, or deny admission is made by a committee consisting of the **Headmaster, the Director of Advancement and the Upper School Director**. Parents are informed of the decision via a phone call as well as a follow-up letter. If admission is postponed, students may be asked to come to a follow-up evaluation/interview at a later date.

When there are more qualified candidates than openings available, the school establishes an unranked waiting list. If openings occur, the admissions committee decides which candidate(s) to offer a position based on the overall profile of the class or grade and the match between the needs and qualifications of the student with the needs of the school.

It is the policy of the school not to discriminate in violation of the law on the basis of race, sex, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services. All persons are encouraged to apply.

A. GENERAL GUIDELINES

1. School Day - Unless otherwise indicated on the schedule or notified, the mandatory school day runs from 8:00am until 3:15 pm. Students who arrive to school after 8:00am must report to the main office to sign in as tardy.

2. Maintenance of Classrooms and Common Areas - Teachers maintain their classrooms with the assistance of students. Students will assist with the overall maintenance of our campus, including all common areas. Littering, acts of vandalism and disregard for school property will not be tolerated.

3. Start of Class - Students are expected to begin class upon direction from the classroom teacher.

4. Student Attendance - Attendance for Upper School students is taken during morning assembly each day. Students are considered tardy to school if they arrive after attendance has been taken during assembly. Students who arrive after 8:00 am should report to the Main Office to sign in as tardy. All matters of attendance are handled through the school's main office.

5. Tardiness Procedures - The effectiveness of any academic program is limited when students miss class time. Late arrival in class impacts not only the student that is late but also the faculty and fellow students who suffer disruption. Both absences and tardies contribute to this effect. Any student who is not present and accounted for by 8:00 is considered tardy. Students who arrive at school prior to 8:00 but who nevertheless fail to report for attendance as required may be marked tardy, as would students who arrive to school after 8:00. A student who is in attendance less than 4 1/2 hours is considered absent for the day. Tardies fall into two categories: excused and unexcused. Tardies are excused when the result of illness, an off-campus appointment, family emergency or hazardous weather conditions and must be accompanied by a note signed by a parent or physician, as appropriate, attesting to the cause for the tardy. All other tardies are unexcused, although in many instances, there may have been a "good" reason including, but not limited to, transportation issues and/or traffic congestion. However, as administration prefers not to become involved in evaluating the relative merits of various situations which may or may not serve to warrant the pardoning of a particular tardy, circumstances other than those previously described as excused will be considered unexcused. After ten unexcused tardies, students can expect a meeting involving the Upper School Director, the purpose of which will be to understand the persistent tardiness and explore possible remedies.

6. Absences - Section 20-2-690.1 of the Georgia Code provides clear guidelines governing the permissible number of unexcused absences that a student may accrue in a scholastic year. Once a student under the age of 16 is on record as having five or more unexcused absences: "Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code Section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction." (20-2-690.1 .b) Please be aware that students who accumulate sufficient unexcused absences are subject to notification by Eastminster School to the Rockdale County Superintendent of Schools. To excuse absences we must have documentation on file which may consist of a signed note from a parent indicating the reason for the absence. Such documentation should be provided to the Upper School Director as soon as possible. Georgia law allows a student to be excused from school for the following reasons: personal illness, illness or death in the immediate family, special and recognized religious holidays observed by the student's faith, mandates by order of a governmental agency, and conditions rendering school attendance impossible or hazardous to the safety of the student. Written documentation must be submitted to the school to validate that the absence is excused. The Upper School

Director has the authority to require additional proof of the legitimacy of the excuse. The Upper School Director may require doctor's statements justifying the absence of the student, and may require proof that the child's condition rendered the child incapable of attending school. Once a student has been absent ten or more days during any school year, the parent will be asked to provide written medical documentation for any subsequent absences to be considered excused. Excuses must be submitted within three school days of the date of absence. Eastminster School will receive any excuses after that period but will not change the absences to excused.

7. Accident and Illness Procedures - If a student becomes ill or is involved in a minor accident and is mobile, he or she will be sent to the main office, escorted by a teacher or another student who can ensure his or her safe arrival. Routine scrapes will be treated with antiseptic and a band-aid. For any other school accident, the teacher will call the main office via telephone for assistance and the parent will be contacted immediately. An Accident Report Form will be completed within 1 hour of the accident by the supervising teacher and placed in the child's permanent record folder. A copy will be provided to the parent. Standard First Aid treatment will be administered. If the student has a life-threatening injury, 911 will be called immediately.

8. Immunization - Every student is required to have a completed Student Health Record and a Georgia Immunization Form 3231 and/or 3189 on file at the school office. These forms can be obtained from your physician or the local public health department. They are mandated by state law; no other form is acceptable. A returning student's form should be on file in the school office/infirmery. However, if any boosters have been given to your child, an updated form is necessary.

9. Medications - Students are not permitted to have medication in their possession on campus. All medication, with written instructions for proper administration, must be turned into the teacher immediately after the student's arrival at school. The school is not authorized to administer any medication without permission from the parent (an Authorization to Administer Medication form must be on file). This responsibility is a great one and is taken very seriously. All medications should be in the original container with the student's name, physician's name, name of medication, exact dosage of medication, date prescription was filled and expiration date of medication clearly written on the outside. We will not administer medication that is in plastic bags or other containers.

Medications that are dispensed by the teacher for chronic conditions require a doctor's note authorizing the teacher to dispense medicine. Notification of any change in dosage must be submitted to the teacher in writing on the Authorization to Administer Medication form.

10. Withholding from Participation - Administration should be made aware of students who have conditions preventing them from being able to participate in any facet of the school day. An explanatory note sent with your child will allow for modifications in our expectations of what they are reasonably able to do on any given day. In some instances a physician's note may be required.

11. Head Lice - Head Lice continues to be one of the most prevalent communicable diseases among schoolchildren and outbreaks are possible wherever children gather. Please notify the school immediately if head lice are detected. The student may return to school as soon as treatment with a head lice killing agent is completed and all nits have been removed. The student must be re-examined prior to return to school. Students with nits still present will be sent back home for nit removal.

12. Early Dismissal - Early dismissal of students in order to avoid heavy traffic or arrive on time for an after school activity or appointment is very disruptive not only for the student concerned but also for the teacher who has to be called to release the student and, of course, for the rest of the students in the class. If a student exceptionally needs to be released early by reason of an unavoidable conflict the student should be collected between class periods to avoid disruption of class. Students leaving early are not excused from responsibility for work conducted during class, for turning in assignments, for knowing about any assignments issued and should pro-actively confer with fellow students to ensure that all relevant information is obtained.

13. Release of Students - The teachers and Upper School Director have the responsibility and custody of all students while they are in school. Parents must come to the Main Office to sign their child out before they are released for early dismissal. In the event that anyone other than a parent/authorized individual will be picking up the student, parents must notify the school prior to pickup. No child will be released to anyone other than individuals authorized by the legal guardian.

14. Emergency Dismissal - In the event of emergency dismissal, parents will be notified at all provided contact numbers and email addresses using an automated service.

15. Inclement Weather - In the event of inclement weather, please tune to Local News and Radio stations and follow the directive for the Rockdale County School System.

16. Food and Drink on Campus - Food and drink are generally permitted on campus but may only be consumed in classrooms with the permission of a faculty member. Water is permitted at all times. Highly sugared drinks are discouraged. Gum is not permitted.

17. School Lunch - Eastminster School students have two choices at lunch time. They may bring their lunch to school or purchase lunch provided by Eastminster's catering service. Catered lunch must be paid a month in advance. Lunch Request Forms can be downloaded from our website and should be turned in by the last Wednesday of the month. In the event the form is not turned in by that day each month, the student will not be eligible to receive a catered lunch for the following month and should bring their lunch from home. Lunches brought from home should be packed with their own means of refrigeration, if necessary.

18. Restroom Use - The Upper School Student Restroom for boys is located in the 9th grade classroom. The Upper School Student Restroom for girls is located in the reception area. Upper School students are not permitted to use the Lower School restrooms located near the Lower School Commons.

19. Campus Hours - The Eastminster School Campus is open to Upper School School students from 7:30am until 3:30pm. Students are permitted to make use of all appropriate facilities from the moment they arrive on campus until they leave for home unless otherwise directed. Parents should be aware that students on campus outside these hours and not participating in an organized school-sponsored event are generally unsupervised. Any student who fails to demonstrate the standard of responsible behavior required for unsupervised access may have access restricted to specific areas of the campus and/or to in-class hours.

20. Emergency Drills and Protocols - Emergency drills are held during the school year. The drills are not announced in advance to the student body.

21. Field Trips - Field trips that extend and enhance the content of a course or courses are occasionally scheduled. Occasionally, field trips may be scheduled after-hours or on weekends dependent upon the nature or availability of the trip.

22. Media Center - When school is in session, the Media Center is open from 7:30 am to 3:00 pm. Students may check out books according to the Media Center policy in effect at the time. Apart from specific functions, students may not have any food or drink in the Media Center.

23. Lockers - Students are assigned lockers at the beginning of the year. Lockers must not be locked. No valuable property should be stored in any locker. Students are not permitted to open the lockers of others without express and proximate permission. The minimum consequence for opening another student's locker is Saturday detention. In the event of dishonest or intentionally upsetting or damaging conduct the consequence may be suspension or expulsion.

Locker Exterior: No exterior decoration of lockers is permitted except for school spirit decorations expressly authorized by staff and attached in a temporary manner that is not detrimental to the finish of the locker.

Locker Interior: Adhesive tape or similar means may be utilized on the inside of any locker to affix appropriate photographs or other decorations or information. Any adhesive used in lockers must be completely removed by the student at the conclusion of the school year. Students may not write on lockers at any time. Photographs and any other material placed in lockers should meet the overall standards of decorum expected for our campus and dictated by our Honor Code. Specifically, decorations should meet strict standards of decency and protocol that would be applied to members of our community on the Eastminster campus. If in doubt, check with a faculty mentor. Administration and faculty have the right to carry out locker inspections at any time whether in the presence of the student or not. Any inappropriate items may be confiscated and returned directly to the student's parents.

24. Defacing School Property - We take great pride in our campus and look forward to allowing students to enjoy it for many years to come. As a result, defacement of any furniture or other school property is a serious matter and may lead to suspension or expulsion. Any student who defaces furniture or other school property in any way will automatically assume ownership of that item and be required to make arrangements to have it delivered to his or her home at the student's own expense. Parents of the offending student will be billed for the replacement item and additional disciplinary measures may also be applied.

25. Visitors on Campus - No visitors are allowed on campus unless they have signed in at the office. No visitor under the age of 18 may be on the campus unless pre-authorized by and supervised by an adult. All visitors must be pre-authorized by the Upper School Director.

26. Eastminster After School Program (EASP) - After School is offered for the convenience of Eastminster families and serves students in grades K-9. While every effort is made to make the program enjoyable and rewarding for the students, it is important to note that After School is not an enrichment program, nor a program intended to help a child remedy or address academic deficiencies.

EASP is designed to serve those students whose parents desire a supervised, structured time after our normal school day. The program includes academic time, for the completion of homework, as well as recreational time.

- **Cost** - The cost for After School will be \$10 per day per child, not to exceed \$20 per family regardless of the number of children who participate.
- **Sign-Out** - Each child must be signed out of After School by an authorized individual in order to be released by the staff. No exceptions are made to this policy. Authorized individuals are those whose name and signature appears on the Signature Card on file, or those who present a note to the staff signed by an authorized individual. The sign out process serves both to verify that the child was picked up, and to verify that After School charges were incurred for that day.
- **Billing** - Parents are billed at the end of each month for After School charges incurred during that month.

27. Late School Pick-Up - Upper School students who are not picked up by 4:00pm each day will be assigned to After School (EASP) in the Lower School Commons. Parents will be billed the daily After School rate of \$10 per day.

28. Late After School Pick-Up- Parents who do not pick up their child from After School by 6:00pm will be charged \$5.00 per minute for each minute after 6:00pm.

B. ACADEMIC POLICIES AND EXPECTATIONS

1. Academic Departments - The academic program in the Upper School is organized by academic department. Mathematics, Science, Social Science, English, Foreign Language, Fine and Performing Arts, and Physical Education comprise the departments for 2010-2011 school year.

2. Student Schedule Changes - Students who wish to change their academic schedule should speak directly with the Upper School Director.

3. Withdrawal from School - Students who withdraw from Eastminster School during an academic quarter will have their current grade average reported as their grade for that quarter. Decisions on how that grade average will be used are at the discretion of the receiving school.

4. Mid-Term Enrollment - Students who enroll at Eastminster School will not have any grades in progress from their previous school included in the calculation of their Eastminster grades. Quarter and semester grades from previous schools will be honored.

5. Late Work - Policies for late work are established by each teacher subject to approval by the Upper School Director. Students are advised to be familiar with these policies.

6. Poor Academic Work - Faculty will typically contact parents when a student's grade falls to a "C" or a student's grade otherwise falls to a degree likely to cause reasonable concern to the student or his/her parents.

7. Removal from Class - The administration of Eastminster School reserves the right to remove any student from any class if, in the judgment of the administration, the best interest of the student and/or the best interests of other students, faculty, or the School are served by so doing.

8. Homework - Homework can be a valuable aid to help students derive the maximum benefit from their time at Eastminster School. It is our belief that properly conceived and well-designed homework assignments provide useful practice of learned skills and promote the development of work habits that will continue to serve the student through college, and throughout his/her lifetime.

Appropriate homework assignments meet the proficiency levels of students and relate in a meaningful ways to the topics and material covered in class. Teachers, parents, and students have important roles and responsibilities in the homework partnership, and a homework program is maximally effective only when each of these work together towards the goal of increased student achievement.

The homework policy at Eastminster School is intended to help teachers strike a balance between academics, family life, and the other demands placed on students. The amount of time a student spends on homework depends on a number of factors:

- Course rigor and expectations
- Age and grade
- Work habits
- Specific subjects and their difficulty for the student
- School and home schedules
- Proximity of tests
- Project due dates
- Opportunities to complete homework during the school day

It should be noted that time devoted to homework on a given night will vary from individual to individual, and will vary throughout the school year.

Teachers will make an effort to coordinate their assignments to ensure that students are not unduly burdened by excessive homework.

Teachers may from time to time assign special projects, term papers, remedial, tutorial or enrichment work that requires more time. Individual students may have homework guidelines which differ substantially from the norm if in the judgment of the school such is needed to help the student master course material. Parents or teachers who believe that a student would benefit from the required completion of additional daily assignments in any course should speak with the Upper School Director, who may work with the faculty to design a tailored homework plan that meets the needs of the student.

9. Tests and Quizzes - Tests and quizzes are inherently stressful situations for students. Testing is not intended to be a negative experience, but rather as indispensable assessment tool. We view tests as an important pedagogical tool, essential to the evaluation of student learning and comprehension of the subject matter at hand. For the student, tests should provide precise information about what they do and do not understand. For the faculty member, tests should be a window into assessing the strengths and merits, weaknesses and deficiencies in the teaching of material so as to build upon or improve the communication of the subject matter.

10. Testing Schedule - The burden that a challenging academic program places on students can be magnified when measures are not taken to ensure that students are not overwhelmed by assignments and responsibilities. To that end, teachers will schedule tests such that students have no more than two tests per day.

11. Grading - Eastminster School follows the lead of both the University of Georgia and the Georgia Institute of Technology in its grading scale, course weighting, and grade point average formula.

The University of Georgia reports: *“In recalculating the high school grade point average (GPA) for purposes of admission, UGA considers only academic courses within the core subject areas. All grades are converted to a 4.0 scale (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) using the respective high school’s grading scale at the time the course was completed. If a weight is not already added to an individual grade, an additional weight of 0.5 is added to each grade earned in an Advanced Placement (AP) or International Baccalaureate (IB) course. Although no weight is added for other advanced courses, including Honors, these courses are considered when evaluating the rigor of a student’s curriculum. “*

The Georgia Institute of Technology reports: *“We recalculate your high school GPA. We use a standard 4.0 grading scale, but only factor in the core curriculum courses (English, Math, Science, Social Science, and Foreign Language). For students taking AP, IB, or College-level classes, we award an additional one-half point (0.5) for each course.*

The grading scale for grades 9-12 at Eastminster School is as follows:

A	90 and above	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	below 60	0.0

For Advanced Placement courses, the grading scale is weighted as follows:

A	90 and above	4.5
B	80-89	3.5
C	70-79	2.5
D	60-69	1.5
F	below 60	0.0

12. Honor Roll- Headmaster's Honor Roll is awarded at the end of each quarter to any student earning a grade of A in each course taken in a particular quarter. Director's Honor Roll is awarded at the end of each quarter to any student earning at least four A's overall, and a grade of B or above in each course.

13. Graduation Requirements. In order to earn a diploma from Eastminster School, students must earn the following credits:

- 4 credits in English
- 4 credits in science
- 4 credits in mathematics
- 4 credits in social science
- 4 credits in foreign language
- 4 credits in fine or performing arts
- 4 additional elective credits
- 1 credit in physical education/health (may be earned by participation in a varsity sport)

14. Textbooks - Textbooks for grades 9-12 are to be ordered through MBS Direct. Further information is available at www.eastminsterschool.org or www.msbdirect.net

15. Progress Reports - Progress reports are distributed via a unique Google Group for each student.

16. Report Cards - Report cards are sent home every nine weeks.

17. Academic Eligibility - Academic eligibility guidelines cover participation in athletic as well as other extra-curricular activities. Students who are earning a grade of C- or less in any one course may be excluded from clubs and extracurricular activities until such time that the Upper School Director believes that the student has made appropriate remedies to address his or her grade. Students who are participating in events sanctioned by GISA must meet GISA eligibility requirements.

18. Disciplinary Eligibility - Disciplinary eligibility guidelines cover participation in athletic as well as other extra-curricular activities, including field trips. Students may be declared ineligible based on violations of school rules, policies, and procedures. Such judgments are at the sole discretion of the administration. Students who are participating in events sanctioned by GISA must meet GISA eligibility requirements.

19. Disruption of Class - This is a very serious matter and students who are disruptive can, ultimately, be sent to the Upper School Director. The potential consequences for disruption of class include suspension or expulsion. Behavior plans may be developed upon approval of the Upper School Director.

20. Classroom Conduct - Students are expected to follow the rules for classroom conduct set by the teacher. Obviously, students should treat all classroom property with respect, and vandalism or wanton destruction of school property will not be tolerated. Students and their parent(s)/guardians will be responsible for damage to school property.

21. Rough Housing - As an administration we understand it is not unusual for youngsters to engage in "rough housing" and that such conduct is often intended in good humor and is totally devoid of

any malice. Acts of excessive roughness, whether intentional, accidental or good-natured, are damaging in a school environment and can lead to discomfort on the part not only of those involved but also innocent bystanders. Any hitting (whether with a hand or an object) punching, kicking, elbowing, kneeing, head-butting, choking, tripping or other act that is or appears to be or to replicate or suggest these actions or any other act of violence will be regarded as prima facie malicious and punished accordingly. At Eastminster School, the minimum disciplinary consequence for any minor act of violence not resulting in actual bodily harm (whether or not in fact malicious) is a Saturday Detention, while expulsion is to be the assumed consequence of a more serious or repeated act. This rule applies to both male and female students.

22. Technology Policies - Students who wish to bring their laptop computers to school or to use a school-issued iPad should be aware of the Acceptable Use Policy and must have a signed Acceptable Use Policy Form on file with the Upper School Director.

In addition, students should exercise care and caution in using school-owned equipment. This includes hardware (computers, iPads, monitors, printers, cables, etc.) as well as software and infrastructure (including the school network). Parents will be charged for costs incurred to repair or replace technology resources consequent to accidental, irresponsible or inappropriate actions on their part. Parents are encouraged to obtain accidental damage insurance for laptop computers entrusted to students.

The use of computers and/or iPads during class time is subject to the discretion of the classroom teacher. Teachers have the right to prohibit or limit the use of technology during class time.

Students are reminded that current technology makes plagiarism easier. Students should therefore exercise considerable caution and discretion when cutting and pasting, file sharing, and conducting Internet searches. If you are unclear about a specific action, please see your teacher.

Students should be mindful of the fact that any email, searches, files, or other data accessed using school equipment is the property of Eastminster School and, as such, is subject to monitoring and recording by Eastminster School.

23. Cellular Telephones - Cellular telephones are a privilege, and may be brought to school only with approval of a student's parent or guardian. Cellular telephones must be turned (completely) off and stored in the student's locker during the day. Use of cellular telephones on field trips and at school sponsored events is subject to the reasonable directions of the supervising staff. The camera functions on cell phones are not to be used on school property or while attending a school event off school property in any circumstance in which the person being photographed may have a reasonable expectation of privacy (e.g. in the bathrooms, locker rooms or dressing rooms). Misuse of cellular telephones may result in suspension or loss of cellular telephone privileges in addition to other disciplinary action.

24. Academic Credit for Non-Academic Work - Teachers will not award academic credit (extra credit, bonus points, etc.) for non-academic work. Teachers will not link discipline (conduct, behavior, etc.) to course grades, nor deduct points from a student's grade due to misbehavior.

25. Extra-Credit - Teachers are discouraged from offering extra-credit. Typically, extra-credit becomes a distraction that discourages maximum effort on regular work. In addition, frequent extra-credit becomes a crutch that students will come to expect as a way to avoid failing a class in lieu of adequate quality of regular work. Assignments and projects judged to be worthwhile extra-credit assignments should instead be considered as regular assignments for all students to complete. Extra-credit must be offered equally to all students in a class and may not (without express approval of the administration) be used to afford an individual student an opportunity to improve such student's grade.

26. Study Skills - It cannot be overstressed that the development of good study skills will significantly enhance a student's chances of success in a course. There are a range of study skills and aids available to students. Students are strongly encouraged to consult with their teachers for tips on studying or even to develop an individualized study-skill program, should that be necessary. Any student finding it persistently difficult to focus on studying should consult their classroom teacher or seek guidance from the Upper School Director.

27. After School Tutorial - After-School tutorials may be scheduled by subject teachers. Tutorials begins promptly at 3:30 and end at 4:00. Students not picked up at 4:00 will be sent to the After School Program in the Lower School Commons and charged according to the After School Program fee schedule.

28. Plagiarism Defined - Eastminster School defines plagiarism as the act of presenting another's ideas or writings as if they were one's own, and failing to acknowledge that work. To avoid the charge of plagiarism, there are three simple guidelines to follow:

- If you use someone else's thoughts, concepts, ideas, in part or wholly, and their way of expressing them, even if you paraphrase them, you should cite the source.
- Anything not original to you and that is not commonplace knowledge should have a clear reference.
- If you receive specific help from someone or something, e.g., the Internet, in writing a paper, you must acknowledge the source.

Students who wish to appeal a charge of plagiarism should first try to resolve the issue with the teacher. Failing that, the student should appeal his case to the Upper School Director, who has final say in the matter.

29. Grading Disputes - On the rare occasion a student disputes a grade, or how a grade was given, the student is required first to resolve the issue with the teacher. Failing that, the student should appeal his case to the Upper School Director, who has final say in the matter.

30. Honor Council - The Honor Council is the representative voice of the Upper School community on all matters relating to the Honor Code. The Honor Council makes recommendations to the Upper School Director when violations of the Honor Code have occurred.

The Honor Council consists of the Upper School Director (or his or her delegate), the Blue and Gold Captains of each grade level elected by their peers each fall, and two faculty members chosen from among those without an interest in the matter under consideration. The student may represent him/herself, and may choose a faculty member to provide support.

It is the duty of any member of the Honor Council to model exemplary student deportment. If a member is brought before the Honor Council and found to have committed an honor offense, he or she can be permanently removed from the Honor Council. The administration will then appoint another student to serve on the Council.

31. Appropriate Displays of Affection - Public displays of affection are not acceptable at Eastminster School. This includes, but is not limited to, hugging (although this will be handled at the absolute discretion of the administration where it is clearly intended as an innocent platonic act), hand-holding, kissing, lap-sitting, and other physical displays. Students who engage in such activities will see the matter handled on an individual basis. Consequences may include Saturday Detention, suspension, or expulsion.

32. Music on Laptops, iPods, iPads and Other Electronic Media - Students are permitted to play music on laptops, iPods etc. before school using personal headphones, during breaks and lunch, and after school. The music must not violate school standards of decency and/or appropriateness and must not be played in such a way as to disturb others. Students must not

walk through the halls playing music out-loud. Students who violate this policy may have their Internet privileges suspended; may forfeit use of their laptop; or may have their iPods (or similar device) confiscated.

33. Laboratory Restrictions - Unless accompanied by a staff member or with express and proximate authorization from a staff member, students are not to handle science laboratory equipment. The minimum consequence for unauthorized access to the science lab equipment is Saturday Detention.

34. Movies - Only PG-rated audio-visual media (or media adapted to such a rating level by excerpting or electronic editing) are acceptable for use on the Eastminster campus or in the course of any off-campus school sponsored activity unless otherwise authorized by the administration. This limitation applies to student's personal media products as well as faculty-provided media.

35. Service Hours - Eastminster School hopes to build habits of community service in our students. To that end, we require all students to perform at least five (5) hours of service by the end of the school year. Students may accumulate two (2) of these hours at school by helping Eastminster teachers or they may accumulate all service hours outside of school by helping in neighborhood, religious, or community activities. Service hours fulfilled at Eastminster must be served during time school is not in session. These hours are recorded on a service-hours form (available at school) which is filled out by the agency or institution where the services were performed and are kept on file by the Upper School Director. Helping at home or at a parent's office is not considered a service activity. Upper School students who do not complete the required (5) hours of service by the end of the school year will not be promoted to the next grade at Eastminster School.

36. Blue and Gold Program - As a way of promoting healthy competition, fostering school spirit and pride, accountability to team members and developing leadership qualities in students, Eastminster School offers the Blue and Gold Program.

Prior to the first day of school, each Middle and Upper School student is assigned to either the Blue team or the Gold team. The teams will meet on the first day to elect a Team Captain and a Grade Captain for each grade level. Team captains may not serve two consecutive terms.

Throughout the course of the school year, opportunities will be given for students (individually and as a team) to earn points. These opportunities will come in the form of games or contests, uniform checks, service projects, academic honors, preparedness for class, leadership, stewardship and other means deemed appropriate by the faculty.

Twice a year (once prior to Christmas Break and once prior to the end of the school year) Eastminster will host Blue and Gold Day. These days will feature field-day type activities as well as academic and other non-athletic events.

At the end of the year, the team who has accumulated the most points is declared the winner. The names of all of the students who were on the winning team will be engraved on the Eastminster Cup and placed in the trophy case. Students must earn a minimum of 85% of their possible points to receive team awards.

37. Challenged Materials Policy.

Any person having a concern about textbooks, media center or other instructional materials shall meet with the appropriate Division Director. If the matter cannot be resolved, the Division Director shall notify the Headmaster and ask the complainant to draft a letter to the Headmaster outlining the specific nature of the complaint. After receiving the letter, the Headmaster shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the Headmaster, the complainant may request that the Eastminster Board of Directors consider the complaint. If the Board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee. When a review committee is established by the Board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:

- The Headmaster
- two faculty members, selected by the Board chair
- two parents not involved in the dispute, selected by the Board chair

The committee's charge shall be:

- to review the material and prepare a written report containing conclusions and recommendations within 30 days;
- to direct a written report to the board; and
- to send the complainant a copy of the report.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the full Board for a hearing and final decision. If an appeal is requested by the complainant, the Headmaster shall request that the Board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the Board's study.

Challenged materials shall not be removed from use during the review period.

38. Statement on Library and Instructional Materials. Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the Board of Directors of Eastminster School asserts that its responsibility for instructional materials and school library materials is as follows:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and moral and ethical standards;
- To provide a background of information which will enable students to make intelligent judgments in their daily life;
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage; and
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

C. PARENTS

1. Communications - Regular communication with parents is an important professional responsibility for all teachers. It is imperative parents be informed of inadequate progress, poor grades, disruptive classroom behavior, and the like in a prompt manner. Parents have every right to express dissatisfaction with the school for academic or disciplinary issues that escalate without their being notified. Faculty are asked to follow the following guidelines in communicating with parents:

- Parents should be notified, by phone or by email, if their student has failed a major test, assignment, or project.
- Parents should be notified, by phone or by email, if their student's conduct or behavior in class is disruptive and likely to result in administrative action.
- Parents should be notified, by phone or by email, if their student's overall performance in a class has diminished to a degree that a C for a marking period, semester, or academic year is probable.
- All faculty email communication with parents for academic difficulties or conduct issues

should be copied to the Upper School Director. A student going home with another student must be communicated to the Upper School Director through a note or a phone call by the parent **prior to pick-up**.

In addition to communicating with parents in respect of challenges, teachers are also encouraged to frequently communicate with parents for positive reasons. A high mark on a test or quiz, an excellent presentation to the class, an exemplary performance in class, or a thoughtful and considerate action by a student are all excellent opportunities to positively communicate with parents. Email is rather quick and simple, and faculty are encouraged to take advantage of this technology.

2. Timely Response - Unless otherwise directed by the administration, faculty should respond to emails and voice mails within one school day.

3. Parent Conferences - A parent-teacher conference will be held each year in the fall and spring. Additionally, it may be necessary for the teacher and the parent(s) of an upper school student to confer on his/her progress. If the school desires such a conference, a phone call will be made to schedule such conference at a time of mutual convenience. If the parent desires such a conference, the parent should phone or email the appropriate teacher to schedule such conference at a time of mutual convenience. Although before- and after-school times may be used for parent conferences, parents are generally discouraged from simply showing up, unannounced, to meet with teachers, as before- and after-school times are usually occupied with faculty meetings, planning, and tutorials. Parents should be aware teachers may refuse to meet with parents who appear unannounced.

4. Tuition - Questions concerning tuition should be directed to Business Manager Marcia Kennelly. Mrs. Kennelly can be reached [at mkennelly@eastminsterschool.org](mailto:mkennelly@eastminsterschool.org) or 404-376-3006.

5. Eastminster Parent Teacher Fellowship (EPTF) - The EPTF was organized to foster a sense of support, pride, and enthusiasm through the relationships within the Eastminster community. This includes students, staff, parents, and patrons - the vital influences for the success of a child's future. The goal is to promote a positive school/community relationship that enhances each child's educational environment. Dues are \$20.00 per family and should be paid at the first EPTF meeting of the year.

D. STUDENT DEPARTMENT

We expect that students will address adults politely, work respectfully with their classmates, and behave with civility and cultivation. Violations of these basic rules of decorum or inappropriate public displays of affection will result in disciplinary action, including loss of break or lunch or assignment to a Saturday Morning Detention. Please consult the Eastminster Honor Code for a more complete description of appropriate student behavior.

EASTMINSTER SCHOOL HIGH SCHOOL HONOR CODE. It is expected that all Eastminster students shall conduct themselves honorably at all times, and shall encourage the same standard of conduct from all members of the school community.

1. Eastminster students shall maximize their God-given talents through diligent application and shall encourage and assist all members of the school community to do likewise.
2. Eastminster students shall treat all members of the school community with respect and shall expect the same from all members of the school community.
3. Eastminster students shall not commit, permit, conceal or condone any criminal act, any act of vandalism or defacement, bullying, harassment, bigotry, acts of violence, or acts of discrimination or exclusion, whether committed against an Eastminster student

or against any other person, and shall expect the same standard of conduct from all members of the school community.

4. Eastminster students shall conduct themselves on the basis that their conduct will reflect upon all members of the school community, and shall expect the same standard of conduct from all members of the school community.
5. Eastminster students shall not steal, and shall expect the same standard of conduct from all members of the school community.
6. Eastminster students shall not place themselves in a position in which the honesty of their words, nor the integrity of their motives, may reasonably be questioned, and shall expect the same standard of conduct from all members of the school community.
7. Eastminster students shall not cheat, nor commit plagiarism, nor cooperate in cheating, nor cooperate in the commission of plagiarism by any other student, and shall expect the same standard of conduct from all members of the school community.
8. Eastminster students shall tell the truth at all times and shall not behave disingenuously nor withhold information that should properly be disclosed, and shall expect the same standard of conduct from all members of the school community.
9. Eastminster students shall speak of their school and wear their school and athletic uniforms with pride, shall not speak nor act in a manner that will bring dishonor upon their school or their uniform, and shall expect the same standard of conduct from all members of the school community.
10. When participating in or attending athletic events, Eastminster students shall demonstrate (and demand from other members of the school community, including teammates) the highest standards of sportsmanship.

1. School Rules - There are two basic School Rules which students are expected to obey and teachers are expected to enforce.

- Students will not violate the Honor Code.
- Students will follow all Classroom Rules.

2. Classroom Rules - Classroom management is an important element of effective teaching. Teachers are asked to develop a series of rules and guidelines to govern the behavior and management of students during class time, one of which should explicitly prohibit tardiness.

3. Teacher Detention - Teachers may assign detention or silent / reflective periods (including breaks and lunches) for violations of Classroom Rules. These detentions should be held during breaks or during lunch and are the teacher's responsibility to enforce.

After-school detentions should not be scheduled on a same-day basis. Teacher detention will usually involve service-oriented projects so that detention can be seen as rehabilitative rather than merely punitive. Teacher detention can also be used to enforce completion of overdue class work and homework.

4. Saturday Morning Detention - Saturday Morning Detention is assigned by the Upper School Director in response to individual or repeated disciplinary infractions. In the event of a 2nd Saturday Morning Detention being directed in any one quarter (each being based upon separate offenses) the student may be suspended from eligibility for any athletic, club, or intramural, or other school activities. Failure to appear to serve assigned Saturday Morning Detention will earn an additional Saturday Morning Detention and may result in administrative suspension until all obligations are fulfilled. Saturday Detentions may be reflective, academic or work-service as directed by supervising staff.

5. Disciplinary Probation - Students who commit a serious violation of a School Rule, Classroom Rule, or stated directive, or who otherwise commit acts that compel the involvement of the administration in the disciplinary process, may be placed on Disciplinary Probation. While on Disciplinary Probation, students are to avoid any actions which might lead to additional disciplinary attention. In the event that a student on Disciplinary Probation is subject to additional disciplinary attention, he/she may be required to appear before the Upper School Director to discuss the situation, the resolution of which may include suspension or expulsion.

6. Tardiness to Class - Isolated and marginal instances of tardiness to class should be handled by the classroom teacher by a reprimand or break detention. Chronic and / or substantive tardiness to class is assumed to be disrespectfulness towards the classroom teacher, is a violation of the Honor Code, and should be referred to the administration.

7. Rumors - While the administration takes steps to ensure that what occurs on campus is appropriate given our mission, it is obviously not possible to prevent students from sharing rumors about other students, at home or at school.

Parents should encourage their child not to start rumors, not to engage in spreading rumors through gossip, and not to encourage others to do so. Evening telephone conversations and unsupervised computer use are the starting points for many rumors, and parents may wish to set firm guidelines that govern their student's use of the telephone or computer.

Please be advised that, when rumors of a serious nature reach the administration, we have a responsibility to investigate to determine the veracity of the allegation. In so doing the administration is not "choosing sides" nor endorsing the allegation, merely acting in the best interests of the student body.

8. Uniform Code - Students must be in full, smartly presented uniform upon first entering assembly each day, and must remain in full, smartly presented uniform until the end of the school day.

Students are personally responsible for their own uniform and while we would request that parents/guardians monitor their student's appearance before leaving the house each day, the student will be held accountable for dirty, damaged or incomplete uniforms. Loose emblems will be reattached by the student at school during break and/or lunch. Other uniform repairs may be directed as appropriate. Un-pressed clothing items will be pressed by the student at school during their break and/or lunch times.

E. UPPER SCHOOL UNIFORM CODE

Eastminster School students are expected to be well groomed and properly dressed at all times. They are expected to respect their school uniform and wear it with pride. Each school day, students are expected to arrive on campus in proper uniform. Students who arrive on campus in violation of the dress code may expect to be sent home to remedy the problem or have a parent bring the appropriate clothing to school. With the exception of Physical Education classes and extra-curricular activities, students are to remain in uniform, complying with all the standards of the dress code, for the duration of their time on campus. Students with PE during the last period of the school day have the option of not changing back into their school uniform if they are leaving campus immediately after school.

Uniform wear is not mandatory for evening special events on the school campus such as athletic events or fine arts performances unless students are so directed by the Upper School Director. Eastminster School cannot be responsible for articles left at school. All clothing must be clearly marked with the student's name. Either sewn-in name tags or using a laundry marker to write the name on the label of the item of clothing are good ways to accomplish this. Students are required to arrive on campus properly attired; Upper School students will have their uniforms evaluated at Morning Assembly each day.

The Upper School Director embraces the concept of uniform and has absolute discretion with respect to the interpretation of this Dress Code and its application to specific situations involving individual students. Any exceptions to the dress code are made on a case by case basis by the Upper School Director.

Rules for Dress and Personal Appearance

Clothing - Clothes must be in good condition; neat and clean and with no holes. Clothing may not be oversized and must fit properly. Items of clothing that are torn, cut or ripped in any way are prohibited. Approved Eastminster clothing items come from Land's End. Clothing previously purchased from Buckhead Uniforms and Mills, Inc. will not be allowed.

Boys Required Uniform

1. **Belts -Brown or Black without specialty buckle/adornments**
 - a. Must be worn with all pants.
 - b. Must be visible.
2. **Shirts**
 - a. Must be tucked inside pants.
 - b. Folding or "blousing" of shirttails is prohibited.
 - c. Must have no lettering other than school logo.
 - d. Undershirts must be plain white with no lettering.
 - e. Required field trip apparel includes a navy rugby shirt and a white long-sleeved oxford, both with logos. On some occasions other uniform items may be preferable.
3. **Tailored Slacks/Shorts**
 - a. Must be khaki in color.
 - b. Must be of proper length.
Slacks: Hem touching top of shoe; may not drag the ground.
 - c. No cargo slacks or cargo shorts are permitted.
4. **Sweaters, Sweatshirts, Blazer, Jackets**
 - a. Outerwear must be the approved sweater, vest, jacket or blazer, with logo.
 - b. Eastminster blazers (with crest) may be worn anytime. They are **required** for chapel and dress uniform events. They must be worn with Eastminster tie, white oxford shirt, and gray slacks.
5. **Socks and Shoes**
 - a. White, khaki or navy socks must cover the ankles at all times.
 - b. Plain white socks are required for P.E.
 - c. Shoe requirements
 - i. Must be appropriate for school and the safety of the student.
 - ii. Must be properly shined and soled and in good condition.
 - iii. Flip-flops, wheelies, blinkies, sandals or clogs are not allowed.
 - iv. Black or brown leather/suede shoes are all acceptable.
 - v. Shoes must cover the foot completely.
 - vi. General purpose athletic shoes are used for physical education and enrichment activities only.
6. **Ties** - Eastminster tie is required for dress uniform.
7. **Boy's P.E. uniform:**
 - a. Shorts and shirts are purchased through Lands End.
 - b. Plain white socks are required for P.E.

Personal Appearance

1. **Hair**
 - a. Must be clean and neatly groomed.
 - b. Hair cut must be kept out of the eyes and off the collar at all times.
 - c. Extreme hair styles or unnatural hair colors are not allowed.
 - d. Notice of non-compliance will be sent home. The child may return to school when the issue has been addressed and resolved.

2. **Jewelry**
 - a. An appropriate watch, simple necklace and bracelet are permitted.
 - b. Earrings are not permitted for boys
 - c. Piercing of any body part is prohibited.
3. **Facial Hair**
 - a. Boys must be clean shaven at all times and at all school functions.
 - b. No beards or mustaches are allowed.
4. **Shoe Laces**
 - a. Must be of the same color as the shoe and tied at all times.
5. **Proper Fit**
 - a. Outgrown clothing of any type is not appropriate Eastminster School attire.
 - b. Baggy clothing of any type is not appropriate Eastminster School attire.
 - c. Shoes that are too big or too small are unsafe for school activities and are not allowed.
6. **Hats**
 - a. School logo caps are appropriate for outdoor classes with the permission of the teacher.
 - b. Hats are not worn inside Eastminster campus buildings with the exception of head coverings worn for religious reasons.

Girl's Required Uniform

1. **Shirts & Blouses**
 - a. Must be tucked inside skorts, skirts and slacks.
 - b. Folding or "blousing" of shirttails is prohibited.
2. **Tailored Skirts or Skorts**
 - a. Must be khaki or plaid in color.
 - b. Must be no shorter than 4 inches above knee.
3. **Tailored Slacks or Shorts**
 - a. Must be khaki.
 - b. Must be of proper length.
Slacks: Hem touching top of shoe; may not drag the ground.
4. **Sweaters, Sweatshirts, Blazer, Jackets**
 - a. Outerwear must be the approved sweater, vest, jacket or blazer, with logo.
 - b. Eastminster blazers (with crest) may be worn anytime. They are **required** for chapel and dress uniform events. They must be worn with Eastminster tie, white oxford shirt, and gray skirt.
5. **Socks, Tights and Shoes**
 - a. Tights must be white or navy.
 - b. Socks may be white, blue or khaki knee or crew socks.
 - c. Plain white socks are required for P.E.
 - d. Shoe requirements
 - i. Must be appropriate for school and the safety of the student.
 - ii. Must be properly shined and soled and in good condition.
 - iii. Flip-flops, wheelies, blinkies, sandals, clogs or shoes with more than a 1" heel are not allowed.
 - iv. Black or dark brown leather/suede shoes are all acceptable
 - v. Shoes must cover the foot completely.
 - vi. General purpose athletic shoes are used for physical education and enrichment activities only.
6. **Hair Accessories**
 - a. Must be plaid, khaki, navy, yellow or white in color.
 - b. Can be a headband, ribbon, scrunchie, bow or clip.
 - c. Rubber Bands and Bobby Pins used for styling purposes will closely match hair color.

7. Girl's Required P.E. Uniform

- a. Shorts and shirts are purchased through Lands End.
- b. Plain white socks are required for P.E.

Personal Appearance

1. Hair

- a. Must be clean and neatly groomed.
- b. Hair must not be in eyes; hair may be kept off face using appropriate hair accessory - See Hair Accessories.
- c. Extreme hair styles or unnatural hair colors are not allowed.
- d. Notice of non-compliance will be sent home. The child may return to school when the issue has been addressed and resolved.

2. Jewelry

- a. A watch, simple necklace and bracelet are permitted.
- b. Oversized earrings are not permitted.
- c. Piercing of any body part other than the ear is prohibited
- d. A maximum of two earrings per ear is permitted.

3. Make-up, Nail Polish, Markings

- a. Make-up may be worn with discretion.
- b. Both temporary and permanent tattoos are forbidden.
- c. Clear polish or French manicure is allowed.

4. Shoe Laces

- a. Must be tied at all times and not differ in color from shoes.

5. Proper Fit

- a. Outgrown clothing of any type is not appropriate Eastminster School attire.
- b. Baggy clothing of any type is not appropriate Eastminster School attire.
- c. Shoes that are too big or too small are unsafe for school activities and are not allowed.

6. Hats

- a. School logo caps are appropriate for outdoor classes with the permission of the teacher.
- b. Hats are not worn inside Eastminster campus buildings with the exception of head coverings worn for religious reasons.

Casual Dress Guidelines - From time to time the administration may announce Casual Dress days. However, even on those days guidelines must be followed:

1. Refer to previously stated shoe requirements.
2. Tank tops or spaghetti-strap tops are not allowed on Casual Dress days. Students must wear appropriate T-shirts, sweatshirts, hoodies, or polo shirts with long or short sleeves.
3. Clothing that depicts or suggests alcoholic or tobacco products or illegal or immoral activity (including violence and sexual activity) of any kind is not permitted.
4. Boys may wear full length pants (including jeans) and girls may wear capri pants or full length pants (including jeans). Shorts must be within 4 inches of the knee. Skirts for girls are not permitted on casual dress days. Clothing with holes, rips, or tears is not allowed.
5. In general, students are expected to dress modestly at all times.

Violations may result in the student not participating in the next out-of-uniform day. A student may be sent home or the parent called to bring appropriate clothing to the student, should an infraction occur.

Uniforms During Lunch - Students who are actively involved in a physical activity during lunch may relax the Uniform Code in appropriate and modest ways while engaged in such activity. This may include the loosening of ties, un-tucking of shirts, and so forth. Students are expected to

respond positively to directions from faculty, staff, or administration indicating a need to address their uniform during lunch. Additionally, students are expected to report to their next class in a timely manner and with their uniform fully in compliance with the appropriate Uniform Code guidelines.

Uniforms After the School Day - Unless otherwise notified, students that remain in school uniform after school may remove their ties but their shirts must remain tucked and worn appropriately.

Lost or Forgotten Uniform Items - Should a student lose or forget a required uniform item he or she may purchase or rent a replacement item, if available, before the school day starts from the main office without penalty. If a replacement item is not available, the student may (at the discretion of the Upper School Director) be held out of school events and will be subject to disciplinary action until the student complies with the Uniform Code.

Changes, Modifications, and Updates

Throughout the year it may be necessary to change, modify, or update the information contained in this Handbook. The administration reserves this right. Any such changes, modifications, or updates will be announced.

The Upper School Student Handbook Review

To best understand the guidelines for success at Eastminster Upper School, we ask that parents and students read together and discuss the contents of the Eastminster Upper School Handbook 2010-2011. Please sign and return the following statement to Dr. Pascavage no later than September 3, 2010.

We have read and discussed together the Eastminster School Upper School Handbook 2010-2011, paying special attention to the Student Department, Dress Code and Honor Code Policies. We agree to abide by the policies and procedures stated within.

Parent Name _____
(Please print)

Parent Signature _____

Date _____

Student Name _____
(Please print)

Student Signature _____

Date _____