



Student and Parent Handbook

2014-15 School Year

Welcome 4

Introduction 4

EICA Mission, Vision, Values, Commitment..... 4

Values, Motto5

HelpDeskInfo..... 6

Roles and Responsibilities.....7

Student Counselor, Teacher.....8

Student Support Teams..... 9

Holidays, Parent Guardian Account10

Getting Ready for School..... 11

Computer Requirements, Specifications 12

Communication Requirements..... 13

Emergency Plans 14

Enrollment..... 14

FLDOE Policy Regarding EICA 14

Non-Discrimination Policy..... 15

Non- Discrimination Policy Continue.....16

Privacy/EICA FERPA Policy17

Privacy/EICA FERPA Policy Continue18

Student Records.....19

Student Records..... 20

Student Records.....21

Student Safety.....22

Academic Honesty Policy.....23

Plagerism and Cheating.....24

Student Identification Numbers.....25

Acceptable use Policy26

Acceptable use Policy Continue27

Student Code of Conduct.....28

Due Process..... 29

Grading..... 30

Final Exams, Academic Integrity, Assessments 31

Final Exams, Academic Integrity, Assessments Continue.....32

Transcript Request	33
Appendix A - Policy Against Bullying	34
Cyberbullying, Harassment.....	35
Netiquette.....	36
Netiquette Continue.....	37
Student Conduct.....	38
Complaints.....	39

<p>Welcome</p>	<p>Welcome, Students, Parents, and Guardians,</p> <p>We are so happy you have chosen to attend Ebenezer International Christian Academy (EICA). EICA prides itself on transforming education worldwide—one student at a time. As you will discover, EICA puts the student at the center of every decision we make. We hope that you feel and experience our student focus through every click of the mouse and every interaction with our instructors and staff during your time with EICA. Whether you are taking just one course or several, we want each and every one of you to have a phenomenal experience at EICA.</p> <p>This handbook has been created to provide students and their families with the tools and information they need to be successful at EICA. Please peruse the information prior to starting your course, and feel free to come back and refer to the information at any time! We want this to be a one-stop resource for all of your EICA questions and needs.</p> <p>Again, we want to personally welcome you to the EICA family. We look forward to serving your educational needs!</p> <p>Sincerely,</p> <p>Greisys Cue President & CEO</p>
<p>Introduction</p>	<p>For 7 years, EICA has served many students in the Miami area obtain their High School Diploma. Without the support of students and parents like you, reaching this milestone would not have been possible, and for that we thank you!</p>
<p>EICA Mission, Vision</p>	<p>OUR MISSION</p> <p>The mission of E.I.C.A. is to partner with Christian parents to equip students through a classical education with the necessary skills to pursue excellence through Christ in every area of life. The greatest level of accountability is our students, and EICA seeks to provide the best education possible for each individual seeking improvement in their education.</p> <p>OUR VISION</p> <p>The vision of E.I.C.A. is to be a life-giving oasis in the desert.</p>

Values, Motto

OUR VALUES

Working in partnership commitment to excellence
success in life.

Motto

The Pursuit of Excellence through Christ.

<p>Contact Information</p>	<p>EICA Main Number:</p> <p>Phone: 786-360-5319 Fax: 786-391-2158</p> <p>Email: christianacademye@yahoo.com</p> <p>Please note that under Florida law e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. (s. 1, ch. 2006-232.)</p> <p>Social Media:</p> <p>Facebook:</p> <p>https://www.facebook.com/eicaschool</p> <p>Twitter: https://twitter.com/EicaSchool</p>
<p>Help Desk info</p>	<p>If you are having technical problems of any sort, EICA provides a great resource to help solve many IT issues for our students.</p> <p>Are you having trouble logging in to Engrade? Call EICA 786-360-5319 to request / reset your username or password.</p> <p>Our Technical Support Help Center is available to help 24 hours a day, 7 days a week:</p> <p>ONLINE: Visit https://www.engage.com/contact.php to access Technical Support site after creating an account on this site you will be able to submit a help ticket.</p>

Organization and roles

This section provides information about how our district is organized and about the various roles and responsibilities of everyone involved in the school.

Organization

Ebenezer International Christian Academy (EICA) is a private school in the state of Florida, and has several different types of school options to serve 9-12 grade students.

Which Option is Right for Me?

At EICA, we know that no two students are exactly like. Ebenezer International Christian Academy provides many options for students to be able to learn in the way that works best for them.

EICA Full Time

Being enrolled as a student in Ebenezer International Christian Academy Full Time (EICA Full Time) means that EICA is the school of record. Students take courses with EICA, receive grades through EICA, and graduate with an EICA diploma.

<p>Roles and Responsibilities</p>	<p>Parent or Legal Guardian</p> <p>Parents/guardians play a key role in their student’s success in any learning environment, but even more so at EICA. Ebenezer International Christian Academy has the expectation that parents/guardians will be involved in their child’s learning by participating in the welcome call with each course teacher. During this call, the parents/guardians are introduced to the requirements of the course and begin building strong teacher-student-parent relationships. In order to be kept informed of the student’s progress, parents/guardians will also need to be available for a monthly contact with each of their student’s teachers, and will have the ability to choose a preferred method of contact (phone, e-mail, text). Additionally, parents/guardians should contact the student’s teachers to keep them informed of vacations or extended absences. Parents/guardians need to ensure that their student is making continuous learning gains weekly.</p> <p>Student</p> <p>The student’s role at Ebenezer International Christian Academy is to learn to the best of his or her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the EICA Academic Integrity Policy.</p> <p>Instructional Leader (School Principal)</p> <p>This individual is responsible for the administration of the school and for ensuring that students are provided with the support and assistance they need, in accordance with EICA standards of excellence.</p> <p>School Counselor</p> <p>Our school counselor focuses on our home education population. The School Counselor can assist students and parents/guardians with course selection, college and career planning, interpersonal counseling, and general academic guidance. Our school Counselor or other qualified staff member is available to assist with high school credit or college/career questions. To contact our school counselor please call Maria Madriz (786) 360-5319</p> <p>Teacher</p> <p>The subject-specific teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle the following instructional questions:</p> <ul style="list-style-type: none"> • the curriculum or materials • the course scope and sequence • modification of assessments for students with documented special needs • testing
--	--

<p>Teacher</p>	<ul style="list-style-type: none"> • grading and progress reports • help with a particular assessment or concept <p>Teachers proactively monitor each student’s progress using our Student Information System, Learning Management System and through regular contact via phone, texting, email. Teachers score assessments and provide feedback on the student’s performance through formal means, such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls and online communication. Depending on a student’s needs and grade level, teachers provide instruction in different ways. Generally, students will have a different subject-specific teacher for each course.</p>
<p>Support</p>	<p>Student Support Teams</p> <p>EICA also has several support teams that are responsible for helping students succeed. If you need additional support, please contact EICA at (786) 360-5319.</p>

School Holidays	Although we do close our main office and EICA personnel are off on certain holidays during the year, students can access their courses and maintain momentum in their learning, even when other schools are closed. Your EICA course(s) will always be open and available, even on holidays.
Parent Account	<p>Parent/Guardian Account</p> <p>EICA values parents and guardians as partners. From approving course requests to monitoring progress, the Parent/Guardian Account allows parents to have a hands-on approach with their student's academic life at EICA.</p> <p>With your Parent/Guardian Account you will have:</p> <ul style="list-style-type: none"> ● 24/7 online access to submitted and/or graded assignments and your child's grade book ● Monthly phone calls from teachers ● Monthly progress reports emailed to parent emails ● Regular email updates from teachers ● Extensive access to teachers (8 a.m. to 8 p.m. daily, as well as weekend hours)
Getting Ready for School	<p>Getting Ready for Ebenezer International Christian Academy : Quick Tips</p> <p>1. Get to Know the EICA Policies</p> <p>Take some time before the school year or class starts to become familiar with the policies in this handbook. You are bound by the policies in this document, so please refer to this document throughout the year to ensure you are in compliance with EICA policies and procedures.</p>

Getting Ready for School

2. Set up Your Learning Space and Computer Equipment: Once the necessary materials have been obtained, go ahead and set up your “learning area.”

Dedicate a space for school materials and supplies.

- Place your “learning area” in a quiet area that is free of distractions.
- Create a filing system for portfolio assessments, work, and important papers.
- Work with your parent/guardian to create a realistic weekly schedule for working on EICA courses, being sure to account for weekly learning expectations.
- Be sure to review the minimum system requirements to ensure you are set up properly.

3. Meet Your Teacher and Explore Your Virtual School

Your teacher will contact you by phone when you are placed in a course to make introductions and discuss course expectations for the school year.

Computer Requirements, Specifications

Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Ebenezer International Christian Academy Student Information System and Learning Management System as well as the Internet to communicate and share information.

Hardware and software requirements for accessing ENGRADE and Educator can be met by using your family's personal computer, a computer in a public library, or any other computer as long as the equipment used meets the Ebenezer International Christian Academy minimum specifications (see below).

Hardware Requirements:

Internet Access and Speed

As long as you have Internet access, you can take courses with EICA. (While it is possible to take courses with dial-up connectivity, it will take a little longer for pages to load. You might want to print a few lessons and work offline. You can then save and upload work when you are finished.)

Browser Plug-ins

- Java 1.6 JRE or higher
- Sun Java 3D 1.3 or higher - Required in some courses
- Flash 10.0 or higher
- Shockwave (Operating System Dependent)
- Acrobat Reader 8.0 or higher
- Apple Quick Time
- Microsoft Media Player
- Real Networks RealPlayer

PC Requirements

- Minimum of 10 gigabytes free HDD space
- High Speed such as Cable or DSL *Note using dial-up is possible but you may experience performance issues with certain course features
- Windows XP, Vista or 7
- Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- 512 MB Ram
- 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- Display setting 1024x768 resolution
- Printer required
- Internet Explorer version 8.0 or higher (visit <http://www.microsoft.com/windows/ie/> to download) or Firefox version 3.6 or higher (visit <http://www.mozilla.com/en-US/firefox/> to download) or Safari 4.0 or higher (visit <http://www.apple.com/safari/download> to download)
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- Audio: Sound card with speakers and microphone or headset
- **America Online is not recommended**

Macintosh Requirements

- Mac OSX 10.5 or higher
- High Speed such as Cable or DSL *Note using dial-up is possible but you may experience

Computer Requirements	<p>Office which will be notated within course registration)</p> <ul style="list-style-type: none">• Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)• 256 MB Ram• Minimum of 10 gigabytes free HDD space• 12x CD ROM (CD/DVD Recommended)• Display setting 1024x768 resolution• Printer required• Firefox version 3.6 or higher (visit http://www.mozilla.com/en-US/firefox/ to download) or Safari 4.0 or higher (visit http://www.apple.com/safari/download to download)• Audio: Speakers and microphone or headset• America Online and KOL are not recommended
------------------------------	--

<p>Emergency Plans</p>	<p>In the event of an emergency (such as hazardous weather conditions), EICA will send to all families a “must read” message explaining the details of the emergency, especially if it will result in the closure of our main office. EICA will also record a voicemail message announcing the details of the office closure and the availability, or lack of availability, of teachers and other school services.</p> <p>Please note that the Ebenezer International Christian Academy Virtual Learning Center and our teachers may be located in places where conditions are different from those in the student’s location. Such services may be occasionally interrupted when school operations are running as usual or vice versa. Even if the school closes due to hazardous weather or other emergencies, students should still continue working in their courses.</p>
<p>Enrollment</p>	<p>Ebenezer International Christian Academy will abide by all federal, state, and local policies and guidelines for student admission and will not impose admission requirements that are inconsistent with these policies and guidelines.</p> <p>At various times during the school year, to comply with mandated enrollment caps, state regulations and reporting, and/or testing processes and requirements, EICA may temporarily or permanently close courses to new enrollments. Students and families will be notified of these changes when applicable.</p>
<p>FLDOE Policy Regarding EICA</p>	<p>Digital Learning Act</p> <p>Important New High School Graduation Requirement</p> <p>On June 2, 2011, Governor Rick Scott signed the Digital Learning Act into law, as part of House Bill 7197. All incoming 9th grade students in Florida are now required to complete at least one online course as part of the 24 credits required for graduation. An online high school course taken in grades 6–8 also fulfills this requirement. For more information and a summary of the bill, visit http://www.fl DOE.org/GR/Bill_Summary/2011/HB7197.pdf.</p> <p>Exemption for IEP – This requirement does not apply to students who have an IEP indicating that an online course is inappropriate. Students with an IEP who have less than 1 academic year remaining in high school are also exempt.</p>

<p>Non-Discrimination Policy</p>	<p><i>Nondiscrimination Statement</i> Ebenezer International Christian Academy (hereafter, "EICA") is committed to a policy of educational and workplace equality.</p> <p>Ebenezer International Christian Academy shall admit students to the school and programs without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law (F.S. 1003.21, sections 760.01, 1000.05, 1001.41, 1001.43, and 1003.21).</p> <p>(1) All activities, curricular and extracurricular, which are sponsored by EICA shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student because of race, color, religion, age, sex, national origin, marital status, disability, language spoken, homelessness, or any other reason prohibited by law. It is the responsibility of the school principal to monitor all school activities for compliance with this policy.</p> <p>(2) It is recognized that opinions differ concerning appropriateness of school activities. Occasionally, an individual or group may find an activity in conflict with the views of such individual or group, as the case may be. The following procedures have been established to provide a means for receiving, considering, and responding to written complaints regarding activities sponsored by the EICA School.</p> <p>a) All complaints must be immediately presented to the Instructional Leader/Principal and will include the precise nature of the objection. In the event the complaint is against the Instructional Leader/Principal or other employee, the complaint shall be presented to the designated EICA Equal Opportunity Officer, (786) 360-5319. All complaints will be handled promptly and an efficient and timely investigation will take place, in accordance with applicable Board policies and EICA rules and regulations.</p> <p>b) When a complaint is received by an Instructional Leader/Principal, the Instructional Leader/Principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Instructional Leader/Principal will then notify the administrators and/or teachers involved and collect information related to the complaint. After reviewing this information in comparison with all applicable nondiscrimination laws, the Instructional Leader/Principal will forward all information and recommendation to the Vice President of Instruction for student on student related incidents. If the allegation involves an employee, the Instructional Leader/Principal will forward all information to Employee Relations. The complainant may request that an additional review be conducted by the EICA, (786) 360-5319.</p> <p>c) During the investigation, the EICA equal opportunity section shall consider the educational philosophy of the school, the professional opinions of competent authority, and the individual school's stated objectives in using the activity, and the objectives of the complainant and applicable laws and regulations.</p> <p>This statement is in accordance with the provisions of Title VII of the <i>Civil Rights Act of 1964</i>, Title IX of the <i>Educational Amendment of 1972</i>, Section 504 of the <i>Rehabilitation Act of 1973</i>, the <i>Age</i></p>
---	---

Non-Discrimination Policy	Schools are required to adopt and publish grievance procedures providing for prompt and equitable resolution of any complaints alleging any action that would be prohibited by Title IX and Section 504.
----------------------------------	--

Privacy/EICA FERPA Policy	Privacy Policy Ebenezer International Christian Academy will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records: <ul data-bbox="370 254 1438 394" style="list-style-type: none">• EICA Board of Trustee members• President and CEO, administrative team, and professional staff of the school (teachers, school counselors, the General Counsel)• Appropriate administrative support staff members and other professionals who have a
--------------------------------------	--

**Privacy/EICA
FERPA Policy**

Ebenezer International Christian Academy **provides an academic transcript to the student's primary school of record upon completion** of the online course(s), or upon any request of the primary school and/or student's legal guardian.

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this please contact your school counselor.

No member of the EICA staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the EICA President and CEO.

FERPA maintains some exceptions that allow the release of Personally Identifying Information (PII) to partner researcher organizations, for the purpose of improving instruction, without express consent. In some instances, EICA will partner with research institutions and enter into agreements under FERPA's Studies Exception [see 20 U.S.C. §1232g(b)(1)(F) and §99.31(a)(6)] and/or http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf for more information]. Any researchers with access to PII via the Studies Exception enter into a written agreement with EICA and are also required to clear Level 2 background screening (fingerprinting/criminal history) in accordance with state legislation [see FS 1012.465, FS 1012.467, FS 1012.468].

Names, images, and/or course work of EICA students will not be published in print, video/film, or on our website without written student and guardian consent.

All EICA students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Security Information: All the data you provide to us is protected to ensure both the privacy and security of your data. We use state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access your data. Remember to keep your account information private and secure; do not share your password with anyone!

Cookies: EICA may, from time to time, use cookies when you log in to your account. These cookies allow us to remember your visit to our site. Although one cookie would reside on your computer so that we can recognize you each time you visit our site, any session-specific cookies will expire once you shut down your browser.

Student Records**Improper Use of School Records:**

Student directories, teacher's registers, registration cards, permanent records and similar school records shall not be used to provide information to any person outside the school staff. The Permanent Cumulative Pupil Record, and file JRA, Directory Information, shall not be able to be obtained without the permission of the Vice President of Instruction or designee. Under no conditions shall the names and addresses of students be given or sold to a private or commercial agency by the school or any school-related.

Legal Name of Student:

A parent or any person who seeks to enroll a student under a name other than the legal name or seeks to change the name of a student already enrolled shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence as prescribed in Section 1003.21, Florida Statutes, shall be used until a final court order verifies a legal name change.

Directory Information:

Students' parent(s) or legal guardian shall be notified annually in the Code of Student Conduct or in a school's handbook that the school board may release directory information to the general public.

1) Directory information includes the following data about a student:

- Name
- Address
- Telephone Number, if listed
- Participation in officially recognized activities and sports
- Weight and height, if an athletic team member
- Name of the most recent previous school or program attended
- Dates of attendance at schools in the district, diplomas, certificates and honors received
- Date of graduation
- Date and place of birth

2) Directory information may be released without the consent of the student or the student's parents to persons or organizations defined in Section 1002.22 (3) (d), Florida Statutes.

3) Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Instructional Leader/Principal within 10 days of student enrollment. Failure to advise the student's Instructional Leader/Principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

4) In accordance with Section 119.07(3) (k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges are exempt from disclosure. If such a parent makes a written request to the school that information not be released by the school without parental consent, the school shall not release such information.

Student Records

In accordance with Section 119.07(3) (k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges are exempt from disclosure. If such a parent makes a written request to the school that information not be released by the school without parental consent, the school shall not release such information.

Person Standing in Loco Parentis to Student:

When students are under 18 years of age and do not reside with their parent(s), the parent(s) shall designate in writing to the Instructional Leader/Principal the individual who stands in loco parentis to the student.

Access to Student Records:

The following persons have access to student records: school board members, Vice President of Instruction and staff, professional staff of the school, Records Management Team, clerical and secretarial staff designated by the Instructional Leader/Principal, the parent or guardian of the student, an eligible student and other persons authorized in writing by the parent/guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.

In cases where a parent does not have custody, the Instructional Leader/Principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

Right to Contest the Contents of Student Records:

Parent/guardian shall have the right to contest the contents of their child's record. This right shall provide for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data. Procedures for challenging the content of student records shall be developed as directed by the superintendent/CEO.

Release of Student Discipline Records:

In accordance with FERPA and the federal regulations issued pursuant to FERPA, an agency, as defined in s. 1002.22, or a public school, center, institution, or other entity that is part of Florida's

Student Records	<p>education system under s. 1000.04(1), (3), or (4) may release a student’s education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.</p> <p>Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile’s family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.</p>
------------------------	---

<p>Student Safety</p>	<p>Required Training for School Staff</p> <p>Ebenezer International Christian Academy takes student safety and well-being very seriously, and believes that students should be able to learn in a safe and comfortable environment. Therefore, in addition to the comprehensive set of required courses and trainings for school staff that focus on educational practices, teachers and staff also attend the Florida Child Abuse Mandatory Reporting Training. This training provides teachers and staff with the resources they need to recognize the signs of child abuse and how to report suspected cases of child abuse to the Florida Department of Children and Families.</p> <p style="text-align: center;"></p> <p>Child Abuse Reporting Policy</p> <p>All members of school staff are expected to complete the training at least once every school year. The school leadership tracks and ensures all staff completion of these trainings, and staff that does not complete the course in the required time frame may be subject to disciplinary action in accordance with EICA employment policies.</p>
<p>Bullying and Harassment</p>	<p>Please refer to Appendix B of this document for further detail related to EICA’s bullying and harassment policy.</p>
<p>Student Grievance/ Complaints</p>	<p>Definition:</p> <ol style="list-style-type: none"> 1) Discrimination is conduct which deprives the victim of the opportunity to participate in employment, educational programs, activities, EICA sponsored activities, or in any other activities offered or provided by Ebenezer International Christian Academy on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law. 2) Harassment is conduct directed by a person or persons against another person on the basis of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion or any other basis prohibited by law which is severe, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in his/her employment, educational programs, school sponsored activities, or any other activities offered or provided by EICA. <p>Any student who believes that he or she has been the victim of discrimination/harassment based upon any factor identified above, may and is encouraged to file a Grievance/Complaint with the EICA EEO Officer. All such complaints must be immediately forwarded to the EICA EEO Officer or other person who has been specifically designated to handle complaints of discrimination/harassment. In such instances, individuals may call (786) 360-5319 for assistance.</p>
<p>Internet Safety</p>	<p>At EICA, we believe that learning occurs through active participation and application of knowledge to relevant situations and issues. In addition, we believe that successful learning organizations find opportunities to foster connections between instructors, students, parents, peers, and community members. It is our desire to provide learning opportunities that prepare students for the future while</p>

Academic integrity is the hallmark of excellence and the foundation of education which

requires honesty in all course work. Students are expected at all times to submit their own work for all assignments, to present their own work and ideas in all discussions, and to properly cite original authors and others when referring to sources used. Students must succeed in their classes and programs without violating the Academic Honesty Policy.

To preserve the integrity of Ebenezer International Christian Academy programs and

maintain the high quality of education, the instructional team, and administration must address any charge of a violation of the academic honesty policy. At each penalty level the case is reviewed by the Academic Board. The due process procedures include a formal request for inquiry and research to prove or disprove the charge. A proven violation carries academic penalties. Students who violate the Academic Honesty Policy will receive a warning on a first offense, will be placed on probation for a second offense, and will be dismissed from the institution on a third offense. Students may appeal the dismissal but may not appeal the warning or the probation. If an egregious violation occurs students may be immediately dismissed from their program. The Academic Board reserves the right to issue any penalty subject to the severity of the violation.

Ebenezer International Christian Academy has the right, at its discretion, to review any exams or assignments that have already been graded and to change the grade if plagiarism is found.

A Ebenezer International Christian Academy graduate who is later found after graduation to have plagiarized, including allowing a student to copy his/her paper, may have his/her diploma revoked as per the Revocation of Diploma Policy.

The result of the investigation may lead to the following disciplinary action that can include but is not limited to:

Warning

- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternate assignment

Probation

- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternate assignment

- Fail the assignment
- Dismissed from course, suspended from the institution
- **Academic Dismissal**

Academic Dismissal from Ebenezer International Christian Academy

Academic Honesty Violations

The following violation types deserve close attention because they summarize various violations of academic honesty. This list below is not exhaustive but captures the predominant violations which occur. Students must strive to honor the regulations to preserve the integrity of their grades and degrees.

Plagiarism and Cheating

Plagiarism and cheating are acts of stealing and are types of fraud.

Plagiarism is an act of taking someone else's words or ideas and using them or representing them as one's own work. This includes not properly citing the source of the words or ideas. When students use direct quotations, they must use quotation marks and cite the relevant sources. When students paraphrase material, quotation marks are not used, but the sources still must be cited. Students must also cite sources for any use of language, ideas, theories, data, figures, graphs, programs, electronic information, or illustrations.

Cheating is an act of breaking rules of honest and original work. Cheating includes purchasing essays, copying another person's assignment, posting assignments online asking for solutions, or paying someone to do one's work. It also includes sharing one's own work, with another person or organization by allowing them to copy all or part of one's paper.

Students are not permitted to share one's student user name and/or password with others or an organization. Students are not permitted to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course.

Unauthorized Access to Official Ebenezer International Christian Academy Materials

Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including exams, grade records, answer keys, etc.).

Unauthorized access includes sharing one's student user name and/or password with another person or organization that is not authorized or enrolled as a student and is grounds for dismissal from the program.

Misrepresentation, Falsification of Ebenezer International Christian Academy Records or Academic Work

Students will not knowingly provide false information when completing **Ebenezer International Christian Academy** forms or applications (including admissions forms, enrollment agreements, use of false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

Malicious/Intentional Misuse of Computer Facilities and/or Services

Students are strictly prohibited from the malicious or intentional misuse of computer facilities and/or services. Violations of state and federal laws (including copyright violations, unauthorized access of systems, alteration/damage/destruction or attempted alteration/damage/destruction, use for profit, etc.) or Ebenezer International Christian Academy rules regarding computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) will result in immediate disciplinary action including and up to academic dismissal.

Student Identification Numbers

Student numbers are issued to specific people for the purpose of conducting EICA'S business.

Any abuse of these numbers shall be cause for permanent dismissal from the EICA. Abuse includes but is not limited to: obtaining student numbers, student user names and/or passwords for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, sharing student user name and/or password with any other person or organization.

Internet access is required for all EICA students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following netiquette rules and EICA expectations carefully:

- **Students are responsible for good behavior** on the EICA network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. (f.s. 847.1 Obscene Literature; Profanity).
- We take **integrity and authenticity of student work** very seriously at EICA. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. EICA instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- **Security is a high priority**, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.** (f.s. 815 Computer-Related Crimes).
- **Email is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know**, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or other Ebenezer International Christian Academy employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unsolicited non-academic email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for EICA correspondence.** EICA administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or may be refused participation in EICA courses.
- **Protect your password.** Keep it secret from anyone except your parents.
- **Inappropriate Texting/Messaging:** Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content are prohibited (f.s. 847.001 Sexting)
- **Dress Code Policy:** When attending any meeting or student gathering affiliated with EICA, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is not permitted.
- Ebenezer International Christian Academy assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

Ebenezer International Christian Academy administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations by the student or parent/guardian may result in removal from EICA course(s), as well as other disciplinary or legal action.

Student Code of Conduct

To ensure the safety and security of all students, EICA has developed a Student Code of Conduct that all students must abide by. Violations of the Student Code of Conduct will be fully investigated by appropriate school administration, following our due process guidelines. Violations of the Student Code of Conduct may result in a student's administrative withdrawal from EICA courses.

Code of Student Conduct Policy:

- 1.) The Code of Student Conduct for Ebenezer International Christian Academy is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct and any revisions shall be approved and adopted by the EICA Board of Trustees. The Code of Student Conduct shall meet the following criteria.
 - a) Be developed by EICA board members, appropriate grade level teachers, school personnel, school administrators, students, and parent(s) or legal guardian(s) of students
 - b) State grounds for disciplinary action procedures and the rights of students
 - c) Be distributed to all teachers, school personnel, students, and parent(s) or legal guardian(s) of students at the beginning of each school year. (EICA does not operate on a traditional school year calendar; EICA enrolls students year-round. As such, the EICA Code of Conduct is made available to all students and parents throughout a student's enrollment with EICA through the EICA Student Information System application, Virtual School Administrator.)
 - d) Be filed in the Superintendent/CEO's office
- 2.) The Code of Student Conduct shall be discussed with students, school advisory committees and parent/teacher associations at the beginning of each school year and quarterly thereafter and for transferring students upon their enrollment. (EICA does not operate on a traditional school calendar; EICA enrolls students year-round. As such, the EICA Code of Conduct is board-approved annually but discussed with stakeholders to ensure any necessary revisions year-round.)
- 3.) Any EICA Board of Trustees decision which conflicts with provisions in the Code of Student Conduct shall prevail until the Code is revised and subsequently adopted.

Due Process	<p>Conduct, Due Process, and Communication Ebenezer International Christian Academy strictly prohibits any form of bullying/cyber bullying, harassment or any other similarly destructive behaviors in any school environment . Parents/guardians who believe their student(s) may have been subjected to inappropriate behavior by anyone affiliated with EICA should immediately contact the school leadership at (786) 360-5319 to report any concerns.</p> <p>Discipline and Due Process for Students Appropriate conduct is expected of all students at the school. Students are guaranteed due process of law as required by the 14th Amendment of the United States Constitution.</p>
--------------------	--

Grading

Information on the EICA grading scale and Final Exam Policy can be found in our School catalog.

Grading System

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

POINTS	GRADE
100-90	A
89-80	B
79-70	C
65-69	D
Below 65	F

All exams can be resubmitted once if student is not satisfied with his/her score. Failed exams/assignments do not have to be retaken if final course average is above 65.

Caution: Ebenezer International Christian Academy will record student's most recent attempt as student's final score for the exam/assignment even if it is lower than student's first attempt.

Grading Criteria

A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiate thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good

The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C = Satisfactory

The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average

The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

<p>Final Exams</p>	<p>Student Authenticity and Proctored Exams and Assignments Ebenezer International Christian Academy has a multi-tiered security system to help ensure student authenticity for all exams and assignments. Selected exams require a signed affidavit and/or academic honesty statement to be submitted prior to exam submission and before a grade can be received. EICA reserves the right to implement proctored exams at any time with reasonable notification.</p> <p>Exam/Assignment Retake Policy All exams can be resubmitted once if student is not satisfied with his/her score. Failed exams/assignments do not have to be retaken if final course average is above 65.</p> <p>Please be aware that retaking an exam does not guarantee a higher score. Students who wish to retake an exam are strongly encouraged to work with their teachers and academic advisors.</p>
<p>Academic Integrity</p>	<p>Information on EICA policy regarding Academic Integrity can be found in our School catalog.</p>
<p>Assessments</p>	<p>It is essential that student performance is regularly assessed. Ebenezer International Christian Academy uses the following types of assessments to determine students' skill levels, to evaluate performance, develop educational plans, and to develop a permanent school record.</p> <p>Assessments Within the Curriculum As they progress through their courses, students will engage in several possible types of formal and informal evaluations.</p> <p>Formal Evaluations (Evaluated by Teachers)</p> <ul style="list-style-type: none"> • Quick Checks—Brief online assessments that provide automatic feedback for students and teachers. • Quizzes—Short online assessments that provide automatic feedback for students and teachers. • Course Assessments—Written compositions, lab reports, short answer paragraphs, essays, book responses, and other assessments that require teacher evaluation of the student's work. • Graded Discussions—Teacher-monitored "class discussions" in which students post thoughts, ideas, and reactions on a designated discussion board. The postings are required by specific assessment guidelines outlined in the curriculum and are evaluated by the teacher. • Collaboration Projects— To foster 21st Century Skills and build real-world competencies, EICA courses contain opportunities for collaboration in learning with peers. All students are encouraged to complete the Collaboration Assessments in their course(s). • Tests – Module tests cover material from all lessons within a specific module. They are online assessments that contain a variety of question types and are weighted more heavily than quizzes towards the student's final grade.

Acceptable Use Policy

- **End-of-Course Exams**—Comprehensive assessments that may occur at the end of some courses. The state of Florida determines which courses have mandatory EOC components. Updated information on state EOC requirements can be found on the Florida Department of Education’s website (<http://fcat.fldoe.org/eoc/>).

Student grades are based on a combination of the formal evaluations listed above.

Transcript Request	Unofficial EICA Transcript Contact our office for more information 786-360-5319 The transcript includes: <ul style="list-style-type: none">• Courses taken with EICA• The year courses were taken• Number of credits earned• Grade received
---------------------------	--

Appendix A: Ebenezer

International Christian

Academy

Policy against Bullying and Harassment

DRAFT – Subject to EICA Board of Trustees approval

****Please note: Any reference to “bullying” includes cyberbullying, whether or not specifically stated.**

It is the policy of the Ebenezer International Christian Academy that all of its students and school employees have an educational setting that is safe, secure, harassment and bullying of any kind. The school will not tolerate bullying or harassment of any type. Conduct that constitutes bullying and harassment as defined herein, is prohibited.

Definitions

The following definitions are intended to provide *guidance* in assessing whether a particular behavior is a prohibited behavior. They are not exhaustive in their scope and are not intended to replace the intuition of the individual.

When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation

10. Destruction of property

Cyber Safety Webinar

Listen to Katie McDaniel, Victim Advocate with the Child Predator Cyber Crime Unit in the Office of the Attorney General for some tips for students to play and stay safe online. View it at [https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2009-10-](https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2009-10-27.1405.M.4EECC3EF233B3158624EB2B446E253.vcr)

[27.1405.M.4EECC3EF233B3158624EB2B446E253.vcr](https://sas.illuminate.com/site/external/jwsdetect/playback.jnlp?psid=2009-10-27.1405.M.4EECC3EF233B3158624EB2B446E253.vcr) .

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system

- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Netiquette Guidelines for EICA High School Students

Learner Description: This guide was created for EICA high school students to encourage meaningful and productive online communications between students and their teachers.

Netiquette means behaving appropriately and responsibly in online communications, which includes email, discussion boards, chat rooms and other informal means of communication. The words "appropriate" and "responsible" have very general meanings, thus varying interpretations of these words may exist. Unlike the boundaries we live in, the internet brings people together from many cultures, backgrounds and ethnicities. Furthermore, inappropriate behavior creates distractions and thus hinders learning, which is our ultimate objective. For these reasons, it is very important to establish a set of rules for communicating online to avoid confusion, frustration and conflict. Below are the guidelines you must follow in all online communications in this course.

Exercise Proper Manners

We all know the golden rule for how to treat others and that is how you want to be treated. It is normal to disagree as we all perceive things based on our experiences, influences and reasoning skills. You may be wrong about your ideas sometimes and right about them at other times. In fact, there may be no right or wrong answer in some contexts. Also, choose your words carefully as online communications are easily misinterpreted. Please be objective and understanding of other's input at all times. If you don't have anything nice to communicate then don't communicate at all.

Control Your Emotions

We all have bad days - it's a part of life. Everyone is dealing with unique circumstances in their life, both good and bad. Sometimes it is difficult to control your emotions. However, online communications is not the appropriate arena to display negative feelings and ideas. Often, the emotions that consume us are temporary - our good will and better judgment prevails and our feelings change once again. Don't make the mistake of communicating your feelings online, only to later regret it. Once you communicate something in writing it becomes permanent and easily distributed to many. Control your emotions in online communications and avoid the embarrassing consequences.

Be Professional

When communicating online, it is important to write in a way that can be easily understood. Be careful not to write in the manner in which you speak. Verbal communication offers simultaneous, two-way interaction that enables misunderstandings to be resolved in real-time. Online communications does

not afford us the opportunity to clarify our thoughts instantly. A lot of productivity can be lost in online communications as we wait on responses for clarity. For this reason, it is important to form sentences properly and avoid misspelled words. Also, avoid the use of slang and short-cut acronyms as others may not be familiar with such words or phrases. Cursing is absolutely prohibited. Take pride in your writing and how you represent yourself. Choosing not to be professional may create a negative reflection of your work and character.

Do Not Spam

Online communications offer the ability to broadcast a message instantly to many people, thus it is a popular way of communicating upcoming events, news and promotions. Although it may be convenient for some people, spamming in general is considered a bad practice. Spamming is unsolicited communication and is neither appropriate nor fair to those who did not express an interest in receiving such messages. It is opportunistic behavior that offers nothing to the academic foundation in which these online communications services are intended for. Please do not waste your time and other's time communicating anything that is not relevant to the content in which you are required to learn.

Don't Over Do It

Online communication is not intended to replace traditional forms of communication. There will always be situations that warrant verbal dialogue. If there is something you don't understand that is complex in nature, it may be appropriate to go to your teacher or seek the support of other students. Do not spend a lot of time typing a message that is long and detailed - it wastes your time and the recipient's time. Also, it is not appropriate to copy and paste large amounts of text inside the body of a message. Please place large text, including graphics, in another document and attach it to your message. Following this simple rule allows messages, particularly messages with many replies, to be navigated and read more easily.

Student Conduct

The Ebenezer International Christian Academy expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The school believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

The school upholds that bullying or harassment of any student or school employee is prohibited:

- a) During any education program or activity conducted by a 9-12 educational institution;
- b) During any school-related or school-sponsored program or activity;
- c) Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a 9-12 education institution within the scope of the school, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- d) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.
- e) The above section (d) does not require a school to staff or monitor any non-school-related activity, function, or program.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

Consequences

School Employees --Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a

sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC., *The Principles of Professional Conduct of the Education Profession in Florida*.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Visitors/Volunteers -- Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, hazing, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation shall be considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Complaints

At the school, the principal/instructional leader or the principal/instructional leader's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal/instructional leader or the principal/instructional leader's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal/instructional leader or principal/instructional leader's designee.