

# Evangel Christian Academy 2016-2017 Student Policies

**Parent/Student Handbook**

ECA

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# Evangel Christian Academy

is a ministry of  
Evangel Church

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**ECA Handbook**

**2016-2017**

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# **I. Introduction**

## **Welcome to ECA!**

Our goal is to create an **Academic, Social, and Spiritual** environment of learning. To do so, we must have a code of behavior and expectations in place. This book will answer many frequently asked questions and provide us with vital information to make our year a wonderful learning experience!

With our ever-changing society, our handbook has also changed to reflect some new issues we are now facing. We **strongly** encourage you to carefully read each section to note the new changes.

## **Our Mission**

Evangel Christian Academy exists to be an extension of the Christian family in training and developing their Christian students for committed service to our Lord Jesus Christ. Through quality academic instruction, the impartation of Biblical values, and providing activities designed to foster spiritual, academic and social growth; ECA works to help each student reach his or her potential in Christ.

## **General Information**

Success is important! We want all ECA students to succeed. We hope they go beyond the status quo to the next level. By enrolling as an ECA student (and family) you are committing to the above statement and beyond. Together we will learn, grow, mature, and enjoy becoming the leaders and school that God intends.

We are convinced all will succeed and things will go well if students:

- Trust in God with all your heart, soul, and mind
- Be Respectful, Responsible, and Ready to Learn at all times

All policies and rules and regulations in this handbook shall be applicable to students while under the jurisdiction of ECA including school facilities, buses, and rented/leased facilities to accommodate ECA activities. Further, policies, rules, and regulations of the administration shall be applicable to students while attending activities/contests/games sponsored by ECA.

## Our Philosophy

Evangel Christian Academy recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the purpose of ECA is to provide a school for Christian children of Christian parents. ECA's definition of a Christian family is one where the father, mother, and student are born again Christians, are active in a Bible believing church, and strive to live lives consistent with the Word of God.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs, and values to be developed in our children. These include:

- The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established (2Timothy 2:15).
- Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his/her concept of God.
- The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover what God's will is for himself/herself, and then to do it through developing the traits that are good and correcting those that are not.
- The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
- Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
- Personal integrity (Psalm 1:1,2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
- Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in so many areas of life.
- Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare

the Gospel of Jesus Christ in word and deed is much needed in today's world.

- Moral purity (1Corinthians 3:16, 17; 6:19, 20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
- Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (2 Chronicles 7:14) is vital to keeping our nation strong.

**It is the goal of ECA to teach and support these principles, beliefs, and values in our role as an extension of the Christian family in the process of educating our Christian children.**

### **Accreditation**

Evangel Christian Academy is accredited by the Association of Christian teachers and Schools (ACTS), the Alabama Independent School Association (AISA), AdvancED(formerly SACS), and the National Council for Private School Accreditation. Evangel Christian is also a member of the Association of Christian Schools International (ACSI).

### **Statement of Faith**

We believe and teach that the Bible, both Old and New Testaments, is the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).

We believe and teach that there is one God, eternally existent in three persons- Father, Son, and Holy Spirit- who created man by a direct immediate act (Genesis 1:1, 26-27; Matthew 28:19; John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe and teach absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe and teach spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling presence of the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

### **Morality, Marriage, Family and Human Relationships**

(a) We relate to each other as brothers and sisters committed to this family of God and we build strong biblical families in Jesus Christ, meeting the special needs of children, youth, adults, seniors, and godly families of every kind in Christ. Therefore, we value the monogamous marriage of one man to one woman, as defined in Scripture, as the only kind of marriage-like relationship God values or accepts. (Acts 16:31, Mt 19:13-14, Eph 5:22-6:4)

(b) Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the only acceptable channel of sexual expression according to the Bible, and the means for procreation of the human race.

(c) In the spirit of Christ, we oppose all attempts to define morality, marriage, family, human identity, and human relationships in ways other than those the Bible portrays as acceptable to God. We oppose all forms of sexual immorality, including adultery, incest, homosexuality, so-called same-sex marriage, transgendered relationships, and pornography.

(d) In the spirit of Christ, we oppose all forms of human trafficking, racism, exploitation, slavery, violence, greed, selfishness, oppression, and any

other attitude, activity, or relationship that degrades humans, and denies them the dignity which they were created in the image of God to enjoy. We speak and work to provide for and protect the poor, the powerless, the child, the orphaned, the abused, the aged, the sick, and the unborn. We contend for the sanctity of all human life from conception to natural death.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15;*

*1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20;*

*6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-*

*31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9, 13-*

*14; Mark 10:6-12; Acts 16:31; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians*

*5:21-6:4; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*

(e) All of this is for us a central part of our religious faith and practice.

**Concluding Thoughts:** The desire of ECA Leadership is that all the students follow Christ. It is important for each to live the faith life by reading and obeying the Bible. Furthermore, each student needs to attend and be involved in a local church, which is important for spiritual growth. Please pray for our students, teachers and leadership.

### **Parent Involvement**

When parents are involved in a positive manner in their children's education, students experience greater success. ECA encourages our parents to:

- Attend parent/teacher conferences when requested to do so.
- Monitor your child's grades, attendance and discipline on a regular basis.
- Monitor and advise your child in their selection of appropriate school apparel.
- Monitor your child's assignments, course syllabus and short and long-term projects on a daily basis.



- Pick up your child from school when requested to do so by an administrator.
- Attend ALL required parental orientations.
- Serve as a volunteer, room parent, mentor and/or prayer partner with ECA.
- Practice the Peacemaker's Pledge (Matthew 18 Principle) when resolving conflict.

### **Faculty**

ECA employs applicants who are qualified both academically and spiritually and agree to meet the standards of our school and accreditation agencies. The basic qualifications for faculty at ECA are as follows:

- Profession of personal faith in Jesus Christ and a positive Christian testimony.
- Agree with the ECA statement of Faith.
- Be an actively involved member of a local church.
- Hold a current teaching certificate and/or degree and coursework as required by AISA or agree to an administratively approved timetable for obtaining one.
- Have a personal conviction regarding the importance of Christian education.

### **Chapel Services**

Chapel is an important part of our week because it gives students exposure to worship and allows for speakers to share life-changing messages from the Word of God. Administrators, teachers, pastors from various area churches share the responsibilities of organizing and preparing this special time of the week, taking into consideration the age-appropriateness of the message.

**Spiritual Emphasis Week:** The school calendar will include a spiritual emphasis week for grades K4-12. It is a refreshing week of spiritual growth and discipline.

### **Resolving Conflicts**

**Using the Matthew 18 Principle:** "If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your

brother over. If he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or tax collector.” Matthew 18:15-17

### **Lines of Authority**

#### **Who do I go to when there is a classroom problem?**

The grievance procedure and time line should proceed according to the rules and regulations listed below.

#### Level I- School

- a. Teacher
- b. Supervisor
- c. Principal

#### Level II- Education Pastor/ Administrator

#### **Where do I go if there is a problem with another parent?**

These problems should be resolved without the involvement of teachers or administration. If it cannot be resolved, please go to the principal.

#### **Where do I go if I have a problem with school policy?**

These problems should be taken up with the principal. If unresolved, then speaking with the education pastor/administrator is the next step.

#### **Where do I go if I have a problem with a teacher, principal, or administrator?**

Please pray carefully over the issue(s). Contact the person directly first. If you do not feel you can do that, then you may go to the next person in the line of authority. If still not satisfied, you may go to the next person in line of authority. Please put your concerns in writing to the education pastor/administrator.

Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God.

## Harmony

Parents must respect the guidelines set by the administration. **Parents found to be out of harmony with school policies and/or verbally tearing down the character of the school or staff will be asked to withdraw their child.** Any child withdrawn from ECA because of dissatisfaction with administration or faculty may not re-enroll the following year. Negative gossip will not be tolerated. This includes verbal and postings/texting.

## **II. Admissions**

All applications are made to the governing authority of Evangel Christian Academy, which reserves the right to accept or reject any application. The admission procedures include the submission of a written application form with the application fee, an application review, testing of the student, a family interview, and payment of the registration and testing fees to enable the Administrator to make a responsible decision. **Christian Testimony, Faithful Church Attendance, and Regular Attendance At Scheduled Parent- Teacher Fellowship Meetings Are Also Conditions For Acceptance And Continued Enrollment.** All applicants who are accepted are done so on a nine-week trial basis. Also, if at any time during the school year the student's conduct or academic performance or any other requirement for admission falls below the acceptable standards as established by the ECA administrator with the ECA executive committee, tutoring, testing, or withdrawal may be required.

### **Acceptable Standards:**

- The student has shown the ability to handle the academic level by passing all core subjects.
- The student has displayed a good attitude and Christian character in his/her relationship with teachers, students, and staff. Children from the 5<sup>th</sup> grade on must have made a profession of faith in Jesus Christ as their Savior.
- The student has accomplished all requirements or conditions established at the time of enrollment by the ECA administrator with the student and parents. **A student must have a 2.0 GPA at the time of enrollment in all**

**core subjects.** If a student does not, they may be accepted at the discretion of the administrator on probationary terms.

- The student and parents must be willing and desire to adhere to the standards of ECA.
- There must be a form on file stating that both parents/guardians have read and agree with ECA policies and procedures.
- Payment of appropriate fees must be paid as outlined in the ECA Handbook.
- Written recommendation from current pastor.
- Satisfactory results of Admission Screening test (given to K4-12<sup>th</sup> grades).
- The education pastor/administrator or designated representative must interview a student and family before acceptance.

**All students are accepted on a nine-week probationary period. If a student does not meet expectations within that period, he/she may be asked to withdraw or he/she may be placed on an extended probation.**

The administration holds the right to refuse admittance based on factors not yet determined but in the best interest of ECA.

### **Special Circumstances**

**Married Students:** Married students may not apply for admission. Any student who marries during the school year cannot remain at ECA.

**Pregnant Students:** Pregnant students may not apply for admission. Any student who becomes pregnant or any student who fathers a child must withdraw.

**Withholding or Falsification of Vital Information:** A student's continued enrollment will be jeopardized if vital information is withheld or falsified at the time application is made.

**Conditional Acceptance:** Some students may be accepted conditionally provided they participate in summer tutoring or summer school at an approved school and achieve passing mastery of required subject matter.

Emotional Conflicts, Learning Disabilities, or Physical Disabilities: ECA's academic program is not geared to meet the needs of students with profound special needs.

### **Divorce/Non-Custodial Parents Policy:**

It is the responsibility of the custodial parent to inform ECA in writing of any divorce, other legal proceedings or orders that affect the care, custody and control of their child(ren) and of any changes that might occur pertaining to the Authorization Section of persons previously authorized to communicate with ECA concerning the child or to pick up the child. Legal documentation must be maintained in the student's permanent file. Prompt communication is required. Teachers and staff cannot be placed in the middle of family circumstances.

### **Family conflicts MUST remain outside ECA.**

We understand the parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with ECA during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers, and the church are partners in teaching the children at home, at school, and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

Evangel Christian Academy admits students of any race, color, and national or ethnic origin. ECA does reserve the right to not admit students **that do not meet our spiritual requirements**, or if we feel we are unable to meet their special educational needs.

### **Admissions Policies:**

Students entering four and five year-old kindergarten must have reached that age by October 1<sup>st</sup> of that current year. First grade students must be six years old by October 1<sup>st</sup>. New students entering first grade or students who are transferring from other schools will be expected to take an entrance examination as part of an overall screening process. Should the student be accepted and his/her

accomplishments as shown by the test and/or previous grades be on the grade level to which the student has been promoted, then the student will be admitted to that grade. However, should the student's accomplishments as indicated by the test and/or previous grades be on a lower level, then acceptance and grade placement determination will be made by the school. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, have not been up to acceptable standards. Junior and Senior High students cannot be enrolled until the school has received and reviewed a copy of their transcripts.

Enrollment for the coming school year usually begins in January, with member of Evangel Church and present students at the school and other family members having the first option to enroll or re-enroll before enrollment is open to the public. **Enrollment as a student at ECA does not guarantee re-admission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.**

### **Re-enrollment Procedures:**

All parents are required each year to update registration information at the time of re-enrollment. In January, re-enrollment will open for existing families. The following is necessary in order for re-enrollment to be complete:

1. Re-enrollment forms filled out completely.
2. Payment of re-enrollment fees.
3. Family's account balance in current, up-to-date status.

Note: The applicable re-enrollment fee will be charged to existing students during the re-enrollment period. After a certain date, the re-enrollment fee will be increased. (Dates to be announced)

ECA reserves the right to deny re-enrollment for failure to comply with acceptance guidelines in prior years of enrollment.

### **Considering the Return of a Previous Student:**

In that, from time to time, we have students who previously attended ECA who want to return to the school, and due to the fact we want to maintain

high standards of Christian conduct and academic integrity, the following procedure will be followed.

1. If the student left due to reasons such as moving, lack of ability to pay, or non-discipline issues, the ECA administrator with the principal will review the student's record and application to determine if the student currently meets all standards. The administrator will make the final decision for return.
2. If the student desiring to return was considered a discipline/academic problem or had a suspension on his/her record, the following additional requirements must be met:
  - The student, with his parents, must be willing to attend a meeting with the ECA administrator, ECA principal, the student's grade supervisor, and any teacher/staff the administrator invites. The purpose of the meeting will be to give those in attendance an opportunity to ask questions, clarify issues, and determine if the student has made a change in his/her attitude, behavior, or Spiritual life.
  - Following this meeting, the administrator, principal, and the student's grade supervisor will meet to review the recommendations of the above faculty/staff and decide if the student should return. The ECA administrator will make the final decision.
  - A student who has withdrawn will be reconsidered for admission after a minimum of one year from the date of withdrawal upon approval of the ECA administration.

### **Withdrawal:**

To withdraw from ECA, a parent must state the reason in writing and make an appointment to come in to begin the withdrawal process. Parents must go to the:

- School records office to pick up the withdrawal form
- Accounting department to finalize all accounts (tuition, sports, lunch, library, etc.)

Note: All books are property of ECA and must be turned in before withdrawal is complete. School records and grades/transcripts will not be released to any school or institution until withdrawal is finalized.

Parents should understand that although ECA is a ministry, we operate as a business. Therefore, enrollment is a commitment for the entire year except as follows:

- Withdrawal due to a parental job transfer to another location more than 50 miles from the school campus which results in a physical move
- Termination of enrollment (expulsion)

### **III. Finances**

As stated earlier, although ECA is a ministry of Evangel Church, the school must operate in a business-like manner, as does the church. We have bills to pay and a payroll to maintain. We will make every reasonable effort to assist in delinquent accounts. **However, once school has begun, a student will not be allowed to attend class if the family account is not current, unless arrangements have been made for payment of tuition with administration. If a student is removed from class for an unpaid balance, he/she will be marked unexcused and receive zeros for any missed classwork, tests, etc.**

**Your acceptance and signature/electronic signature of this handbook is a legally binding contract.** Those who are delinquent in the payment of tuition, fees or any other financial obligations to ECA will result in your account being turned over to a collection agency. A reasonable fee, not to exceed 33 1/3% will be assigned to the outstanding balance. Should court action be required, the parent or responsible party will assume all costs related to this action.

#### **Application/Testing Fees:**

An application fee is charged for the purpose of processing the application and is due upon submission of the completed application form. A testing fee is due at the time of testing. These fees are nonrefundable and nontransferable. After review of the application, potential students may be placed on ECA's waiting list.

#### **Registration Fee:**



A registration fee is charged for the purpose of holding a place in class for the student and establishing or updating student files. For new students, this fee is due upon acceptance into the school at the time of the interview with the administrator. Please note that re-enrollment is not automatic, and must be approved by the ECA administrator. The registration fee is non-refundable and non-transferrable except under the following conditions:

- The registered student moves out of the area before official enrollment. Out of the area is considered to be out of the Montgomery metropolitan area.
- The ECA administration decides after analyzing the results of the entrance test that the student would/could not function well in the curriculum program offered.
- Space is unavailable in the class for which the student is applying.
- The application is not accepted.

It is the family's responsibility to monitor the status of their student on the waiting list. The school will not notify the family if their status changes.

#### **Entrance Fee:**

Entrance fees are due by July 15<sup>th</sup>, and will be charged a 6% late fee if not paid by July 15<sup>th</sup>. If the entrance fee is not paid by July 15<sup>th</sup>, the student's seat may be canceled and replaced by someone on the waiting list.

#### **Tuition:**

The annual tuition is payable in 12 equal payments. New students registering after June 1st may be placed on a 10-month plan. Each tuition payment is due on the first of the month. The tuition does not reflect the number of days the student has attended, but rather the tuition being divided into 10 or 12 equal payments. The tuition payment is nonrefundable and nontransferable. If it is not made by June 5<sup>th</sup>, a 6% late charge will be added. Furthermore, if the first tuition payment is not paid by June 5<sup>th</sup>, the student's place in class may be canceled and replaced by someone on the waiting list.

Students attending one day or more of any tuition payment period will owe the full tuition for that period. Exception: The first month's tuition is always due and

nonrefundable even if classes have not started. Once you enroll, you are responsible for tuition unless the office is notified in writing (via Opt Out form) before May 15th that they will not be returning.

Tuition payments do cover the cost of books, supplies, or other costs associated with being a student at the school.

**Tuition Discounts:**

A 5% discount will be given if the entire tuition is paid by June 15<sup>th</sup>. If the student leaves during the school year, the balance not due will be refunded. Tuition is always due for the month you are in regardless of the number of days a student has attended that month. Example: A student leaves April 4. The entire April payment is due, and May's tuition will be refunded. For the multi-child family who pays for the entire school year by June 15<sup>th</sup>, the 5% discount will be applied after the multi-child discounts from below have been applied.

For multi-child families the following discounts will be given:

- A. 1<sup>st</sup> child      0%
- B. 2<sup>nd</sup> child      5%
- C. 3<sup>rd</sup> child      10%
- D. 4<sup>th</sup> child      25%
- E. 5<sup>th</sup> child      50%

Discounts will be applied according to grade level, beginning with the highest grade receiving the lowest discount.

**Financial Policies:**

Tuition and other account payments may be paid in the office or mailed/RenWeb to Evangel Christian Academy, 3975 Vaughn Rd., Montgomery, AL 36106, Telephone (334)-272-3882. A monthly statement will be mailed in advance of each payment due.

All account charges may be paid by check, bank draft, money order, cash, Visa, MasterCard, or Discover. All account charges may be paid with one check. Field trips, school lunches, school supplies, and other items, which are not billed to a student's account, must be paid separately. Money sent in must be in a sealed envelope with the amount of the money and what it is for written on the outside of the envelope.

**A 6% late charge will be added to any account whose tuition and other charges for the month are not paid by the 5<sup>th</sup> of that month.** Also, a \$30 fee will be charged to any account whose check is returned by the bank. **If two checks are returned, the account is automatically placed on a cash or money order or credit card basis.** Any payment made toward your account will be applied to the oldest outstanding balance whether it is tuition, late fees or other charges. (Example: If you owe for tuition, late fees, or aftercare fees you cannot pay for the next month's tuition until **all** of these charges have been paid.)

**A student will not be admitted to class if any account balance is not paid by the end of the month unless special arrangements are made and approved by the administrator. Permanent records or transcripts will not be released to any person or school until the student's account is paid in full. No report cards will be sent to families until the outstanding balance is brought up to date. No student will be admitted for the following school term as long as there is a balance due on the student's account.**

**We will not accept postdated checks.**

Accounts not paid in full by the end of the school year (May 31) will not receive report cards, diplomas, or other records until the account is cleared. (This includes lost or damaged books, athletic uniforms, lunch charges, and before and after care.)

If there is a waiting list, the student will also lose their seat for the upcoming year and will be placed on the waiting list. Their seat will be given to the next student on the list.

Checks written to cover final balances on student accounts must clear the bank before report cards or other official records are released. Cash, money orders, or credit cards for final payments are recommended.

All prices are subject to change without advance notice.

## **Fundraising projects**

Evangel Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we have to operate fundraising programs each year. It is **mandatory** that each student and parent participate in helping us raise the additional funds needed for designated school projects and the overall operation of the school. The two required fundraisers are the walk-a-thon and the fruit and cookie dough sale.

- Walk-a-thon: Each year ECA has its annual Walk-a-thon, which is one of our major fundraisers. It is mandatory that every family participate. Each family must address and return to school 20 letters and the cost of 20 regular postage stamps. The school will then in turn mail the letters. **Letters cannot be sent to teachers or fellow students or their fellow student families.** If you choose not to participate, then each family will be expected to pay \$250.00 which is an average of what each child would bring in that sent out the letters. If you do not pay the \$250.00 family commitment, it will be assessed to the next financial statement which you receive following the event.
- Each year, ECA holds a fruit and cookie dough sale. Each family is required to have a minimum of \$50.00 in sales. If you do not reach the \$50.00 requirement, it will be assessed to the next financial statement which you receive following the event.

## **Before and Aftercare**

K4 through 12<sup>th</sup> grade students may arrive for school at 7:40 am. All students arriving before 7:40 am must report to Before Care. K4-4<sup>th</sup> grade students are to go directly to the activities building; students in 5<sup>th</sup> through 12<sup>th</sup> grade are to go directly to the gym. Before Care is available at 7:00 am. Before Care is provided for students in all grades. After Care is provided for K4-8<sup>th</sup> grade. After Care is provided for 9<sup>th</sup>-12<sup>th</sup> grade on an **emergency** basis only, **not** for daily care. Emergency care is provided for all grades. **Please note that your student will automatically be enrolled into before/aftercare and the charge added to your**

**statement if they arrive before the designated time or are on the property after the designated pick-up times.**

**Please note the following school dismissal times:**

Classroom starting time: 7:50 AM K4-12<sup>th</sup> grade

Classroom Dismissal time: 2:40 PM K4-K5

2:45 PM 1<sup>st</sup>-2<sup>nd</sup>

2:47 PM 3<sup>rd</sup>-6<sup>th</sup>

2:50 PM 7<sup>th</sup>-12<sup>th</sup>

Eighth period extracurricular/discipline/help 2:50-3:15

Four before/after school care plans are available as long as a minimum number of students are registered in each.

- 1. Plan A** covers the period from 7:00-7:40 am or any portion thereof.
- 2. Plan B** covers from 2:40-4:30 pm or any portion thereof.
- 3. Plan C** covers from 2:40-6:00 pm or any portion thereof.
- 4. Plan D is the combination of Plan A and Plan C.**

Students requiring care for more time than is covered by any one plan must register for each plan needed. The fee per student must be paid monthly. Late pick-up after 4:30pm for Plan B will result in a late charge of \$10 being added to the student's account.

Evangel after school care service ends each day at 6:00 pm. Your children and our workers desire for you to arrive promptly at 6:00pm. **ECA will assess a late fee of \$10 for the first 5 minutes and \$1 for each additional minute after 6:05 pm.**

All before/after school care payments are due in advance on the first day of each month along with tuition payments. Late payments after the 5<sup>th</sup> of the month are subject to a 6% late charge.

**Parents taking advantage of our before/after school care program are reminded that this is available on regular school days only, not during any academy holidays.**

### **Emergency Care**

Students not registered in before/after care who arrive prior to 7:30 am or who remain at school for any reason other than a school-related function (detention, participation in sports activity, etc.) longer than 15 minutes after their dismissal time or the end of the school function will be sent to the designated before/after school care area and listed as Emergency Care. This will ensure proper supervision while waiting for his or her ride home as no students are allowed to be left unsupervised while on school property. Students may be permitted to call home to check on the parent's expected arrival time once they are sent to Emergency Care.

If a student is on school property after hours for a school related function, he/she must have an "AFTER SCHOOL PASS" from the teacher or sponsor of the after school activity in order not to be placed in the Emergency Care program until 15 minutes after the conclusion of the activity.

Students are to remain in the designated area of the activity until directed to After Care by the teacher or sponsor. In the event a parent is on ECA grounds after hours conducting school related business (meeting with a teacher, etc.), their child needs to be kept with them or the after school care worker notified so that the student will not be charged for Emergency Care.

An emergency care fee must be paid when the student is dropped off/picked up that day. **Parents must come into the after school care to sign in/out a student from Emergency Care** and to pay the fee. Correct change is required since the before/after school care workers do not keep extra change. If the fee is not paid at the time the child is picked up, it will be charged to the student's account.

Emergency care is not to be used as a "babysitting" service, but only for those rare incidents when unforeseen problems occur. The emergency care program will be closely monitored. Any excessive use of this plan will result in the

student(s) being placed on the monthly before/after school care plan and charged accordingly.

Late pick up after 6:00pm of a student in emergency care will result in a **late fee of \$10 for the first 5 minutes and \$1 for each additional minute after 6:05 pm.**

## **IV. Academics**

### **Importance of Academics**

The faculty and staff of ECA are committed to provide a quality education for our students and to doing all we reasonably can to help students be successful. A student's success at ECA can translate into success in college and in the workplace. We continue to evaluate the academic program in an effort to provide an excellent educational experience.

### **Grading Scale/ Promotion**

**K grading scale** will be discussed during K Open House. It is basically the same as elementary with some variances.

The student's yearly grade averages for K through 12<sup>th</sup> grade and semester grade averages are recorded numerically on the permanent records. Our grading scale is:

A 90-100	E Excellent
B 80-89	G Good
C 70-79	S Satisfactory
D 60-69	N Needs Improvement
F Below 60	U Unsatisfactory

**Elementary (1-5):** Any student receiving a combination of D's that would, in the professional opinion of the teacher and principal, hinder his/her progress if passed to the next grade will have a notation on the report card of "promoted on probation." The child will be required to:

- Receive tutoring by a school-approved tutor during the summer for a specified amount of time each week.
- Pass (75 percent or above) a test in the area(s) in which he received the low grade(s) before being admitted into the next grade in the fall.

Students receiving an F in two subjects or in math or English (Reading/Language average) are not automatically promoted. If the student received an F in Math and/or English they must be tutored over the summer. Final decisions rest with the discretion of administration.

**Middle School (6-8):** Any student receiving three failing grades in any academic subject including Bible and PE on his yearly average will be retained. A student receiving three or more D's or combination of D's and F's may be retained or required to attend an approved summer school program. Final decisions rest with the discretion of administration.

**High School (9-12):** Any student who fails a core subject (semester average) must make up that credit in an approved summer school program or repeat the class. This may affect a graduation date. Failure to earn at least six credits per year will normally result in a student's retention. A student who receives an "F" in a foreign language will be required to attend an approved summer school program.  
***All students must pass Bible to be promoted or graduate.***

**\*\*If a student fails the same grade twice-the student will not be allowed to re-enroll the following year.\*\***

## High School Credits

### Course Credits 9-12 Grades

Students taking courses for credit at ECA must observe the following guidelines:

1. All core courses, including Bible, English, math, social studies, and science, must be taken at ECA with the exception of the dual enrollment programs offered for qualified juniors and seniors at various colleges and universities.
2. Students may receive a credit for elective courses that are not offered at ECA, if prior written permission is granted by the administration (after consultation with the counselor).



3. Students may not take any courses through summer school in order to avoid taking certain classes through ECA.
4. If a class has a prerequisite, students must successfully complete the prerequisite class before they will be allowed to take the higher-level class.
5. A student shall not earn credit toward graduation for a course whose content is subsumed by a course for which credit has already been awarded. Courses shall remain in a coherent sequence not providing credit for prerequisite courses after successfully completing sequential courses.
6. In extenuating circumstances, students can withdraw from a class they are failing even after intervention to take the prerequisite class (if they have not previously received credit for the prerequisite class) with the approval of the parent, teacher, counselor, principal, and educational pastor.
7. A student shall not earn credit toward graduation for a course that duplicates course content for which credit has already been awarded.
8. For a student to make a change from his regularly scheduled course requirements to a more advanced level, the following conditions must be met:
  - a. An "A" in the course
  - b. A previous standardized score in the 90<sup>th</sup> percentile in the area
  - c. A teacher recommendation
  - d. Principal and guidance counselor approval

#### Course Credits for 8<sup>th</sup> Grade:

Eighth grade students may receive high school credit for an Algebra I course if they successfully complete and pass the course and maintain a yearly minimum average of 70. The eighth grade course must meet the requirements for high school course curriculum. The credit will be documented and entered into the student's Freshman GPA. However, this credit may not be accepted by other schools should the student transfer.

### **Graduation Diploma Options**

Each student who graduates from an AISA accredited school will at least meet State Department of Education course requirements for an officially sanctioned state diploma (State High School Diploma or State High School Diploma with Advanced Academic Endorsements).

Note: A senior transferring to an AISA member school must have met all of the State Department of Education and AISA requirements to receive an AISA accredited diploma.

**2 Diploma Options:**

- Alabama High School Diploma (Standard Diploma) **28 Units**

Bible	4 Credits or 1 Credit for each year @ ECA
English	4 Credits
Social Studies	4 Credits
Mathematics	4 Credits, Algebra I, Algebra II & Geometry required
Science	4 Credits, a Physical Science & Biology required
Physical Education	1 Credit
Health	½ Credit
Fine Arts	½ Credit
Computer Application	½ Credit
Electives	5 ½ Credits (1 Foreign Language recommended)
<b>TOTAL</b>	<b>25-28 CREDITS (Based on Bible Credits Required)</b>

- Advanced Diploma **28 Units**

Bible	4 Credits or 1 credit for each year @ ECA
English	4 Credits, (2 must be @ advanced levels)
Social Studies	4 Credits @ advanced levels
Mathematics	4 Credits, Algebra II w/ Trig. & Pre Cal required
Science	4 Credits, (Physics or Anatomy required)
Physical Education	1 Credit
Health	½ Credit
Fine Arts	½ Credit
Computer Applications	½ Credit
Foreign Language	2 Credits in same foreign language
Electives	3 ½ Credits
<b>TOTAL</b>	<b>25-28 CREDITS (Based on Bible Credits Required)</b>

**Dual Enrollment**

Dual Enrollment (DE) courses are college level courses for which a student may earn both high school and college credit. This program is an opportunity to take challenging courses and accelerate educational opportunities. Students must qualify to enroll in DE classes. Juniors/Seniors stay at ECA for dual enrollment. Successful completion of the course assigns both high school credit as well as college credit.

Students will be entering a collegiate learning environment; therefore, all assignments and exams will be college level and all grades will be entered on a permanent college transcript. It is important to the student's entire college career that they do well in dual enrollment courses.

In order to take a dual enrollment course, a junior/senior must meet the following requirements:

1. Have a GPA of 3.5 or higher
2. Have a B+ in the subject area from the previous 2 semesters
3. A previous standardized test score in the 60<sup>th</sup> percentile for the subject area
4. Be recommended by a teacher, counselor and/or principal
5. Be academically motivated to accept the challenge of college level work
6. Receive prior permission from the administration
7. AISA must approve the course or program in writing prior to the student taking the course
8. Pass any testing required by the college
9. Student is responsible for college tuition

An ECA student may earn no more than 2 units per year in the course in which the student had dual enrollment. Students must check with the guidance counselor for information regarding how enrollment courses apply to high school graduation requirements. Students need to contact potential colleges for how these credits will be considered there.

### **Class Drop/Add Policy**

Schedules will be given prior to the first day of school. If there is a problem, the counselor will be available by appointment to meet with students and/or parents to make **necessary** adjustments. **Changes will only be considered if it is a school**

**error or a necessary academic change. No elective changes will be considered. Schedule changes will be handled by appointment only.**

Schedule changes are not allowed for the following reasons:

*Requesting a change in teacher*

*Moving from a smaller to a larger class of the same subject or vice versa*

*Moving from one elective to another*

### **Incomplete Work**

Incomplete work in any course at the end of the grading period will receive a zero. Grades not converted will automatically be recorded as an “F.” Students are responsible for requesting all make-up work from teachers for missed days within the Handbook guidelines. Teachers are not responsible for reminding students about missed work. Work not turned in according to the guidelines in this Handbook is not eligible for acceptance regardless of the teacher’s willingness to work with the student. Students are not allowed to make up work for unexcused absences or tardies. Students absent for pre-planned activities (i.e. field trips, athletic games, etc.) are required to get missed work from the teacher and turn it in **prior to the absence**. Again, it is the responsibility of the student to get work from the teacher whether it is in advance or after an absence.

### **Failed Course/Summer School**

Any student in high school who fails a required course must make arrangements to make up that class before the next school year begins. Any student who does not make up the class in summer school will remain on academic probation. Seniors who failed to make up missed credits during summer school will remain on academic probation. Seniors who failed to make up missed credits during the summer prior to their senior year, which would negatively affect graduation, may not be allowed to continue attending ECA. Seniors who fail any required course work during the second semester of that year will not participate in any senior activities, including graduation.

Note: Prior to the first day of school, students must submit a report card to the guidance counselor for the classes they made up over the summer. Because

schools sometimes require students to register for summer school before our school year ends, any student who has an average of 65 or below or whose grade indicates any possibility of failure prior to final exams should plan to register for summer school. **High school students cannot make up failed credits through any credit recovery program other than the I-School program** or other AISA-approved program. Credits earned toward graduation in a summer school program must be from a program that is approved by the State Department of Education, Advanced Ed and/or sanctioned in writing by AISA office.

### **Semester Exams exemption policy**

Semester exams count 20% of the semester average for 9<sup>th</sup> through 12<sup>th</sup> grades. Students in grades 9-12 may be exempt from exams in courses where they meet the criteria for exemption (\*see below\*).

7<sup>th</sup> and 8<sup>th</sup> grade exams count as a double major grade.

#### **\*Requirements for exemption**

Students in grades 9-12 must have:

- A 90 or higher in the course before the exam
- No unexcused absences
- Three or less unexcused tardies
- No more than 5 excused absences (except with a doctor's excuse for long-term illness)
- Clear past due accounts in accounting
- Must have no office referrals
- Must have no more than 2 Detentions

### **Exam week Attendance**

Students are required to attend all classes the week prior to exams even if they are exempt from exams. Any absence from an exam requires a **doctor's** note to be excused. An unexcused absence results in a zero on the exam. During semester exams, students may check out with pre-approved, written permission from parents after completing the last exam for the day.

**Important: Exams will not be given to students with:**

- Outstanding financial obligations or
- Who have not turned in all textbooks or
- Who are out of dress code or
- Who are absent for out-of-school suspension or during appeal for expulsion

**Report Cards and Progress Reports**

If no outstanding financial obligations exist, report cards will be posted at the end of each grading period and sent to your family email/RenWeb account. A four-week report will be posted during the middle of each report to keep parents informed as to their child's progress. We will not be sending reports home with the students or mailing report cards. All information concerning your child's grades will be posted on your family email/account.

**Transcripts**

Upon request, seniors will be given up to three (3) transcripts. After three printouts, there will be a charge of \$5.00 per printout.

**Valedictorian and Salutatorian Selection Policy**

The student with the highest overall GPA shall be the ECA Valedictorian and the second highest overall GPA average shall be the ECA Salutatorian. Selection to these positions of honor will be based upon the following criteria.

- Candidates must meet or exceed graduation requirements and have a minimum of a 3.0 GPA.
- Candidates must be enrolled in the Advanced Academic Diploma Program
- Candidates must have been enrolled at ECA for their eleventh and twelfth grade years, two consecutive, full school years prior to the date of graduation.
- Grades used to compute the final average will be taken from all classes taken in the 9-12 grades.
- In the event that the above criteria fails to identify the Valedictorian and Salutatorian, eligibility shall be determined by the highest average in common courses in high school math and science.

- Grades in all affected classes shall be computed at face value.
- The standing of the candidates shall be computed on a numerical basis through the end of the second semester's first grading period of their senior year.
- If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If numerical grades are not available said student's letter grades will be converted to numerical grades at the mid-point of ECA's grading scale for use.
- If a student violates Evangel Christian Academy's standard of conduct at any time, the Administration reserves the right to remove any honors or privileges of being ECA's Valedictorian or Salutatorian.

### **Academic Probation**

Students may be placed on academic probation status if their overall GPA in core subjects falls below 2.0. A probation letter from the guidance counselor will be sent at the end of each nine weeks to any student who is placed on academic probation. Students whose overall GPA in core subjects remains under 2.0 will have their participation in school-related school activities (clubs, sports, etc.) restricted until the overall GPA returns to 2.0 or above. If a student's GPA in core subjects continues to remain under the 2.0 standard, he/she may also be dismissed from ECA.

### **K4/K5 Kindergarten/ Elementary School Organization**

K4 consists of four-year-old students who are four years old as of October 1<sup>st</sup>.

K5 consists of five-year-old students who are five years old as of October 1<sup>st</sup>.

All K4 and K5 kindergarten students attend a full academic day. Each grade has an assigned room in the Education Building.

Elementary school consists of grades 1-5. Each grade has an assigned room on the first floor of the Education Building.



## **Student/Teacher Ratio**

ECA's goal is to have the following student/teacher ratio for each grade level:

K4 18:1      K5 20:1      1<sup>st</sup>-3<sup>rd</sup> grades 22:1      4<sup>th</sup>-6<sup>th</sup> grades 25:1

These ratios may vary dependent upon the decisions of the administration but should normally be lower than stated during most school years.

## **Student/Teacher Ratio**

ECA's goal is to have the following student/teacher ratio for each grade level:

7<sup>th</sup> -12<sup>th</sup> Grades: 28:1

These ratios may vary dependent upon the decisions of the ECA administration, but should normally be lower than stated during most school years.

## **Retention**

Students in the 7<sup>th</sup>-8<sup>th</sup> grades who receive three or more F's for the year in core subjects (Bible, Math, English, Reading, Science or Social Studies) will be required to repeat the year. A student who fails one or two courses will be required to successfully complete summer school and/or summer tutoring requirements in order to be promoted and or return to Evangel Christian Academy.

Students in the 9<sup>th</sup>-12<sup>th</sup> grades who fail courses will not receive credit for those courses and will be required to successfully complete summer school requirements in order to be promoted or return to ECA.

Students who do not satisfactorily meet the attendance requirements of ECA are subject to dismissal and/or forfeiture of academic credit.

The ECA administration reserves the right to make any decisions regarding the promotion, retention or academic credit of any ECA student.

## **Testing Program**

Statewide Testing is given in the spring to measure achievement in areas of language, math, science, and social studies. ASPIRE and OLSAT (Standard Achievement Test/Otis Lennon School Ability Test) given in grades 2, 4, 6, and 8 (other grades may be included) are used to assist in giving direction to curriculum

planning and revision. A report with the student's results will be sent home at the end of the school year. Standardized testing is required in grade 9 or 10. The PSAT, PLAN, EXPLORE, ASVAB, SAT 10 or other approved standardized testing may be used. Eleventh grade students enrolled in advanced curriculum courses **are required** to take the ACT and/or SAT and the results are studied for possible curriculum implications.

### **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies.

Children in elementary grades will not be given more than one hour of homework a night, based on a majority of the students being able to accomplish this work in an hour. No homework will be given on Wednesday nights, in order that families may attend their church service. No tests, other than regularly scheduled math tests, will be given on Thursday in elementary. **Grades 7-12 may have one test on Thursday when needed.** We will make every effort to have no more than two **major** tests in one day, however there may be unforeseen circumstances when more than two tests may be given in a day.

Parental cooperation is necessary in order to meet this responsibility. Failure to complete homework will affect the student's daily grade. Homework is given for several reasons:

1. **Reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **Practice:** Following classroom explanation, illustration and review of new work, homework is given so that material will be mastered.
3. **Remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
4. **Special Projects:** Book reports, compositions, special research assignments and projects are some of the activities that are frequently used as homework assignments in certain areas of study. Those having specific due dates may be turned in early; however, work not turned in on the due date will result in a zero grade for the special project unless otherwise specified

by the project guidelines. Unexcused absences will result in a zero on projects.

Note: Parents will have access through the ECA website/RenWeb to homework information.

### **Cheating:**

Cheating is considered a discipline issue and will be treated accordingly.

Cheating is defined as, but not limited to, the following:

- a) Copying homework.
- b) Passing oral or written information for a test.
- c) Copying from others' tests or notebooks.
- d) The use of any other student's work as your own.
- e) Plagiarism.
- f) Exchange of electronic information via cell phones, etc.

Cheating is unacceptable, whether it is done during examinations or on any other form of assignment. Academic procedures are as follows:

**First Incident:** The student, teacher, administrator/principal confer. The student receives a zero on the item or project in question. All persons involved will be made aware that a second incident will bring a three-day suspension from school with no make-up work.

**Second Incident:** The steps above are carried out. The student is suspended for three full school days. No work is made up, no extra credit allowed. Parents and students will meet with administrator/principal.

**Third Incident:** The parents and student will meet with the administrator to inform them of their expulsion. The student is expelled permanently from school regardless of the time of year in which the incident occurred.

## **V. Attendance**

The ECA administration and faculty encourage students to be present daily. Regular attendance is essential to a student's progress! It also makes it easier on the student to get information first-hand.

Elementary students:

To be considered present for the day a student must:

- Check in before 11:30 or
- Check out after 11:30

**Middle School and High School Students'** attendance is based on each separate class. **(Please see excessive absences for more information)** Students checking in or out early will be counted absent in those classes missed. This counts toward their total number of absences. For example: if a student checks in 3<sup>rd</sup> period every day for 5 days and remains at school the rest of the day, that student is counted absent in 1<sup>st</sup> and 2<sup>nd</sup> period for 5 days and present 3<sup>rd</sup> through 7<sup>th</sup> period classes for 5 days. The same applies if students check out early. Please be aware of this when planning appointments. Try to schedule those after school hours to protect your child's attendance record. Students can fail due to excessive absences.

### **Arrival:**

No students are allowed to wait outside the educational building without their own parent.

**Elementary:** K4-4<sup>th</sup> grade students arriving between 7:30 and 7:40 am are to go directly to the activities center, 5<sup>th</sup> and 6<sup>th</sup> grade students are to go directly to the gym not to the classroom.

Before School Care: At no time is a student to be in an undesignated area before 7:40 am.

**Middle/High School:** Upon arrival, students are to report directly to the gym before 7:40.

## **Departure:**

**Elementary:** Students who are not enrolled in after school care need to be picked up no later than 3:00. Students will be sent to after care if not picked up by this time and parents will be charged accordingly. AFTER SCHOOL CARE: is available until 6:00 pm. Students not picked up by that time will be charged \$10 for the first 5 minutes and \$1.00 for each additional minute after 6:05pm.

**Middle School/High School:** students need to make arrangements to be off of the school campus by **3:15** unless your child participates in sports, please see that he is picked up at the designated time. **No unattended students may remain on campus after 3:15.**

## **Absences and Extra Curricular Activities**

Students who are absent from school for an unexcused reason shall not participate in any school extracurricular activities that day (athletic contests, practice, game, prom, programs, plays, cheer leading, etc.) except in extenuating circumstances as determined and approved by the principal.

Late-night extracurricular activities should not prohibit students from attending school the following day. Absences for those reasons are unexcused.

## **Returning from an absence**

In accordance with State Law, a parent or guardian must explain the cause of every absence, including tardies and checkouts, of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence up to five (5) school days per semester for grades 1-12 and ten (10) school days per semester for grade K5. All absences beyond these numbers of days must be substantiated by a doctor's or legal statement unless excused by the principal or designee for mitigating circumstances, such as, an extended illness.

The written excuse should be presented to the office or designee on the day the student returns to school, but no later than two (2) school days after his/her return or the absence(s) will be recorded as unexcused. The office or designee shall ensure that the student's teacher(s) are notified whether the absence is

excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

A phone call from the parent is **unacceptable**. An unexcused absence means that any work that occurred during the absence, or any tests given during the absence, will be counted as zeros. Remember, an unexcused absence will prevent a student in grades 9-12 from being exempt for exams.

**All student absences shall be designated as either excused or unexcused. A student shall be excused for absence from school for the following reasons:**

1. Student is too ill to attend school
2. Inclement weather that would be dangerous for students to attend school as determined by the education pastor or principal.
3. Legal quarantine or legal requirement
4. Death in the immediate family
5. Emergency conditions as determined by the education pastor or principal
6. Absence with prior permission or principal or a designee and consent of parent/guardian (see pre-approved absences)

### **Excessive Absences**

**K4-8<sup>th</sup> grade** Any student who is absent more than 20 days (excused or unexcused) a year may be required to repeat the grade/subject the following year.

No more than ten absences can be parental notes.

**9-12<sup>th</sup> grade** More than **ten** absences in a semester class (excused or unexcused) may result in failure for the semester due to absences (Fail/Absences). No more than five absences can be parental notes.

**\*All students**-upon the fifth unexcused absence, a referral will be sent to the Montgomery County Juvenile Court under the guidelines of the Early Warning program as required by the Code of Alabama. No appeals may be made for truancy issues involving the Alabama Law.

Truancy is the habitual and unlawful absence from school. In accordance with The Code of Alabama, the parent or guardian is responsible for requiring any

student under his/her control or charge and under 16 years of age to attend school regularly except for legal absences as defined by The Code of Alabama and State Board of Education rules and regulations. Provided a student under 17 years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law. Provided the parent or guardian files a written statement in court stating that he/she is unable to control such student, the student may then be subject to action of the juvenile court.

Excessive absences and tardies (excused or unexcused) may adversely affect a student's ability to re-enroll for the following year.

### **Pre-approved Absences**

A written request must be submitted to the administration a minimum of three (3) school days prior to the absence. There will be a 5 day maximum limit of days off to be considered for any pre-approved absence. Any days over 5 will be automatically unexcused. Unexcused absences will result in zeros for all graded work of the absences. Students are responsible for work done during pre-approved absences and it is the student's responsibility to get work ahead of time. College days fall under this category and must follow these procedures.

Pre-approved absences will not be considered:

- After-the-fact
- During the first week of school
- During exam days
- During standardized testing days
- For students failing courses
- For students who have exceeded the number of absences allowed according to the Handbook guidelines

### **College Days**

Seniors are allowed 2 days and juniors 1 day to be used as college visits following the procedures listed above. Upon their return the student is required to submit a form from the college verifying their visit.

Appeals for additional days over the two granted must be made in writing to the Administrator at least 7 days prior to the requested absence. Only extenuating circumstances will be considered. Additional days will not be considered for any student who is failing or in danger of failing or who has exceeded the maximum days of absences according to the Handbook.

### Make-up Work

**Student Responsibility: It is the student's responsibility (not the teacher's) to make up the necessary work missed. It is the student's responsibility to ask for and obtain any assignments missed during an absence. Teachers are not required to present students with this information until asked. All work missed (other than pre-approved) must be made up within the number of days absent. For example: If a student misses Monday and Tuesday, he or she has until Thursday after school to make up work that was assigned while they were absent. If homework or a test/project were assigned prior to the absence, the student is responsible for the test and/or homework upon returning to school. Athletes who miss class due to games must check with his/her teacher BEFORE the game to get assignments they are going to miss and MUST turn in assignments due on the day of absence PRIOR to the absence. Quizzes and tests missed can be made up the next day. Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.**

#### ***For extended illness:***

If the absence is related to an extended illness, the teacher, counselor, student, and parent will work out a schedule that will give the student time needed to make up the work. Unless otherwise arranged, long term, major assignments that have been assigned in advance are due on the specific dates.

#### ***Credit for make-up work:***



Full credit will be received if it is turned in by the deadline; otherwise, no credit will be given. Makeup work can be picked up in the office after 2:45 if you call or email the front desk by 10:00 in advance to let us know you will be coming by.

### **Middle School/High School Check In Policy**

#### ***Checking In?***

A student must:

- Obtain a late slip
- Students with an unexcused absence for the classes missed will not be allowed to make up work in those classes.

#### ***Checking Out?***

A student must:

- Bring a **written** note from home (prior to checking out) stating the reason, OR a parent must come in to check the student out. **Permission over the phone or by email is not acceptable except in cases of extreme emergencies to be determined by administration.**
- Athletes leaving early for the day must check with all teachers whose classes will be missed to obtain any assignments or to obtain information about upcoming tests or quizzes.

Excessive absences and tardies (excused or unexcused) may adversely affect a student's ability to re-enroll for the following year.

### **Tardiness Policies**

Punctuality is a character trait that we are seeking to instill in our students. **The tardiness of one individual can disrupt the entire class.** Parents are encouraged to assist in making sure that students are prompt in arriving and departing from school. Excessive tardies will be reviewed by the administration before a student can be re-enrolled for the next school year.

### Excused Tardiness

- Car breakdowns en-route to school
- Power Failure
- Temporary illness (excessive tardiness due to illness will require a doctor's excuse)-excused with a parent's written excuse
- Unavoidable reasonable circumstances will be determined by the administration. Parents need to send a written excuse explaining the circumstances.
- Legitimate, unexpected road closures, wrecks or other Dept of Transportation issues preventing road passage.

**\*\*\*Just having a note from a parent does not mean your tardy is excused.\*\*\***

### Unexcused Tardiness

- Oversleeping
- Carpool arrived late
- "Traffic" will not be considered excused-leaving late from home and getting caught in traffic is not excused
- Arriving late for any reason not in keeping with reasonable judgment
- Taking a family member to work, doctor, etc. (will be determined by administration in extreme circumstances)
- Kindergarten/Elementary parents should accompany the student to the office- Do not go to the classroom. This is necessary in order to avoid even more disruption to the class.

### Consequences for Tardiness per Quarter

K4-12<sup>th</sup> grade Students (including check-ins)

- 3 times- warning to students/parents
- 4 times- Administration will talk with the student
- 5 times- will receive a letter that must be signed by a parent and returned to office the following day
- 6 times- equals detention for each occurrence
- 7 or more- equals SUSPENSION

**K4-12<sup>th</sup> grade students:** Students must be in their seats in each class period by the time the tardy bell rings.

Unacceptable:

- Notes written for other reasons
- Notes brought in after the next day following the tardy
- Student not bringing the teacher a tardy slip

## **VI. Dress Code**

At Evangel Christian Academy, we consider appropriate attire and appearance to be directly correlated with academic success. We need only to look at the successful, positive role models in our community to see that a trait they all share is an obvious concern for appropriate appearance. We feel it is necessary to provide specific guidelines for students to follow and parents to support. We trust these guidelines will be regarded by all in the spirit in which they are intended.

*Student/Parent/Guardian Responsibility:* Although ECA wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. ECA solicits the support of parents/guardians in the enforcement of its dress code.

1. All students in grades K4-12 will wear Buckhead(Parker School Uniforms) uniforms to school.
2. All items listed for your child's grade level are not required. You may choose from among them.
3. All clothing items worn to school must be purchased from Parker School Uniforms except shoes, socks, tights, and hair accessories. Shoes and belts may be purchased from Buckhead or another store as long as it is similar in style and color as outlined in the uniform packet.
4. Choices and styles increase with age. You may purchase anything for your child listed at his or her grade level or anything previously offered at a lower grade level as long as they continue to conform to the guidelines regarding fit.

5. Backpacks, hair accessories and coats are available from Buckhead. In addition to the fleeces, heavier outerwear is available from Buckhead Uniforms and should be purchased for winter weather. Any backpack is allowed as long as it DOES NOT HAVE rollers.
6. All elementary girls may wear black or white spandex shorts under skirts or jumpers.
7. Girls may wear solid black or white tights or no socks with appropriate shoes. Leggings are acceptable under skirts, skorts, or dresses.
8. Students' names must appear in all items worn to school. (Embroidered names are optional.)
9. Buckhead Uniform Company has a website([www.parkersu.com](http://www.parkersu.com)) and a local retail store (274-9165) to meet your purchasing needs.
10. Uniform packets outlining the specific clothing items and shoes that must be worn to school are available in the school office.

### **Think Modest!**

#### **Clothing/Accessories cannot be a distraction to our faith or instruction**

In many ways, you are known by how you look. Your values are shaped by your choice of appearance. Statistics prove that when a person is dressed professionally and properly, productivity and behavior improves.

Students violating dress code will be required to have an adult bring them something appropriate to wear for the completion of the day. Students will not be allowed to check out to go home and change. Dress code violations can range from detention to expulsion for chronic cases of willful disregard to the rules. Zeros will be received for time/work missed until appropriate attire is evident.

We will be looking for the following violations. We ask you to just use your common sense and remember that the devil uses our clothing to distract us. Keep these things in mind when purchasing your child's clothing:

- Too Tight
- Too Short (top of the knee cap or longer)
- Shorts must be knee length
- Leggings cannot be worn as pants(for any age)

- Too long
- Too low (cleavage)
- Sleeve-less
- Offensive (logos)
- Accessories that are offensive, distracting, or dangerous

Final approval rests with the principal

- **Students out of dress code on exam days will not be allowed to take exams**
- **Students out of dress code will not be allowed to return to class until they meet dress code. This means that if they miss a quiz, test, etc. they will receive a zero and it will be considered an unexcused absence. There will be no make-ups for time missed due to dress code violations.**

Students in question will be referred to one admin-appointed person for consistency in following guideline.

## **Uniform Policies**

### Boys

#### **Slacks and Shorts**

1. All slacks and shorts must be worn at the waistline and must not expose underwear when sitting or standing. Belts must be worn with slacks and shorts.
2. Slacks may not bunch over shoes, nor may slacks or shorts be excessively baggy.
3. The hem of the shorts must come to the knee.

#### **Shirts**

1. All shirts must be tucked inside slacks and shorts at all times. Shirts must cover the entire torso at all times even with movement.
2. All shirts must be worn with the collars down and buttoned.
3. Only white, black, or gray solid colored t-shirts or undershirts may be worn under uniform shirts.

## Shoes

1. Shoes must be worn at all times.
2. Shoes may be bought at any local retail store. Shoes must have fully closed backs and toes. For example, no sandals, clogs, or crocs are permitted.
3. Shoes shall be conservative in color.
4. Laces on shoes should remain tied
5. No light up shoes are permitted.

## **NO EARRINGS ON BOY STUDENTS!!**

## Hair

- Boys- Hair must be neat, clean, not go below eyebrows, not touch ears and not touch collar. Daily decisions rest with the person appointed by the administration for consistency in following guidelines
- **No Facial Hair Is Allowed.** Sideburns must not reach below earlobe.
- No extreme or distracting hairstyles (i.e. dreadlocks, fad hairstyles, beads)
- No unnatural or multiple hair colors (ex. Pink, purple, etc.)
- Final approval rests with the principal

Keep this in mind when choosing a hairstyle if you plan to participate in AISA events/activities: Students may not participate in AISA state level events and/or activities with:

- 1) Facial hair below the lobe of the ear and/or below the nose.
- 2) Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
- 3) Unnatural and/or non-traditional coloration of the hair.

**The school will be fined \$250 for not following this rule. The school will then bill the student's account.**

## Girls

## **Cosmetics**

Elementary Students ARE NOT ALLOWED To Bring Cosmetics To School. Evangel Christian Academy DOES NOT ALLOW elementary students to wear makeup during the school day.

### **Jumpers, skirts, skorts, shorts, and slacks**

- 1) Jumpers, skirts, blouses and slacks, and other like combinations are to be neat and modestly tailored in appearance to fit the individual in such a way as to conceal undergarments and the line of undergarments while sitting, standing, bending, and getting in and out of desks.
- 2) Jumpers may not be worn without a blouse.
- 3) All slacks, skorts, skirts, and shorts must be worn at the waistline, tailored to fit the individual including traditional leg width and modest enough to conceal undergarments **and** the line of undergarments. Slacks may not bunch over shoes.
- 4) Garment length must be no shorter than 3" above the floor when kneeling. Order the longer length skirt or skort if necessary to comply with the dress code. Allowances for growth should be considered when ordering.
- 5) It is recommended that girls order at least one pair of slacks.
- 6) **If a student is sent to the office 3 times due to a dress, skirt, skort, and/or pair of shorts being too short, she will be required to wear uniformed pants for the remainder of the school year.**

### **Shirts and Blouses**

- 1) With the exception of the girls' ribbed shirt and the fashion fit shirt, all other shirts must be tucked in at all times.
- 2) All shirts must be worn with the collar down and buttoned.
- 3) Blouses must be loose-fitting enough to conceal undergarments and any cleavage.
- 4) Only black, grey, or white solid color t-shirts or undershirts may be worn under uniform shirts and blouses.

### **Shoes**

- 1) Shoes must be worn at all times.

- 2) Shoes may be bought at any local retail store. Shoes must have fully closed backs and toes. For example, no sandals, clogs, or crocs are permitted.
- 3) Shoes shall be conservative in color.
- 4) Laces on shoes should remain tied.
- 5) No light up shoes are permitted.
- 6) The height of the shoe's heel shall be no higher than 2 inches.

**\*\* Students may not wear black uniform shirts with black uniform bottoms.\*\***

### **All Students: P.E. Clothes**

For all students, designated P.E. clothing is to be worn in P.E. class only. A student may only wear P.E. clothes in the hall if he is called to the office during P.E. class. At no other time are P.E. clothes allowed in the hallways or classrooms during school hours.

### **Outerwear**

Students must store outerwear (coats, jackets, hats, gloves, scarves, etc.) in their lockers immediately upon arrival at school. ECA letter jackets, ECA team jackets/sweatshirts may be worn by athletes on the sports team only, but will not be permitted in classrooms, lunchroom, library, corridors, or other areas of the school buildings after arrival unless authorized by the ECA Administration.

Non ECA outerwear may **NOT** be worn in the classrooms, library, lunchroom, offices, or gymnasium. It must be stored immediately in the student's locker upon arrival at school. ECA letter jackets and ECA team jackets/sweatshirts may only be worn by athletes on the sports team.

**\*\*No hooded sweatshirts will be allowed unless immediately stored in lockers before class!-The hoods are not to be worn while on school campus\*\***

### **The following are prohibited at Evangel Christian Academy- Grades K4-12**

- 1) Jewelry- **BOYS** may not wear jewelry, as in necklaces, bracelets, earrings, etc. Only a watch and one ring may be worn. **GIRLS** may wear only one necklace, one bracelet, and one pair of conservative earrings and one ring on each hand. Body piercings (other than pierced ears), nose rings/studs,



and chains are not permitted. The administration reserves the right to make final decisions on all jewelry worn by students.

- 2) Clothing that is too tight, revealing, or distracting.
- 3) Elaborate and/or distracting make-up, hair colors, or style.
- 4) Hats, caps, or sunglasses are not to be worn in the school building.
- 5) Knives, guns, or weapons of any type.
- 6) Laser pointers, laser pens, etc.
- 7) Non-prescription eye glasses.

### **Athletic Attire**

(See Athletic Handbook- All athletes will be given a new athletic handbook.)

### **Special Dress Days**

Note: K4-12<sup>th</sup> grade : Blue jeans (meeting previous dress code standards which means no glitter, no holes and must be the color blue) and ECA t-shirts ONLY will be allowed on **FRIDAYS** and special days to be announced by ECA administration. Administration can change this at any time.

Occasionally, a dress-up/dress down day will be allowed, usually during Homecoming Week. Dress will be according to the themes dictated by the special days. On such occasions, all clothing shall be within the guidelines of decency and good taste as appropriate for school.

***The ECA administration shall have the discretion to outline other appropriate guidelines for the ECA campus or special occasions.***

***Note to Parents: Because we may not see all of the students involved in the next three areas of dress, we need your help. Please read these with your child(ren).***

As a student and representative of ECA whether on field trips, academic, or athletic competitions, we ask that you adhere to the following:

## Extracurricular Activity Dress-including all athletic events

- Same as the above restrictions for the school dress code applies to extracurricular activities' dress code

Tank tops for boys and girls and shorts that are too short on girls will not be allowed and you will be asked to leave.

## Guidelines for Semi-Formal Events

This section is regarding special dress days for club inductions, Senior Class Day, fine arts concerts, fine arts competitions, Awards Day and Graduation.

**Young Ladies:** Semi-formal would be defined as dressier apparel than what is worn to school but a step down from formal. If skirts are worn, please refer to dresses/skirts in school dress code for length. Dressy sandals with a high heel or closed-toe shoes are appropriate. Dress slacks are also appropriate.

**Unacceptable:** Flip-Flops (adorned/unadorned), sandals, jeans, shorts.

**Young Men:** Semi-formal would be defined as dressier apparel than is worn to school. This includes a tucked-in collared shirt with slacks (dress/khakis). A sport coat or suit is also appropriate but not mandatory. Dress shoes are appropriate.

**Unacceptable:** Athletic/tennis shoes, flip flops or sandal, jeans, shorts.

## Guidelines for Formal Events

Events such as the Junior/Senior Banquet (Prom) which require wearing formal attire must conform to the following:

**Young Ladies:** Long formals or tea length are appropriate. Spaghetti strap, one strap, or strapless gowns are not permissible. Please remember modesty when choosing attire for a formal event.

**Unacceptable:**

1. Plunging or "V" necklines
2. Cut-outs
3. Splits above the knee
4. Plunging backs below the waistline

**Young Men:** Full suits (coats/slacks) or tuxedos are appropriate. Only dress shoes must be worn.

***Unacceptable:***

1. No coat or tie
2. Shoes other than dress shoes
3. Hats

**ECA strongly discourages Tattoos on students, faculty, and staff**

Any tattoo located on the hands or above the collar (i.e. neck, head, or face) is prohibited. All other tattoos must be covered at all times during school, afterschool, and at all ECA events. If a student or faculty member has a tattoo, it cannot be on the hands or above the collar (neck, head, or face). It must meet the following guidelines: No tattoos with slogans, flags, pictures, or writings which are obscene, offensive, suggestive, and/or controversial or are otherwise inappropriate. Examples include, but are not limited to those which promote an affiliation (such as with gangs), immoral activities (such as gambling), or any other tattoo deemed inappropriate by the administration. Failure to comply with these guidelines will result in suspension pending tattoo removal or otherwise face expulsion. The final determination regarding the inappropriate nature of any tattoo is in the sole discretion of the administration.

**Enforcement and Consequences**

Attire may be checked at any time. All uniform items are to be fitted and worn to the standard desired by both the uniform company and Evangel Christian Academy. If a teacher believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students may not be sent home in order to change into appropriate clothing. **Class time missed for a uniform violation will count as an unexcused absence.**

**The administration reserves the final decision about the appropriateness of a manner of dress.**

## Dress Code Conclusion- Agreement to Cooperate

The ECA administration and faculty prefer to be about the business of educating your children; therefore, parents, we need to be in complete and continuing agreement with the above dress code guidelines. With your help, issues that tax our staff and take away valuable learning time should be resolved at home before a student arrives at school.

ECA is not trying to take away from the individuality of our children, but we must be careful of what current style dictates. We ask that you please monitor your child's dress before he or she leaves for school or any event relating to ECA. Look for items in the closet that could potentially be a dress code violation and talk with your child about appropriate outfits. Prevention at home is much easier than having to accept consequences once at school. We thank you in advance for your cooperation.

## VII. Conduct Policies

ECA trains its students to strive to **live above reproach**, showing respect for God, country, family, faculty, and fellow students. Discipline is necessary in the school environment to promote academic success and safety. Students who fail to cooperate spiritually, morally, or scholastically will jeopardize their privilege attend ECA.

### Student Standard of Conduct

A sense of the need for spiritual growth in the light of these principles has led ECA to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student and parent- **whether at home, school, or elsewhere—**

1. To refrain from swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion, or involvement in secular rock and roll music or questionable forms of music or entertainment. Students and/or

parents known to be involved in the above types of conduct may affect their enrollment status.

2. To maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.
3. Furthermore, a young lady who becomes pregnant or is a mother, or young man who becomes or is a father will not be allowed to enroll or continue attending classes at Evangel Christian Academy. Also, any student who marries will not be allowed to continue attending classes.

**Students and parents are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students or parents found to be or who profess to be out of harmony with the Evangel Christian Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.**

In the atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty, student, and parents, there is fine opportunity for development of strong Christian character.

**Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere. Character counts!**

### **Elementary Policies**

Individual classrooms will adopt individual behavior incentives to prevent minor misbehaviors. A strong commitment to communicate (notebooks, email, etc.) between the teacher and parent will greatly motivate a student to positive behaviors. It will also facilitate an open line of dialogue to address negative behaviors before they have a chance to escalate.

### **Classroom Discipline**

Teachers discuss classroom rules and expectations at the beginning of the year. Conduct grades will reflect a student's behavior during the school day.

### **Additional Consequences**

Minor infractions of individual classroom rules will be dealt with by the teacher in each classroom. Students violating the more serious infractions will face the

same consequences as the middle and high school students. Examples of such behaviors include but aren't limited to:

1. Teasing, harassing, or making fun of others
2. Vulgar or unwholesome language
3. Showing disrespect for anyone in authority
4. Fighting, stealing, cheating, lying
5. Refusal to follow instructions
6. Bullying (physical, verbal, emotional, or cyber)
7. Destruction of property

***These and other serious offenses will result in suspensions. Repeated offenses could lead to expulsion.***

### **Middle School and High School Policies**

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

- Mild- generally administered by the teacher
- Moderate- administered by the teacher and/or principal
- Serious- administered by the principal and/or Administrator
- Very Serious- administered by the Administrator

***Mild*** disciplinary cases will be handled by the teacher. Mild discipline WILL range from reprimands to detention. ***Mild infractions*** could include, but are not limited to:

Unexcused tardy

- Chewing gum
- Running in the halls
- Playing in the bathrooms, cafeteria, halls, etc.
- Not keeping your hands/feet to yourself
- Leaving the room without permission
- Messing with other people's belongings
- Refusing to stay seated or stop talking when requested
- Failure to return signed tests/reports

- Minor dress code violation
- Eating in class without permission

**Moderate** discipline will be handled by the teacher and/or principal. Moderate discipline WILL range from detention to suspension. **Moderate infractions** include, but are not limited to:

- Disrespect
- Repeated misbehavior
- Misuse of technology (i.e. breaking firewalls)
- Minor cheating (which will also result in a zero on the test or assignment)
- Public displays of affection
- Minor destruction of property
- Lying, dishonesty
- Bullying- minor (physical, verbal, emotional, or cyber)
- Offensive language
- Offensive actions
- Moderate or repeated dress code violations
- Misuse of cell phones, iPods, electronic games, etc during school hours
- Minor horseplay that leads to injury of self or others or destruction of property
- Minor defiance of authority; refusal to participate
- Going to vehicle without permission

**Serious** discipline involves the principal and/or administrator. At this level, a suspension for one or multiple days WILL be given. Suspensions generally will occur on the day following parent notification of the matter. Suspensions are considered unexcused absences and therefore will result in academic consequences. Students will receive zeros for their work the day of their suspension. Serious infractions include, but are not limited to:

- Fighting
- Theft of property
- Flagrantly abusive language
- Bullying (physical, verbal, emotional, or cyber)
- Extreme violation of technology policy

- Harassment
- Cheating- homework or otherwise
- Plagiarism
- Repeated misuse of electronic items during school hours
- Public displays of affection
- Skipping class, lunch, chapel, school, or otherwise being somewhere you are not supposed to be with the intentions of violating school policy
- Leaving school without permission or without following proper procedures for checking out
- Misuse/ abuse of school property (including lockers)
- Vandalism
- Pranks leading to loss of instructional time, destruction of property or injury
- Possession or use of any unprescribed or over the counter drugs (i.e. Tylenol, Advil, cold medicines, sinus medicines, etc.)
- Refusal to follow dress code policy
- Use, sale, and/or possession of tobacco products.
- Repeated misbehavior, disrespectful attitude

***Very Serious* discipline is subject to long-term out of school suspension, being asked to withdraw from the school, or expulsion, which is permanent dismissal from school. The administration will make the final decision. Once the parents are notified of such a decision, they may appeal the decision in writing to the administrator within three days. A student may not attend classes during the appeal process. A student who has been expelled will not be permitted to attend school related events. Doing so will constitute trespassing and the proper authorities will be contacted. The administrator may override this for just cause.**

**A student who has been expelled will NOT be allowed to reapply to ECA. A student who willfully withdraws MAY BE considered for re-enrollment a year after the infraction.**



**Very serious issues include but are not limited to:**

- The misuse of any prescribed drugs, **on or off school property**. Possession of any drugs whether prescription, over the counter or illegal\* including herbal drug substitutes
- Selling or supplying prescribed or illegal drugs including herbal substitutes
- Possession, consumption, supplying, or selling of alcohol
- Repeated violations of discipline that have resulted in suspensions **of ten days**
- Repeated failure of parents to cooperate with the school in the discipline of their children
- Repeated leaving campus without permission
- Repeated or severe harassment
- Threats to do harm to any student or staff or property
- Hazing- extreme cases
- Assault or battery of a teacher
- Destruction of school property- extreme cases
- Sexual misconduct- extreme cases
- Sexual harassment- extreme cases
- Inappropriate use of technology- outlined in technical policy resulting in immoral or illegal activities- extreme cases
- Moral misconduct- extreme cases
- Dishonesty- extreme cases
- Stealing- extreme cases
- Possession of a weapon of any kind
- Pranks- extreme cases
- Pornographic materials- extreme cases
- Intentional plagiarism- extreme cases
- Other extreme actions deemed to be very serious by the Administration

Students withdrawing for drug abuse who desire to return at a later time to ECA WILL be required to have completed a drug counseling or rehabilitation program and continue to attend counseling and meetings. Monthly reports will be made from the program counselor or director to the ECA principal. If

allowed to re-enroll, they will also submit to drug testing throughout the school year.

Please be aware of the following:

2 detentions/grading period result in no field trips after this point

3 Demerits/conduct checks result in one detention

3 detentions within a grading period result in suspension

3 suspensions within the same school year result in expulsion(see page 58)

### **Detentions**

When a student is assigned detention, a notice will be sent home for the parent to sign. Failure to return signed detention could result in further disciplinary actions from the principal. If a student is unable to attend his/her scheduled detention, a parent/student must notify the school prior to the day of the assigned detention. Detentions may not be postponed more than once. Detentions missed without pre-approved permission WILL result in a suspension.

Detentions will be held on Tuesday and Thursday mornings, more if warranted. These detentions will be scheduled in the morning from 7:00- 7:40 to accommodate students' outside activities. Further infractions will be considered a serious matter. Any student arriving late for detention WILL be required to report to before care and the parent's account will be assessed the emergency before care fees. The student will be required to serve the detention on the following detention day and if not served, the student WILL BE SUSPENDED.

Detention- (Elementary School) Teachers may detain students after school. Teachers will contact parents at least one day prior to detention via email or in writing.

We are confident that such clearly stated and thorough classroom Assertive Discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

**Students are generally disciplined within three categories:**

**Classroom Violations:** These actions include but are not limited to disruption of the classroom, lack of cooperation, lack of materials, leaving trash in room, being out of seat, etc.

**School Rule Violations:** These actions include but are not limited to being tardy to school or class, dress code violations, having candy or chewing gum on campus, having food or drink in the class building, etc. These violations normally do not lead to a suspension. However, three in the same category will be considered one improper conduct violation and may result in an office referral and a required parental conference.

**Improper Conduct:** These actions include, but are not limited to rowdy conduct, disobedience, profanity, insolence, fighting, cheating, and endangering others.

**Suspension**

Suspensions are not given lightly. They are counted as an unexcused absence, which means that they automatically negate any possibility of exempting semester exams and any assignments or tests given during the suspension period WILL be counted as zeros. Any student suspended will be placed on a 30-day disciplinary probation. Three suspensions will result in expulsion.

**Expulsion**

In the event that a student is expelled or asked to withdraw from ECA, that student has the right to petition the administrator to ask for a reconsideration of the circumstances as outlined in the “Very Serious” section above. Expulsion from ECA may result in denial of admission of the expelled student into other schools for some period of time.

**The school reserves the right to report serious offenses that may constitute a violation of criminal laws to the proper authorities and to press charges against the student if the situation should so warrant.**

## **Behavioral Probation**

A student who has exhibited significant, chronic discipline problems will be placed on behavioral probation. The administration determines the behavioral probation with input from the faculty. During the period of the probation, the student must demonstrate significant conduct improvement. Failure to show marked improvement WILL result in the student's forfeiture of the privilege to attend ECA. The purpose of such probation is to motivate the student to demonstrate self-discipline and to function within the school community in a cooperative manner. The administration will assess whether ECA can be successful in helping a student to achieve success. **ECA reserves the right to deny admission, continued enrollment, or readmission to any student whose actions demonstrate that it is not in the school's best interest to admit that student.**

## **Policy on Probation**

### **Purpose of Probation**

Probation is invoked when a student has a serious problem giving him/her an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed or asked to withdraw from Evangel Christian Academy.

### **Reasons for Probation:**

*Academic:* Insufficient academic progress as determined by the Principal and Administrator. Failure of the parents to get recommended professional help for exceptional children.

*Attitude:* A rebellious spirit, which is unchanged after much effort by the teachers/faculty. A continued negative attitude and/or bad influence upon the other students.

*Disciplinary:* Continued deliberate disobedience. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony. Failure of the parents to comply with the disciplinary procedures of the school.

### **Invoking Probation:**

- A.** For attitude or disciplinary reasons, an office referral form will initiate the possible invocation of probation. The faculty will discuss the student and determine whether he or she should be placed on probation by a two-thirds vote. Teachers who do not teach the student regularly may abstain from voting. His regular teachers, advisor and coach must vote.
- B.** A conference is held with the parents, the student, and the principal to give notification and explanation of the probation.
- C.** A written letter explaining probation, making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy to the administrator.

### **The Probation Period:**

- A.** Probation will last for six to nine weeks beginning the Monday following the principal's conference with the parents and student.
- B.** Student activities will be limited and all positions of trust and responsibility shall be relinquished for the probationary period.
- C.** Conferences must be scheduled for the student and parents weekly during the six (nine) weeks with the principal or staff/teacher he designates.

### **Evaluation at End of Probationary Period:**

- A.** A student is removed from probation upon two-thirds vote of satisfactory improvement. (Teachers may refrain from voting as mentioned above.)
- B.** If a student fails to get two-thirds vote, the faculty recommends to the principal that the student be dismissed or withdrawn from the school. The parents may appeal to the administrator via the principal.
- C.** Parents have the opportunity to share relevant information affecting the decision at any point of the procedures. They should be notified a week in advance of the end of the probation period that the faculty will be meeting so they can confer with the principal prior to that time if they desire.

## **Readmission:**

A student who has been dismissed or withdrawn will be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the administration.

## **Future Probation**

Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the faculty to the administration that the student be dismissed or withdrawn from Evangel Christian Academy.

We expect our parents to cooperate with the school in the discipline of their student. We make every effort to have our facts straight and to be fair, however, there may be times when parents do not agree with the discipline in a specific situation. Parents may feel free to discuss discipline with the principal and administrator at any time. The administrator's decision is final in all decisions regarding discipline. Remember that our students are expected and required to follow the handbook requirements and this guideline for Christian behavior **on and off** campus.

Note: Probation placement supercedes any process or discipline procedure in ECA policy.

## **Searches/Drug Testing**

ECA strives to provide our students with a Godly and safe environment in which to learn. In an effort to achieve this environment, ECA reserves the right to inspect a student's locker, car, book bag, purse, cell phone, iPad, iPod, laptop, netbook or any other item that is thought to possibly contain items which are illegal or against school policy. We further reserve the right to ask any student in grades 6-12 to submit to a drug or alcohol test with or without advance notice. The school may conduct random screenings throughout the year. Parents are only responsible for paying for the first test per school year unless it is part of an agreement to re-enter school after a previous drug issue. Drug tests will be charged to the student's account. Any student found with positive results or who refuses to be tested WILL be subject to expulsion or asked to withdraw at the

discretion of the Administration. Periodically, the Montgomery County Sheriff's Department will be asked to conduct searches using their canine unit.

### Discipline

**We believe discipline to be ordained by God and directed by His Word for the instruction and development of one's character (Proverbs 29:17; Hebrews 12:6, 7) and also believe that it is necessary for the welfare and success of the student as well as the entire Academy. We further believe that discipline is most effective when supported by both the parents and the Academy.**

Loving discipline will be part of the daily program of Evangel Christian Academy. Each teacher is given the liberty of enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures, and ECA policy. We strongly feel that the teacher's time should be spent on academic instruction and not be consumed with behavioral problems. Full cooperation from both student and parents is expected in the education of the student. The teacher will deal with first offenses immediately and carefully. Except in the case of major offenses, an attempt will be made to improve the child's behavior through teacher-student conferences, parent-teacher conferences, assignment of extra work, time-outs, etc. Repeated, willfully disobedient offenses will require stronger measures of correction. Parents will be notified of disciplinary actions taken, and these actions will become part of the student's school record. These entries may be removed from the permanent record at the Administrator's decision, especially in K4-8<sup>th</sup> grades. If at any time the school feels that student or parental cooperation is lacking, the student may be requested to transfer.

Attendance at Evangel Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of ECA.

Weapons (knives, pocket knives, guns, rifles, etc.) are not allowed to be in the possession of any student while on campus or at any ECA sponsored event. Furthermore, ECA will not tolerate the use or threat of violence against any student or ECA and its facilities.

Students will exhibit respect toward others and will avoid offensive and/or rude speech directed to or generally expressed about other students or faculty.

Students are generally disciplined within two categories:

- a. Improper conduct: Those actions deemed unacceptable in the school setting. They include, but are not limited to rowdy conduct, disobedience, profanity, insolence, fighting, lying, cheating, and endangering others. Students involved in this type of unacceptable behavior usually result in a detention, and continued improper conduct during a given school year may result in a suspension.
- b. School Rule Violations: These actions include but are not limited to being tardy to school or between classes, dress code violations, having candy or chewing gum on campus, having food or drinks in the classroom building, lacking classroom materials, etc. These violations **normally** do not lead to a suspension.

**Any questions or concerns by a student or parent regarding Evangel Christian Academy's discipline will be handled in the following manner:**

1. The student will go privately and, in a proper manner and with proper department, discuss the situation with the teacher.
2. If unresolved, the student should discuss the issue with his/her parents.
3. If still unresolved, the student and parents should schedule a conference with the teacher.
4. If still unresolved, the student and parents should schedule a conference with the teacher and principal.
5. If still unresolved, the student and parents should schedule a conference with the teacher, principal, and administrator.
6. Final resolution of all matters will rest in the hands of the administrator.

We expect our parents to cooperate with the school in the discipline of their student. We make every effort to have our facts straight and to be fair, however, there may be times when parents do not agree with the discipline in a specific situation. Parents may feel free to discuss discipline with the Principal and Administrator at any time. The Administrator's decision is final in all decisions regarding discipline.

Remember that our students are expected to follow the handbook requirements and this guideline for Christian behavior on and off campus.



## **Conduct on School-Sponsored Trips**

The same standard of conduct required of students at school is also required of them on school-sponsored activities. Conduct that disrupts or tends to embarrass the school, its reputation, witness, or overall goals will not be tolerated. Suspension or expulsion WILL occur for such infractions.

## **School Bus Conduct**

The policies listed below shall be followed by students when being transported via Evangel Organization-owned vehicles, including the activity buses. Failure to follow policy WILL result in loss of bus privileges and other consequences as outlined in the above policies.

1. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
2. Students will board and leave the bus only at an approved stop.
3. Students should not attempt to talk to the bus driver while the bus is in motion.
4. Students will not throw objects on the bus or from the bus at any time.
5. Students are not to get off the bus at any time from the point of departure until they reach their designated stop except in cases of emergency or upon notification of the bus driver by written note signed by the school principal or designee.
6. Students should not have their arms or any parts of their bodies out of the windows at any time.
7. Students should remain seated until the bus comes to a full stop; no moving around while the bus is in motion.
8. The bus driver has full authority over the students while they are riding the bus, including assigning seats. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the principal by the driver.
9. Profane, indecent or abusive language will not be permitted.

10. Objects that block the vision of the driver to the rear of the bus shall not be permitted on any school bus during the course of its route. Violations will be reported promptly to the principal by the driver.
11. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student and his/her parent or guardian.
12. The principal or designee is authorized to suspend a student's transportation privilege to which transportation is now provided by ECA due to misconduct or misbehavior while en route to and from school activity.
13. Surveillance cameras may be used by the drivers to help monitor student conduct while being transported on a school bus. Recording may be reviewed only by the administration. Student transportation for selected activities is provided as a service to the students of ECA. The administration reserves the right to deny a student or students the privilege of being transported, provided the policies and school rules and regulations outlined above are not followed.

## **VIII. Student Life**

### **Middle School/Senior High School Organization**

Middle and Senior High are divided into two grade levels. Middle School consists of grades 6-8 while Senior High consists of grades 9-12. The two levels will share the same facilities.

### **High School Classification Requirements**

Credits are earned toward high school graduation in grades 9-12. One full credit reflects the completion of one full Carnegie unit.

Eighth Grade Algebra I Math Credit counts towards Graduation

Freshman	9 <sup>th</sup> grade	7 credits
Sophomore	10 <sup>th</sup> grade	7 credits
Junior	11 <sup>th</sup> grade	7 credits

Senior                    12<sup>th</sup> grade                    7 credits

28 credits

- Parents and students going into the ninth grade must choose a diploma tract, either an advanced diploma or standard diploma. (See Academics for course information)
- All tenth grade students of ECA are required to take the PSAT test. Parents are responsible for all costs related to this test.
- All twelfth grade students are required to take the ACT test at least once before graduation. This is a requirement of AISA and a requirement for graduation from Evangel Christian Academy. Parents are responsible for all costs related to this test.

### **Report Cards**

Report cards are issued for all students at nine week intervals. They will be distributed by email/RenWeb. You will not receive a report card if there is a balance due on your account. Once the balance is cleared up, we will issue a report card.

Progress reports will be sent home via email/RenWeb in the middle of the nine week grading period so that parents can further monitor their child's progress and work to overcome any deficiency before the nine week grading period ends and the grade becomes official.

### **Weekly Packets**

Elementary students will receive packets each week with their class work, tests, and quizzes for parents to look over and return to school. Included in this packet may be other important information from the teachers and office.

### **Academic Probation**

Students shall be placed on academic probation status if their overall GPA in core subjects falls below 2.0. A probation letter from the guidance counselor will be sent at the end of each nine weeks to any student who is placed on academic probation. Students on academic probation will have their participation in school-related school activities (clubs, sports, etc.) restricted until the overall GPA

in core subjects returns to 2.0 or above. If a student's GPA continues to remain under the 2.0 standard, they may also be dismissed from ECA.

### **Retention**

Student in the 6<sup>th</sup>-8<sup>th</sup> grades who receive three or more F's for the year in core subjects (Bible, Math, English, Reading, Science, or Social Studies) will be required to repeat the year. A student who fails one or two courses will be required to successfully complete summer school requirements in order to be promoted and or return to Evangel Christian Academy.

Students in the 9<sup>th</sup>-12<sup>th</sup> grades who fail courses will not receive credit for those courses and will be required to successfully complete summer school requirements in order to be promoted or return to ECA.

Students who do not satisfactorily meet the attendance requirements of ECA are subject to dismissal and/or forfeiture of academic credit.

The ECA administration reserves the right to make any decisions regarding the promotion, retention, or academic credit of any ECA student.

### **Adding or Dropping A Subject**

Occasionally, students may be scheduled for a course/subject that quickly proves to be inappropriate for them. As soon as such situations arise, the student should obtain a course change form from the office, have their parents sign it, and turn it back in to the office. No course will be dropped or added after the first week of the semester.

### **Sports Program**

The sports program consists of competitive varsity/junior varsity boys and girls basketball, boys football, girls volleyball, boys baseball, girls fast pitch softball, varsity track, cheerleading, and tennis. Students enrolled in the 7<sup>th</sup>-12<sup>th</sup> grades are eligible to participate based upon meeting the required academic, physical and AISA standards. Physical Education will feature sports such as basketball, volleyball, soccer, flag football, and softball.

## **Leadership**

Participation in ECA athletic programs is voluntary. Student athletes are, by definition, leaders within the ECA student body. Not only do they stand before the ECA student body; they also represent ECA before other schools and the public. Being highly visible, their conduct and influence have a great impact on those around them. Therefore, they are held to a higher standard of conduct. Each participant is expected to possess and maintain unquestionable character and moral integrity. **Involvement in any act that harms the reputation of ECA will result in immediate dismissal from the athletic program.**

## **Guidelines**

The Coach within each sport or the ECA Cheerleader sponsor may establish specific guidelines, which are to be followed within their areas of responsibility. The guidelines must be consistent with ECA policies, the Student Handbook, and approved by the ECA Administration.

Before trying out for any sport or cheerleading, students must be registered for the upcoming year and all paperwork and registration fees turned in. New students must have received notification of acceptance and all paperwork and registration fees taken care of. Students will not be permitted to attend any practices until these matters are taken care of. Participation in athletics is a privilege that is earned; it is not a right.

## **Athletes/Cheerleaders Participation in Sports**

The following procedures apply to those students who participate on an ECA varsity/junior varsity sports team or the cheerleading squad.

## **Academics**

All student-athletes must meet the following minimum requirements at each grade level to be eligible for interscholastic athletics.

Seventh grade students must have passed the sixth grade the previous academic year, and have been promoted to the seventh grade.

Eighth grade students must have passed the seventh grade the previous academic year, and have been promoted to the eighth grade.

Ninth grade students must have passed the eighth grade the previous academic year, and have been promoted to the ninth grade.

Seventh and eighth grade students must pass six (6) subjects the first semester to be eligible for the second semester.

Ninth through twelfth grade students must have passed seven (7) new Carnegie units during the previous academic year to be eligible for the first semester.

Note: A minimum of five (5) core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3.5 new Carnegie units during the first semester of the current year. Note: A minimum of (2.5) core curriculum credits must be included in this requirement.

- Core curricular subjects include Bible, English, History, Math, and Science
- A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

### **Explanation**

Student-athletes in grades 9-12 may earn a unit of credit for each course which meets for 145 clock hours during the school year and is successfully completed. If the student **fails** one semester and **passes** one semester of a course, one-half unit will be earned.

Courses taken in summer school shall be considered an extension of the school year and credits earned in summer school may be used in determining scholastic eligibility of students. Independent study and tutorial type courses may not be used for athletic eligibility purposes. Approved correspondence courses may be used for eligibility purposes but final grades must be in and recorded on student's transcript prior to the first day of school. A student is allowed a maximum of two (2) units in summer school to establish eligibility for the Fall semester.

Only one (1) unit of credit may be earned for eligibility purposes when duplicate courses are taken during the same school year unless course (s) are scheduled for credit make up.

## **Middle/Senior High Sports Dress Code**

All Middle/Senior high participants in sports activities during or after school must wear the approved uniform or practice apparel. No clothing may be tight fitting, excessively loose fitting, or shorter than four inches above the top of the knee. A list of approved apparel for each sport will be issued at the beginning of each season.

## **Student Driving Policy**

In order to maintain a secure and safe campus, students WILL abide by the following: Students will be allowed to drive vehicles to school as long as they:

1. Observe necessary precautions of safe driving both on and off campus.
2. Purchase a parking permit from the high school office (1<sup>st</sup> full week of school) and maintain a valid parking permit (must purchase tag regardless of how close to the end of school)
3. Park their cars in the designated student parking areas
4. Provide the office the following information (driver's license, insurance, vehicle make and model, color, and tag number)
5. Observe speed limit on campus of **10 mph**

Students WILL have driving privileges suspended (revoked for repeated offenses) and WILL face serious consequences for the following:

1. Riding motorbikes across the grounds of Evangel Church
2. Loitering in vehicles upon arrival to school or loitering in the cars after school
3. Playing radios/music loud enough for people outside the vehicle to hear
4. Parking in areas to which they are not assigned
5. Reckless driving
6. Going to cars during school without permission
7. Smoking
8. Public display of affection
9. Any other deemed inappropriate by ECA administration

If there is probable cause, cars WILL be searched by ECA administration and illegal contents will be turned over to the police and student will be expelled.

If you do not follow the above guidelines your car will be towed at your own expense.

Students will not be allowed to ride with other students without prior written permission from each student's parents.

Students are responsible for the reimbursement of any damage they may cause to school property with their vehicles.

### **Honor Societies and other Organizations**

ECA has established chapters of the National Honor Society and the National Junior Honor Society. The following qualifications apply to requirements for acceptance into the ECA chapters of this honor society.

#### **National Honor Society**

1. Student must be in the 10<sup>th</sup> -12<sup>th</sup> grades(7<sup>th</sup>-9<sup>th</sup> grades for NJHS).
2. Student must have been enrolled in ECA a minimum of one semester.
3. Student must have a cumulative 3.0 GPA since the 1<sup>st</sup> semester of the present grade.
4. All candidates will be evaluated on their leadership, service, citizenship, and character once the minimum scholastic requirement is met.
5. The Faculty Council will vote on each candidate following evaluation for outstanding performance in scholarship, leadership, service, citizenship, and character. A majority vote of the Council is required for election to membership.

#### **Clubs**

Membership in clubs is determined by each club's guidelines.

#### **Student Government Association**

The High School SGA includes homeroom representatives from grades 7 through 12. This organization is responsible for many activities including homecoming, food drives, etc. Elected members must be in good standing, maintaining a "B" average in all subjects including conduct. Members must also uphold the school standards at all times. Failure to do so will result in loss of position.



## Junior- Senior Activities

The Junior and Senior classes are expected/required to participate in several activities during their junior and senior year including:

- |                                 |          |
|---------------------------------|----------|
| 1. Junior/Senior ring ceremony  | Expected |
| 2. Junior/Senior banquet (Prom) | Expected |
| 3. Senior Retreat               | TBD      |
| 4. Senior Class Baccalaureate   | Required |
| 5. Commencement                 | Required |

**Students must follow applicable dress code requirements for all activities.**

## **IX. Miscellaneous**

### **Lunches**

Students may bring their lunches each day or participate in our lunch program, as they desire. Students WILL NOT be allowed to exchange or share their lunches since some children may have allergies to certain foods. Please instruct your child not to exchange or give food away without permission from the teacher. Milk and juice will be available for a small price. Due to time constraints on our lunchroom staff and teachers, heatables will not be permitted in elementary. Please send a sack lunch or have your child order from our menu. Please use a lunch box and as many returnable containers as possible to cut down on the amount of garbage. Do not include any medication or vitamins in your student's lunch. If your student needs to take any medication during the day, check it in to the school office first.

If your child has brought their lunch and needs bowls, forks, spoons, or condiments you must provide them. These items are only available to those students who purchase a lunch at school.

**\*\*Students MUST bring a lunch from home or purchase lunch from ECA. NO OUTSIDE FAST FOOD WILL BE ALLOWED. There will be a \$5.00 fine added to your monthly statement.**

## Lunch Purchases

In order to process a child's lunch order more efficiently, the following steps must be followed:

- All lunch menu orders should be turned in no later than 8:30AM the Friday prior to the week that you want your child to purchase their lunch. **You will no longer be able to place orders after Friday for the following week. Also, we will no longer accept same day lunch orders. If your child does not bring a lunch and has not ordered, we will not be able to provide one and it will be your responsibility to bring one to the school for that day.**
- Please make sure you enclose the lunch order form and the correct amount of money or check in a sealed envelope with your child's name and grade on the front of the envelope. **NOTE: RenWeb payment will be possible.**
- We will not allow lunches to be charged.

## **Sending Money to School**

Large amounts of money such as tuition, Before/After school care payments, or fundraiser monies should be brought to the school office by the parent, or a check or money order mailed/RenWeb to the school. **If you send small amounts of money to school, please put it in a sealed envelope with the student's name, amount of money enclosed, and purpose for the money on the outside.**

## Closed Campus

ECA operates a closed campus. After arriving to school in the morning, no student in any grade may leave the grounds without permission from both parents and the administration. Doing so constitutes skipping class with the associated consequences.

## Inclement Weather

Evangel Christian Academy will announce via the media and/or schoolcast any decisions concerning school closings due to inclement weather or other necessary reasons. Listen to your local radio or television news reports of school closings for a specific announcement concerning ECA.

## Technology Use

Technology devices, whether personal or property of ECA, are vital for instructional purposes. This neutral option is determined by whether or not it is used positively or negatively. Therefore, please respect computer regulations as set by the administration. Technology usage is a privilege and not a right. Abuse of the privilege will cause loss of usage. The following activities are examples of inappropriate activities for the ECA network, e-mail system, or the internet. This list is not all inclusive. Anything that would be considered inappropriate in “paper form” is also considered inappropriate in electronic form.

- A. Using another user’s password or attempting to find out another user’s password.
- B. Sharing your own password
- C. Trespassing in another user’s files, folders, home directory or work
- D. Saving information on ANY network drive or directory other than your personal Home directory OR a teacher specified and approved location.
- E. Student downloading, installing, or copying software of any kind onto a workstation, your home directory or any network drive.
- F. Harassing, insulting or attacking others via technology resources at home or school.
- G. Damaging computers, computer systems or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc. without teacher permission)
- H. Intentionally wasting limited resources such as disk space and printing capacity
- I. Accessing inappropriate websites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- J. Sending, displaying or downloading offensive messages or pictures.
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- L. Participating in on-line games, instant messengers, social networking sites, chat rooms without the permission/supervision of an adult staff member.
- M. Posting any false or damaging information about other people, the school or other organizations

- N. Posting of any personal information about another person
- O. Participating in sending/perpetuating chain letters; student broadcasting of network messages
- P. Violating copyright laws
- Q. Plagiarism of materials that are found on the Internet
- R. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- S. Use of any ECA technology resources for personal gain, commercial or political purposes
- T. Attempting to bypass or bypassing the web filter; example: Use of web proxy or IP masking
- U. Printing anything without permission/supervision of an adult staff member

ECA agrees to:

- Attempt to block offensive advertising and material
- Provide students with an individualized account/password that will give him access to the student network and a folder for storing personal classroom work. (ECA reserves the right to monitor any information stored on its network.)
- Provide access to the computer or lab at specific times

**Technology Usage Policy:** we believe that the internet has much to offer students with its wide variety of resources; however, it is our responsibility to see that students utilize it appropriately. Therefore, an acceptable usage policy has been established and will be given to the parents and students to read and sign. Unacceptable use of the network will result in the suspension or revoking of these privileges and other disciplinary action. (Form located at the end of the handbook)

### **E book device policy**

E book devices such as kindles and nooks will be allowed for the sole purposes of reading books under the following conditions:

- The student's parent is committed to monitoring the device to ensure only appropriate items are downloaded.

- The student and his/her parent(s) must sign a Responsible Use Form.
- The student does not download new books or materials or use internet access for the device while on school property.
- The student waives any assumption of privacy in regards to the device and will at the request of teachers or administration allow them to see what is being read or what is on the device.
- The student does not allow other students to read from the device.
- The student forfeits the privilege if the device is used for anything other than reading an approved book.
- Cell phones MAY be approved for instructional/research reasons ONLY.

In summary, it is impossible to cover every incident that could arise concerning dress code, attitudes or relationships. We must all have a loving Christian attitude and a cooperative spirit. Thank you for your help in these areas.

### **Disasters and Evacuations**

In the event that a disaster should occur, we ask that parents listen to the radio/television stations for information on evacuation plans. A designated area will be established for parents to pick up their child. Parents' cooperation and help during an emergency will make the process more efficient and safe for all involved. We will practice regular fire drills, tornado drills and intruder alert/lock-down drills.

### **Alabama Asbestos Management Program:**

#### **NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES**

Our October 22, 1986, President Reagan signed into Law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to identify asbestos containing materials (ACM) in their school buildings and take appropriate action to control the release of asbestos fiber into the environment. In order to comply with the law, our school has been inspected and a management plan has been developed by and accredited engineering firm. The management plan is a routine document required by law, which describes in detail the inspection findings and various approved methods of dealing with ACM. The management plan and the result of each inspection are on file in the school

office. These may be reviewed during office hours. If you have questions concerning our management plan you may contact:

Scott Matthes at (334)272-3882

### **Harmony**

Parents must respect the guidelines set by the administration. **Parents found to be out of harmony with school policies and/or verbally tearing down the character of the school or staff will be asked to withdraw their child.** Any child withdrawn from ECA because of dissatisfaction with administration or faculty may not re-enroll the following year. Negative gossip will not be tolerated. This includes verbal and postings/texting.

### **Health**

For the welfare of your child and others in the school, please do not send your child to school if he is sick. A student who has been absent due to illness should not return until he is **symptom free for 24 hours** for the following.

#### ***Please keep your child(ren) at home for:***

- A cough accompanied by a fever
- Fever
- Vomiting
- Diarrhea
- Eye drainage of any type/Pink eye
- A regular flow of green or yellow mucous from the nose or throat
- Ringworm
- Lice (We have a “nit-free” policy)

When taking an antibiotic, the student should be on medication for 24 hours before returning to school.

#### ***A child will be unable to remain at school if the following symptoms arise:***

- A fever of 100.0 degrees or greater
- Severe headache
- Stomachache

- Evidence of head lice
- Pink eye
- Undiagnosed rash
- Uncontrollable cough
- Vomiting
- Diarrhea

### ***Procedures for dispensing medication in school***

Every effort should be made for medications to be administered at home. If medication is needed at school, we need to be sure that:

1. Written permission from the parent or legal guardian that ECA complies with a physician's order and it remains on file in the school nurse's office.
2. Each medication will require separate parent/prescriber authorization form signed by parent/legal guardian each school year.
3. Medicine must be in the original container with proper labeling of student's name, prescriber's name, date of prescription and name of medicine, dosage and time interval.
4. Non-prescription medications must have student's name, time, and dosage and in the original container.
5. All medicines will be given by a designated staff member in accordance with instructions received by the parents.
6. All medicine given will be recorded on a medication log that includes date, time, and dosage.
7. All medications will be stored under lock and key at all times.
8. All medicines must be brought in and picked up by the parent/legal guardian.
9. All medicines must be picked up at the end of the school year or they will be discarded.
10. **All medications, whether over-the-counter or prescription, must be given to a secretary by a parent or guardian along with a completed authorization form. We cannot accept medications provided to us by students, even if those medications are labeled and are accompanied by a parental form.**

***Students should never be in possession of medication:*** The office should be notified when a student is receiving medication at school. Medication should be placed in the secretary's hands by the parent along with an authorization form.

Students who are unable to participate in physical education must have a note from the parents or a doctor's excuse. No student will be excused from PE for more than two consecutive days without a doctor's note.

***For major injuries,*** a paramedic will be immediately called and the parents will be contacted. **Please be sure the office has a current list of phone numbers and emergency contacts.**

### ***AISA contagious/communicable disease policy***

Any AISA student diagnosed with a contagious/communicable disease which is listed by the Alabama Public Health Department as a "notifiable disease/condition" may not attend school until cleared by a medical doctor.

### **Student Accident Coverage**

All students are covered under an AISA Catastrophic Insurance Plan while on school grounds from 8:00am until 3:05pm, while attending BSC/ASC, and while involved in school-sponsored activities (i.e. sports practices/games, field trips, etc.).

### **Concessions Responsibilities**

The profit generated from the concessions throughout the school year is placed in the general fund of ECA for the essential needs of all students. Athletics families are required to work at least one(1) concession stand during the course of the year. To help prevent any hardships on those working the concessions stand, a **\$125.00 fine** will be imposed on families who either fail to work their assigned shift or fail to make arrangements for someone else to cover the shift for them. A Sign-In/Sign-Out sheet will be kept in the concessions stand; assessments will be added to the family bill the following month.

### **Library/Media Center**



The ECA library/media center is open from 7:30am to 3:30pm Monday through Friday so that any student may use the available services according to his/her needs. Teachers may send their students to use the resources in the library without accompanying the students if there is no over-crowding or conflict; **students must have a pass and a purpose to enter the library or computer lab.** While students are in the library/media center they are under the supervision of the librarian/technology instructor unless their teacher is with them. The noise level should be kept to a minimum so as not to disturb those who are in the process of conducting research and studying.

As an instructional center for ECA it contains books, periodicals, reference books, audiovisual materials, computers, and instructional equipment. These resources are controlled through the librarian and available for the student body for research, study and edification. All resources are available for checkout with the exception of reference books and computers.

Resources checked out must be returned by the due date to allow for proper school-wide usage. There will be an overdue fine of \$.10 per day for all overdue books. The librarian will complete a list of overdue material, by name and class, to give to each elementary teacher or home room teacher to be used in assisting in the return of the material. Resources may not be checked out during the last week of school. Outstanding library accounts may interfere with students receiving their report card at the end of the year.

It is our goal for every book in our Media Center to be appropriate. If you see any media you feel is inappropriate, notify the librarian, principal, and administrator.

Students using the copy machine will be charged \$.10 per copy for personal use, 5 copies are allowed for research at no charge; however, there will be a charge of \$.10 each after that.

### **Lockers**

Each student in grades K4 through 12 is assigned locker space as available.

#### ***Students must adhere to the following:***

- Lockers are to be kept clean

- Decorations cannot be placed on the exterior of the lockers without permission from the administration
- Interiors may be decorated with material that is appropriate
- Tape or sticky substances may not be used-only magnets are acceptable
- Lockers/locks may not be swapped with other students
- If as student uses a lock, the combination must be turned in to the office

Since lockers are the property of ECA, the school reserves the right to inspect lockers with or without advance notice. If a locker is left unlocked or if a combination has been shared with others, ECA is not responsible for stolen items nor is ECA responsible for items lost/damaged. Students need to take responsibility for their own property/valuables. Lockers must be cleaned out by the last day of school or a \$10 fee will be charged to your account.

### **Lost and Found**

ECA will do the best we can to return lost items to the owner. The school secretary has a lost and found closet. At regular intervals throughout the year, unclaimed items will be donated to the used clothing rack in the gym. Please put your child's name in the tag of clothing articles and somewhere on personal items such as lunchboxes/backpacks to make returning lost items easier.

### **Damaged or Lost Books**

Students are responsible for textbooks assigned to them throughout the year. Any damage that occurs will be the student's responsibility. A damaged book fee will be assessed. If a student loses a book or damages a book to such an extent that it must be replaced, the student will be charged the replacement cost of the book.

**All hard back books MUST have a book cover.**

### **Parent-Teacher Communication**

Please be considerate of teacher and administrative schedules. In order to facilitate the communication process, you may communicate with faculty and staff using the following resources:

- K4-6<sup>th</sup>: weekly packets or RenWeb

- 7<sup>th</sup>-12<sup>th</sup>: RenWeb account
- All grades- Email-Faculty and staff can be emailed using the first initial of the teachers first name and the last name @ecalions.org (example: [smatthes@ecalions.org](mailto:smatthes@ecalions.org) )

When students have a question about homework, classwork, grades, or any other classroom situation; students need to address the **teacher one-on-one**. Many times parents ask questions that the students should be addressing with their teachers. If a student approaches a teacher and the situation is still not resolved; then and only then do the parents need to intervene and communicate with the teacher. Parents please communicate with the teacher **BEFORE** you address anyone in administration.

### **Photograph/Audiotape/Videotape/Interview Permission**

ECA utilizes photograph/audiotape/videotape/interview of students engaged in school activities in the production of educational or promotional materials, educational instruction, the yearbook, for publication in news media for recognition purposes, the school's website or for any useful purpose deemed appropriate by the administration. **If you do not want your child's picture used, you must sign a statement to that affect.** The pictures are property of ECA and will not be sold or used for profit.

### **Parent-teacher Organization**

A school-wide Parent-Teacher Fellowship was formed with a desire to support the ideals and principles of ECA. The objectives of the PTF are to encourage a spirit of unity and cooperation among students, teachers, and parents while providing opportunities to support special projects within the school.

PTF officers meet monthly to formulate and implement projects for improvements of ECA. For example, Walk- a -Thon has been used to purchase a new computer lab and security system in the past and is one of our major mandatory fundraisers that the PTF heads up. **Parents are urged to be a part of**

**the PTF meetings to show their support of the school.** Parents are strongly encouraged to hold offices and participate in PTF events.

### **Parking Procedures**

All students should be dropped off in front of the education building.

K4-2<sup>nd</sup> grade students are picked up under the crosswalk in front of the school offices. 3<sup>rd</sup>-12<sup>th</sup> grade students are picked up in front of the education building. Also, to assist in expediting pick up, please place a sign in the window to identify who is being picked up. Parents are cautioned to always watch for children on the playground, in the parking lot, or in the crosswalks when driving on school grounds. Remember to also carefully watch the traffic on the roads when entering or leaving the school grounds so as to avoid an accident. **Please observe the 10-MPH speed limit** on school property. If you wish to walk your child into the school buildings please DO NOT park in the drop off line. You MUST park in a designated space. Traffic must be single-lane; do not enter "Exit Only" roads.

Any student who wants to leave the campus with anyone other than a sibling or guardian must have a note on file. This should be sent to school with your child.

### **School Offices**

The school office is open during the week from 7:30am until 3:30pm. Parents may leave items with the school secretary to be delivered to a child. A parent who needs to give a message to a child about after school arrangements must call the office before 12:30pm. Please use this service as sparingly as possible.

Please schedule an appointment to meet with the administrator or principal.

### **Solicitation**

Solicitation is prohibited at ECA without permission of the administration. This policy includes:

- The selling of tickets or candy
- The distribution of personal, political, or religious materials

- The distribution of invitations to parties being given outside of school (an exception can be made for elementary classes where the entire class is being invited; so, invitations to select students only must not be distributed at school; but rather should be mailed by parents to those students' homes)
- The circulation of petitions or the distribution of fliers for events or programs not sponsored or officially supported by ECA.

### **Visitors**

For the safety of our students and personnel, parents and all other visitors are required to sign in at the office and obtain a visitor's pass. Under **no** circumstances are visitors allowed to go directly to the classrooms.

The only visitors allowed during the day are:

- Prospective students
- Parent/grandparents
- Siblings
- Alumni (with approval from administration)
- Outside service personnel

Parents must leave any items for their child in the office.

### **Volunteer Program**

Parents will have many opportunities to volunteer during the year. We encourage all parents to find some way to volunteer their time and God-given talents.

Approved volunteers must sign in at the school office and pick up a visitor's tag that must be worn while on campus. Volunteers will be contacted to help with class parties, events, special projects, and field trips. We ask that you do not bring younger siblings to class or events while assisting your child's teacher in the volunteer area.

### **Other**

Please be mindful of smoking around your child(ren) on the way to school. Many students and staff members have allergies to smoke and a child that has been enclosed in a vehicle with smoke can upset allergies and/or asthma of those around them.

Students may not wear cologne or perfume of any kind. Some students and staff members may suffer from allergies/asthma and do not need to be exposed to perfume or cologne on others.

Only prescription glasses are allowed at school. No fashion glasses without lenses or nonprescription lenses are allowed.

Students who fail the 6<sup>th</sup> grade WILL NOT be eligible to participate in any activities or programs pertaining to the promotion ceremony.

### **Miscellaneous Concerns**

- **No PDA** Public display of affection (for example: holding hands, hugs, etc.)
- **Mutual Respect** It is very important that students and teachers alike show love and respect to one another. Name-calling, teasing, or other means of hurting each other will not be tolerated.
- **Hall Pass** Hall passes are required any time a student is in the hallway during class session. Students will not be given a pass to class between periods. If a student is tardy to class, it will be marked as such and the student will serve lunch duty for one week.
- **Food** Students are not allowed to have food or drinks in the classroom building or gym. Breath mints are permitted for Jr./Sr. High in the classroom building. All food will be consumed in the Activities Building.
- **Backpacks** Backpacks must be stored in lockers. Students will not be permitted to carry backpacks to classes. There is adequate room for students to store their books and more than enough time to go to their lockers between classes.
- **Gum** Chewing gum is not allowed on school premises.
- **Skateboards and Roller Blades** These are not permitted at school.
- **Rough Housing** For safety reasons, students are not allowed to push or shove or hit other students even if they are just kidding around. Repeated

events such as this will be treated as fighting. No one ever has a reason to even touch someone else unless it is an emergency situation.

- **Attitude** A student's attitude is very important. If a student has an inappropriate attitude, his/her teacher will talk to him/her. If that does not work a conference will be scheduled with the parent(s). **Repeated bad attitude will be grounds for expulsion.**
- **Electronic Devices** Students should not bring radios, CD/MP3 players, DVD players, electronic games, or other electronic devices to school without written permission from the principal or administrator. If electronic items are brought to school, or **if cell phones are on or in use, between 7:50a.m. and 2:45p.m., they will be confiscated and turned in to the school office; the only exception to cell phone usage is approval for instructional/research, in class, faculty-directed(\$25.00 fine otherwise).**
- Only parents will be permitted to retrieve these items. Items that are not retrieved by parents at the end of the school year will be donated to charity.

## Holidays

Evangel Christian Academy will not emphasize the humanistic view of the holiday seasons. The scriptural emphasis of each holiday will always be maintained. For example, our fall emphasis will be on "Harvest" rather than Halloween. The Christmas emphasis will be "The Birth of Jesus" rather than Santa Claus. The emphasis at Easter will be "Resurrection of Christ" rather than the Easter Bunny.

## In Conclusion

As situations arise during the ever-changing times we live in, ECA will take a look to see if we as administration should or should not alter a policy or make additional policies that determine our stance as a Christian school. Additions or revisions may be warranted and will be addressed. Families will be advised of any amendments.

We pray that all students, parents, faculty, and staff will have a positive experience at ECA this year.





**Evangel Christian Academy**

Code of Conduct and Related student Policies

**Acknowledgement of Document Receipt and Agreement**

Name of Student: \_\_\_\_\_

We hereby acknowledge by our signatures that we have received and read or have had read to us the Evangel Christian Academy 2016-2017 student policies. We understand the policies deemed necessary in this handbook.

By signing below, our family agrees to respect and abide by these policies set forth by the ECA administration. Both parents are required to sign.

\_\_\_\_\_  
Student signature/Date

\_\_\_\_\_  
Student Name Please Print

\_\_\_\_\_  
Parent/Guardian Signature/Date

\_\_\_\_\_  
Parent/Guardian Signature/ Date