



To Our Parents and Students,

We at Evangel Christian Academy commend you for choosing a solid education in a Christian environment for your child. We are aware that your choice brings about certain sacrifices on your part, and we pledge ourselves to making the academic and spiritual benefits received worth each of those sacrifices. It is the desire of the teachers and the administration of the school to work together with you the parents as a team in building the lives of the young people God has committed to our trust.

The policies and procedures outlined in this handbook are established in order that the best educational experience can be afforded to your child. Each year this manual is revised and updated to reflect changes in procedure and board policy. Many minor changes occur from year to year for which students and parents are responsible. Problem situations can be avoided if parents and students alike are familiar with these outlined procedures. Please feel free to contact the office if you have any questions.

In His Service,

A handwritten signature in black ink, appearing to read 'Davey D. Ray'.

Rev. Davey D. Ray
ECA Administrator

MISSION STATEMENT

Evangel Christian Academy exists to be an extension of the Christian family in training and developing their Christian student(s) 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 their potential in Christ.

STATEMENT OF INTENT

Evangel Christian Academy intends to implement its mission in the following manner:

- Christian training will be based on the inerrant Word of God.
- To work with home and church, developing each child's unique God-given gifts and talents, and to equip students in understanding and implementing the Christian faith.
- To provide an educational foundation that will enable students to achieve success at college level, recognizing that all learning styles and special needs cannot be met.
- To provide a qualified Christian faculty and staff that professes Jesus Christ as Lord, exhibits a personal relationship with Jesus and a calling to ministry with students.
- To be good stewards of the resources God has entrusted to us.

STATEMENT OF FAITH

We believe and teach that the Bible, both the 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 the 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 the 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).

PHILOSOPHY OF CHRISTIAN EDUCATION

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 Evangel Christian Academy 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 is a born again Christian, is active in a Bible believing church, and strives to live a life 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:

1. 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 (2 Timothy 2:15).
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his/her concept of God.
3. 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.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalm 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. 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.
8. 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.
9. Moral purity (1 Corinthians 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.
10. 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 EVANGEL CHRISTIAN ACADEMY 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.

ORGANIZATION MEMBERSHIP AND ACCREDITATION

Evangel Christian Academy is accredited by the Association of Christian Teachers and Schools (ACTS), the Alabama Independent School Association (AISA), and Southern Association of Colleges and Schools (SACS). Evangel Christian is also a member of the Association of Christian Schools International (ACSI).

ADMISSIONS POLICY

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, a family interview, payment of the registration fee and testing 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 5th 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 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.

We understand that 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. Evangel Christian Academy 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 (CONT.)

Students entering four or five year-old kindergarten must have reached that age by October 1st of that current year. First grade students must be six years old by October 1st. 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.

New kindergarten students (K-4 or K-5) are subject to an observation session with a kindergarten teacher as part of their screening process.

Enrollment for the coming school year usually begins in January, with members of Evangel Temple and present students at the school and other family members having the first option to enroll or to re-enroll before enrollment is open to the public. **ENROLLMENT AS A STUDENT AT EVANGEL CHRISTIAN ACADEMY 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.**

CONSIDERING THE RETURN OF A PREVIOUS ECA 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 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, ECA Assistant 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.

Admissions - CONSIDERING THE RETURN OF A PREVIOUS ECA STUDENT (cont.)

Following this meeting, the Administrator, Principal, and Assistant Principal 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 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 ECA Administration and Executive Committee.

FINANCES

APPLICATION FEE

An application fee and a testing fee are charged for the purpose of processing the application and are due upon submission of the completed application form. These fees are non-refundable and non-transferable. 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 with the application. Returning students must submit the registration fee with their application. The application and registration fee must be received no later than 30 days after the beginning of the pre-registration time for currently enrolled students in order to guarantee their seat for the next school year. Please note that re-enrollment is not automatic, and must be approved by the ECA Administrator. This fee is non-refundable and non-transferable 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.
- Returning students must notify the office in writing prior to August 1st that they are moving.
- 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.

FINANCES (CONT.)

DEVELOPMENT FEE

This fee is due upon acceptance of enrollment and is **non-refundable**.

TUITION

The annual tuition is payable in ten equal payments. Each tuition payment is due on the first of the month starting with August. The tuition does not reflect the number of days the student has attended, but rather the tuition being divided into ten equal payments. Therefore, the same is paid in August as in September although the student only attends a few days of class in August. The first tuition payment is non-refundable and non-transferable. If it is not made by August 10, a 6% late charge will be added. Furthermore, if the first tuition payment is not paid by August 10, 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 non-refundable even if classes have not started. Once you enroll, you are responsible for the August tuition even if you later decide not to attend. Returning students are also responsible for the August tuition unless the office is notified in writing before August 1st that they will not be returning.

Tuition payments do not 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 August 1. 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 August 1, 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 st Child	0%
B.	2 nd Child	5%
C.	3 rd Child	10%
D.	4 th Child	25%
E.	5 th Child	50%

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

ALL ANNUAL FEES

Book, Operational, Supply, Technology and Science Lab fees are due on June 1st, and will be charged a 6% late fee after June 10th. If fees are not paid by July 10th, the student's seat may be canceled and replaced by someone on the waiting list. The Development fee is due at the time of acceptance and re-enrollment and is non-refundable.

BOOK FEE

A book fee is charged to cover the cost of the textbooks and workbooks that a student will need during the school year. All textbooks are property of the school, and must be returned at the end of the school year in good condition. Destroyed, lost, or damaged books will be charged to the parents.

SUPPLY LIST

A classroom supply list will be provided by each teacher for grades 7th through 12th indicating what additional supplies each student will need to purchase. K-4 through 6th grades will pay a supply fee and supplies will be provided by the school.

FINANCIAL POLICIES

ECA is working with Smart Tuition for billing purposes. Tuition and other school fees billed by Smart Tuition should be paid to Smart Tuition, and sent to their remittance address. Payments are due by the 10th of each month. Missed payments or returned checks will cause a follow-up service by Smart Tuition. This service provides several ways to help you clear your balance. There is a fee for this support service. Smart Tuition has many options for paying your account, including check, money order, back drafts, and payments by phone. Contact Smart Tuition for more information.

Other activities such as field trips, lunches, school supplies or other items that are not billed on a student's account should be paid to ECA as needed. Please enclose it in a sealed envelope with the student's name, amount and purpose written on the outside of the envelope.

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 student will be admitted for the following school term as long as there is a balance due on the student's account.

FINANCES – FINANCIAL POLICIES (CONT.)

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 or other records until the account is cleared. (This includes lost or damaged books, athletic uniforms, lunch charges, and before and after care.)

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 or money orders 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 school year. It is mandatory that each student and parent will participate in helping us raise the additional funds needed for designated school projects and the overall operation of the school.

BEFORE AND AFTER SCHOOL CARE

K-4 through 12th grade students may arrive for school at 7:40 a.m. All students arriving before 7:40 a.m. must report to Before Care. K4 - 4th students are to go directly to the activities building; students in 5th through 12th grade are to go directly to the gym. Before Care is available at 7:00 a.m. Before care is provided for students in all grades. After Care is provided for K4-8th graders. After Care is provided for 9th – 12th graders 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/after care 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 school dismissal times have changed.

Classroom Starting Time:	7:50 AM	K4 – 12 th Grade
Classroom Dismissal Times:	2:20 PM	K4 - K5
	2:30 PM	1st – 2nd
	2:50 PM	3 rd - 6 th
	2:45 PM	7 th - 12 th
Eight Period Extra Curricular/Discipline/Help	2:45 PM – 3:15 PM	

BEFORE AND AFTER SCHOOL CARE (CONT.)

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 a.m. or any portion thereof.
2. **Plan B** covers from 2:20-4:30 p.m. or any portion thereof.
3. **Plan C** covers from 2:20-6:00 p.m. 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 \$10.00 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 6:00 PM. **ECA will assess a late fee of \$10.00 for the first 5 minutes and \$1.00 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 tenth 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 School Care who arrive prior to 7:30 a.m. or who remain at school for any reason other than a school-related function (detention, participation in sports activity, etc.) longer than 30 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 for the activity until directed to After School Care by the teacher or sponsor. In the event a parent is on Academy 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.

EMERGENCY CARE (CONT.)

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 area 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 6:00 p.m. of a student in Emergency Care will result in **a late fee of \$10.00 for the first 5 minutes and \$1.00 for each additional minute after 6:05 PM.**

LEAVING SCHOOL EARLY/CHECKING OUT

For their own safety and protection, students may not leave school early at any time without checking out through the office. This INCLUDES those who may arrive at school and want to leave before the first bell regardless of the reason. **Violation of this rule may result in suspension as with any other act of truancy.** If a student knows in advance that he/she must leave before the end of school for doctor or dentist appointments, etc., please observe the following procedure for checking out:

1. The student should bring a note signed by a parent to the office before school starts. The note should state the reason for the check out and MUST have a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent and speeds the process for students who drive their own cars to appointments. **Students are reminded that all special requests to be absent from school must be turned in at least two days in advance. STUDENTS CANNOT BE DISMISSED FROM SCHOOL ON THE BASIS OF AN INCOMING PHONE CALL.**
2. Before the beginning of the period in which the student is to check out, he/she should show the note to the teacher and have the teacher sign the note before class begins.
3. When it is time to leave, the student should get up and quietly leave the classroom and report to the office.
4. The student should turn in the note and if a parent is picking him/her up, he/she may simply sign out and wait for his/her parent. If the student is providing his/her own transportation, he/she may leave ONLY IF THE NOTE HAS BEEN VERIFIED BY PHONE by office personnel. If a parent knows his/her child will be providing his/her own transportation to appointments during school hours, he/she must make sure his/her daytime phone number is on the note the student brings to school. The school will not be responsible for appointments that are missed because a note cannot be verified with a parent. This policy is made for the safety and welfare of all students.

LEAVING SCHOOL EARLY/CHECKING OUT (CONT.)

5. **AN OFFICIAL NOTE FROM THE DOCTOR OR DENTIST, ETC. IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL OR THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**
6. Unless notified otherwise in writing by the custodial parent, **ONLY** the custodial parent will be allowed to check out a child from school.

STANDARDS OF CONDUCT

Evangel Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Evangel Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of need for spiritual growth in the light of these principles has led Evangel Christian Academy 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 vandalism, inappropriate use of electronic devices, swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion, or involvement in questionable forms of music or entertainment. Students and parents known to be involved in the above types of conduct may have their enrollment reviewed.
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 a 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.

STANDARDS OF CONDUCT (CONT.)

THE SELECTION OF THE RESTRICTIONS MENTIONED IN THIS PLEDGE MAY APPEAR ARBITRARY TO SOME; BUT, WHILE NOT CONDEMNING OTHERS WHO SEE DIFFERENTLY, EVANGEL CHRISTIAN ACADEMY BELIEVES THAT THE RESTRICTIONS NAMED ARE OUTSTANDING TYPES OF CONDUCT WHICH ARE DETRIMENTAL TO THE STANDARDS ESTABLISHED AS ITS OBJECTIVE.

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 WILL BE ASKED TO MEET WITH THE ADMINISTRATOR TO DISCUSS THE SITUATION AND 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.

ATTENDANCE

Since Evangel Christian Academy's program and curriculum are aggressive and demanding, it is vital that students be present. There is no substitute for good school attendance. When students are not in class, they miss valuable instructional time, which is impossible to make up. While tests, quizzes, and daily work can be made up, quality instruction time is lost.

Evangel Christian Academy requires a student to be present not less than **155 school days** for satisfactory completion of course or grade level work. Excessive absences and/or tardies in the lower school may result in retention at that grade level. At the upper school level, attendance of less than 155 full class periods can result in a loss of credit for a given course. For a one-semester course, an absence or tardy of more than 10 days will result in the loss of credit. Should a student exceed the maximum of 10 absences and/or tardies in any class, the class period must be made up in order for class credit to be received. This includes all absences, check-ins, check-outs, and tardies, excused or unexcused. Attendance is taken first period and in all periods at the upper school level. Excessive checkouts or tardies may result in loss of course work, credit, or privilege of exemption. Parental support in this particular area is requested.

1. **Illness** – if a child is ill, **parents are asked to call the school office or e-mail us at attendance@ecalions.org**. If you are certain that your child will be out more than one day, specify the days. Parents of absent students will be called if the office has not been notified beforehand to account for all students. Students who are absent for less than three days should contact another student for their assignments or check the ECA website. Students who are absent for more than three consecutive days may contact the guidance office on the **third** day to request missed classwork and assignments.

ATTENDANCE (CONT.)

2. **Appointments** – Doctors or dentist appointments should be made outside of school hours whenever possible. When it is necessary to have an appointment during school hours, students should be provided with a note. Students are then asked to sign in or out in the office. If students **check in** after homeroom, they must notify the office of their lunch order before 9:00 a.m. **It is extremely important that returning students sign in upon their return.** When the student returns from the appointment, he must present a note from the physician's office verifying that he/she has met the appointment or the absence will be considered unexcused. **Office personnel must assist students when checking in or out at all times.** Elementary students must be checked in/out in the office by a parent. Elementary parents are encouraged to schedule routine appointments after school hours.

3. Tardies

A. **Excused - Illness (with note or call from parent)**, late car pool subject to office discretion, doctor's appointment, and other emergencies as ruled by the administration.

B. **Unexcused** – Late for any reason not covered as excused tardy. Five unexcused tardies to any class will result in a 101 office referral. **Habitual tardiness is a basis for disciplinary action.** Elementary parents' support is expected to ensure children arrive promptly. Classwork missed during an unexcused tardy is not made up. Graded work missed during that time receives a zero.

4. Absences

A. **Excused Absences** – Evangel Christian Academy excuses a student's absence from class under the following conditions: (1) a physician's or dentist's appointment; (2) an illness; (3) a pre-arranged absence or travel. (See next page) However, the acceptance of any of these depends upon the school's judgment as to whether the travel is educationally beneficial; (4) a death in the family; (5) school-sponsored events which are officially announced as such by the administration and for which the students are released from class by the administration.

B. **Unexcused Absence** – unexcused absences include truancy, cutting class, or suspension. Absences due to uniform violations and conduct infractions are also considered unexcused absences. Absence for any reason when parents have not sent a note and have not contacted the school, vacations with no prior arrangements with the school, extended weekends, attendance at school events during class hours without an administration-sanctioned release, etc. are considered unexcused absences. All work missed during an unexcused absence receives a zero grade; no extra credit work is given. **There are no school-sanctioned skip days for any grade level at any time of the year.**

ATTENDANCE – ABSENCES (CONT.)

- C. **Pre-Arranged Absences** – All arrangements must be made beforehand by submitting a note to the administration requesting the excused absence. If the absence is approved, the headmaster will sign the note, and then the student is to have each of his/her teachers' sign the note and then return it to the office. To have an approved absence students must show a C average in all academic subjects, have a limited number of previous absences, and have exhibited strong study skills/work ethic. Arrangements are to be made at least one week prior to the absence. Teachers may make relevant assignments to their subject area based on the nature of the absence. These will be due upon the student's return. The student may also be given work to complete beforehand. Tests will not be given before departure. All make up testing will be done after school and not during class time unless a teacher chooses. Make-up work is the student's responsibility.
- D. **College Visits** – The importance of visiting prospective colleges is recognized and encouraged. We do, however, recommend that you plan your college visits when ECA classes are not in session. Evangel Christian Academy will sanction (the absence will not be counted against attendance or exemption) a student's absence from class when the following conditions are met: (1) an appointment with the college admissions office or a professor must be made prior to the visit, (2) completion and return of the College Day Request Form (available in the registrar's office) with all signatures before the visit day. ECA's Guidance Office also plans supervised periodic college visitation trips; students are encouraged to take advantage of such opportunities. No more than two college days (excused and will not count against attendance) will be allowed unless approved by the principal. **There will be no college trips after April 1 for seniors unless approved by the Administrator and or Principal. During the second semester, no college visits will be allowed for seniors to visit schools to which those students have not made application.**
5. **Make-Up Work** – An excused absence or tardy is one for which academic work may be made up. An excused absence or tardy still counts against totals for attendance and exemption. Students with an unexcused absence or tardy will not be allowed to make-up academic work. The student who is absent because of illness will have the number of days missed upon his return to complete all work but must do so within one week after returning. Make up of all tests assigned while a student is in attendance will begin on the date the student returns to school. It is the parents' and students' responsibility to see that this procedure is followed. Parents need to be aware that excessive absences will impede your child's academic progress.

ATTENDANCE – ABSENCES (CONT.)

6. A perfect attendance award is given to any student whose attendance is perfect for all 175 school days. **Any excused or unexcused absences, tardies, or checking in or out will disqualify a student for this award.**

SEXUAL HARASSMENT POLICY

Evangel Christian Academy, herein ECA, believes that all students are entitled to a school environment free of sexual harassment, and expects that all students will treat each other, as well as teachers, school employees and visitors with courtesy and respect. ECA takes its obligation to maintain this school environment free of harassment very seriously.

The policy of ECA is that it is improper for any student, male or female, to sexually harass another student by:

1. Making suggestive or crude remarks regarding sexual orientation or activities.
2. Creating an intimidating, hostile or offensive environment by inappropriate conduct.

Any student who believes he or she has been subjected to sexual harassment should report the alleged act immediately to a teacher, the Headmaster or the Chairman of the Executive Committee. All complaints will be investigated immediately. Any student of ECA who has been found, after a thorough investigation, to have sexually harassed another student will be subject to appropriate disciplinary action, up to and including expulsion from ECA. The complainant will be informed of all such remedial actions.

Actions taken based upon a student's report of sexual harassment will be treated confidentially and disclosed only on a need-to-know basis for investigative or other legitimate purposes. ECA trust that all students will continue to act responsibly to establish a pleasant school environment free of any such harassment.

DISCIPLINE

ECA Believes that discipline is 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); also believing that discipline is necessary for the welfare and success of the student as well as the entire Academy; and further believing 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. Although it is the responsibility of the entire school staff to maintain discipline, the best form is self-discipline. It is the joint responsibility of parents and teachers to nurture this. 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 and required in the education of the student. Except in the case of major offenses, an attempt will be made to improve the child's behavior through teacher-student conferences and parent-teacher conferences. 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. If at any time the school feels that student or parental cooperation is lacking, the student may be requested to withdraw.

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

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 of or threat of violence against any student, faculty/staff 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.

DISCIPLINE (CONT.)

The entire staff of Evangel Christian Academy has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have established a Discipline plan for grades K4–2, 3-6, and 7-12. The plan specifies rules that cover the behaviors that we expect from our students. The plan also states that students who break rules will receive negative consequences and students who follow the rules will receive positive reinforcement.

OUR RULES FOR K4 THROUGH 2ND GRADE STUDENTS ARE AS FOLLOWS:

1. Follow directions the first time they are given.
2. Respect others.
3. Remain seated unless given permission to do otherwise.
4. Keep hands, feet, and other personal objects to yourself.
5. Raise your hand before speaking.
6. Follow all school policies as established in the ECA handbook.

IF A K4– 2ND GRADE STUDENT CHOOSES TO BREAK A RULE:

1st time: Verbal warning

2nd time: Card moved/Conduct check = classroom time out

3rd time: Card moved/Conduct check = Silent lunch and conduct note sent home

4th time: Card moved/Conduct check = conduct note sent home, send to supervisor who will determine the appropriate discipline

5th time: Card moved/Conduct check = Student sent to dean of students and parent contacted,

**If a child repeatedly moves his/her card or receives conduct checks, the child is sent directly to the dean of students and further action will be taken.

OUR RULES FOR 3RD-6TH GRADE STUDENTS ARE AS FOLLOWS:

1. Come prepared for class.
2. Respect others.
3. Remain seated unless given permission to do otherwise.
4. Keep hands, feet, and other personal objects to yourself.
5. Raise your hand before speaking.
6. Follow all school policies as established in the ECA handbook.

IF A 3RD-6TH GRADE STUDENT CHOOSES TO BREAK A RULE:

1st offense: conduct check

2nd offense/ conduct check = silent lunch

3rd offense/conduct check= Office Time out and conduct note sent home

4th offense/conduct checks = conduct note sent home, send to supervisor who will determine the appropriate discipline

5th offense/conduct checks=Student sent to dean of students and parent contacted

Discipline (cont.)

OUR RULES FOR 7TH – 12TH GRADE STUDENTS ARE AS FOLLOWS:

1. Be in your seat with all necessary materials before the tardy bell rings.
2. Raise your hand before speaking.
3. No eating, chewing gum, or personal grooming in the classroom.
4. Keep hands, feet, and other personal objects to yourself.
5. Remain in your seat unless given permission to do otherwise.
6. Follow all school policies as established in the ECA handbook.

IF A STUDENT CHOOSES TO BREAK A RULE:

- 1st offense: Student's name on board = Warning
2nd offense: One check after name = 15 minute detention after school
3rd offense: Two checks after name = 30 minute detention after school
4th offense: Three checks after name = Student sent to office/parent notified
SEVERE DISRESPECT: Student sent to office.

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 a 101 Discipline Form.

IMPROPER CONDUCT: These actions include, but are not limited to rowdy conduct, disobedience, profanity, insolence, fighting, lying, cheating, and endangering others.

DETENTION – (Elementary School) Teachers may detain students after school. Teachers will contact parents at least one day prior to detention.

DISCIPLINE (CONT.)

CHEATING

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.

SUSPENSION

Suspension is the temporary removal of a student from class attendance by the school. During a suspension, all work missed will be graded as zeros. No work is made up, no extra credit allowed.

CORPORAL PUNISHMENT

Corporal punishment may be administered solely through the recommendation of the administration. The Principal will administer it with an observer present at all times after the student's parent(s) have been notified. Only up to three swats on the buttocks will be given at any time. It must be emphasized that this course of action may be taken when the administration feels it will serve as the best means to redirect a student's behavior or as just discipline for misconduct. (Proverbs 22:15; 23:13-14; 29:15)

DISCIPLINE (CONT.)

EXPULSION

Expulsion is the permanent removal of a student from class attendance by the school, regardless of the time this may occur in the academic year. Expulsion is the most serious action that can be taken and is therefore reserved for actions of the following nature:

- a. Student's or Parent's failure to cooperate with ECA Discipline
- b. Possession or use of any illegal drugs, drugs not prescribed by a physician, alcohol, tobacco, or pornography
- c. Sale of any drugs, tobacco, alcohol, or pornography
- d. Striking or cursing any teacher or authority
- e. Sexual misconduct or a serious moral offense
- f. The use of or threat of violence against other students or the school
- g. Displaying a continued bad attitude
- h. Repeated violation of ECA rules
- i. Possession/use of any weapons on the ECA campus or at any ECA sponsored event
- j. Other violations that the administration may reasonably deem appropriate

Any questions or concerns by a student or parent regarding Academy discipline will be handled in the following manner:

- a. The student will go privately, in a proper manner, and with proper department, discuss the situation with the teacher.
- b. If unresolved, the student should discuss the issue with his/her parents.
- c. If still unresolved, the student and parents should schedule a conference with the teacher.
- d. If still unresolved, the student and parents should schedule a conference with the teacher and principal.
- e. If still unresolved, the student and parents should schedule a conference with the teacher, principal, and administrator.
- f. Final resolution of all matters will rest in the hands of the Evangel Christian Academy Administrator.

POLICY ON PROBATION

PURPOSE OF PROBATION

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

REASONS FOR PROBATION

Academic: Insufficient academic progress as determined by the Principal and Assistant Principal (Guidance Counselor) or 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 or 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, or failure of the parents to comply with the disciplinary procedures of the school.

THE PROBATION PERIOD

1. Probation will last for six to nine weeks beginning the Monday following the principal's conference with the parents and student.
2. Student activities will be limited and all positions of trust and responsibility must be relinquished for the rest of the year. (Under certain circumstances his/her athletic/extracurricular activities can be continued.)
3. Conferences must be scheduled for the student and parents weekly during the six (nine) weeks with the Principal or Assistant Principal/Teacher he designates.

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 Executive Committee and the Administrator.

POLICY ON FIGHTING

Fighting will not be tolerated at Evangel Christian Academy.

The appropriate action if a student is provoked in word or deed is to immediately report the incident to a teacher or person in authority. We realize that when struck by another person it is hard to control one's emotions, but the Word of God is clear on the behavior of a person, and it must be enforced as a policy of this school.

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 Evangel Christian Academy 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 K-12 will wear Buckhead 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 Buckhead Uniform Company 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.
6. All elementary girls may wear black or white spandex shorts under skirts or jumpers.
7. Only solid white, black, brown or tan socks may be worn by all students at all grade levels. Girls may wear solid black or white tights or no socks with appropriate shoes. Leggings are acceptable thru fourth grade.
8. Students' names must appear in all items worn to school. (Embroidered names are optional)
9. Buckhead Uniform Company has a website (www.buckheaduniforms.com), a toll-free number (800-779-3676), 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.

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 to keep the garment at the waist line.
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. Oxford shirts may be purchased from Buckhead or other stores but may not contain any emblem, logo, etc. on the outside of the shirt. When wearing the oxford uniform shirts, all but the top button should be buttoned. Oxford colors permitted are white, yellow, or lavender.
4. 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. Any white, tan, brown, black, or gray conservative school-type shoes (Fully closed backs and toes). No sandals, clogs, crocs, or boots.
3. Laces on shoes should remain tied. Lace color **MUST** match shoe color or must be plain white.

P.E. Clothes

For Upper School students, the prescribed P.E. uniform 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.

Hair

Hair is to be well groomed and neatly styled. Hair must not extend below the collar in the back, nor to the eyebrow in the front, nor over the middle of the ears.

Unusual hairstyle or color is unacceptable. Upper school young men are expected to be clean-shaven and shave on a daily/regular basis, ie., no mustaches, goatees, beards (without a Doctors excuse), or sideburns that extend below the base of the ear.

DRESS CODE (CONT.)

Girls

Cosmetics

ELEMENTARY STUDENTS ARE NOT ALLOWED TO BRING COSMETICS TO SCHOOL. Evangel Christian Academy strongly discourages elementary students from wearing 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. Skirts, jumpers, skorts, and shorts must come to the top of the kneecap or longer. 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.

Shirts and blouses

1. With the exception of the girls' ribbed shirt, all other shirts must be tucked in at all times.
2. Oxford shirts may be purchased from Buckhead or other stores but may not contain any emblem, logo, etc. on the outside of the shirt. When wearing the oxford uniform shirts, all but the top button should be buttoned. Oxford colors permitted are white, yellow, or lavender.
3. All shirts must be worn with the collar down and buttoned.
4. Blouses must be loose-fitting enough to conceal undergarments and any cleavage.
5. 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. Any white, tan, brown, black, or gray conservative school-type shoes (Fully closed backs and toes). No sandals, clogs, crocs, or boots.
3. Laces on shoes should remain tied. Lace color **MUST** match shoe color or must be plain white.

P.E. Clothes

For Upper School students, the prescribed P.E. uniform 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.

DRESS CODE (CONT.)

Outerwear

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

THE FOLLOWING ARE PROHIBITED AT EVANGEL CHRISTIAN ACADEMY - GRADES K-12

1. Jewelry – **Boys** may not wear jewelry, as in necklaces, earrings, etc. Only a watch and one ring may be worn. **Girls** may wear only one necklace and one pair of earrings and one ring on each hand. Body piercing, nose rings/studs, and chains are not permitted. 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 makeup, hair colors or style.
4. Hats, caps, or sunglasses are not to be worn in the school building.
5. Knives or weapons of any type.
6. Laser pointers, laser pens, etc.

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) are 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 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.

MISCELLANEOUS CONCERNS (CONT.)

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 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.
- **CELLULAR PHONES, IPOD'S, AND MP3 PLAYERS** – Cell Phones, IPODS, and MP3 players may be brought to school; however, they must be turned off before entering the school building and should not be turned on at anytime during the school day and should not be visible at any time. (ie: they should be kept in a pocket, purse, or book bag.) These devices should never go off during a class or be a distraction in anyway. The only exception to this is if a teacher or the administration grants permission to use the device in the classroom. If this rule is not followed:
 - **1st Offense:** The electronic device will be taken to the office. The student may pick-up the phone in the school office at the end of the school day.
 - **2nd Offense:** The electronic device will be confiscated and taken to the office and the parent will be required to come to the school and sign for the phone at which time the parent may pick up the phone.
 - **3rd Offense:** The electronic device will be confiscated and taken to the office at which time the parents and student will be required to meet with administration to discuss possible expulsion.
- **SKATEBOARDS AND ROLLER BLADES** – These are not permitted at school.
- **ROUGHHOUSING** – 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.

- **ATTITUDE** – Perhaps the most important thing is the student's attitude. 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.**

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

PARENT-TEACHER FELLOWSHIP

Parent-Teacher Fellowship meetings are considered vitally important to the parents, students, teachers and administration of Evangel Christian Academy. Proper communication between the parents and the school is one reason why parents send their children to Christian schools. Parents receive an update on their child's progress in the classroom, and become aware of what will be happening in the coming nine-week period. Brief questions regarding student report cards may be answered at these meetings. If a lengthy discussion is required, a conference should be scheduled at a later date.

As a condition of enrollment, ECA expects our parents to be involved and concerned with each aspect of their student and events at ECA. Therefore, at least one parent is expected to attend each scheduled Parent-Teacher Fellowship meeting. The dates for the Parent-Teacher Fellowship meetings are included in the school calendar. **PLEASE REMEMBER, IF AT THE TIME OF PRE-REGISTRATION FOR THE NEW SCHOOL YEAR AT LEAST ONE OF THE PARENTS HAS NOT ATTENDED THE PTF MEETINGS, IT WILL AFFECT THE POSSIBILITY OF YOUR CHILD ATTENDING THE NEXT SCHOOL YEAR.**

PARENT/TEACHER CONFERENCES

The teachers and administration of Evangel Christian Academy pledge to communicate with the parents concerning the needs and behavior of their child. You are more than welcome though to make appointments with your student's teacher when necessary. Although teachers will gladly discuss your child's progress, **parents are discouraged from contacting teachers at home.**

Parents are welcome to consult with the office about any problem or question that concerns the welfare of their child. Conferences with the administrator, principal, or teacher should be arranged in advance.

BEFORE SCHOOL HOURS IS A VERY IMPORTANT PREPARATION AND STAFF MEETING TIME FOR TEACHERS, AND IT IS NOT CONDUCIVE TO SURPRISE VISITS OR LENGTHY CONVERSATIONS.

Please call the school office or see the teacher after school to set an appointment for a conference, as each will be glad to comply. Also please make arrangements through the office if you wish to visit a classroom or see a teacher or student. No one will be allowed in the classrooms without prior approval.

CHRISTIAN CONCILIATION

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the Academy, or any one of several possible areas. This is often the result of lack of communication between those involved. As Christians, scriptural principles for resolving conflicts should always be followed. Matthew 18:15-17 and 1 Corinthians 6:1-7 determine the procedure of Christian conciliation that is used in resolving all disagreements at Evangel Christian Academy.

If a problem arises, a person should first go to the one directly involved or through whom the offense came. If the problem cannot be resolved at this level, they should agree to be in disagreement, and together obtain counsel of the administration. If still unresolved, the individuals should ask that the Academy Executive Committee arbitrate for a final solution.

On the basis of 1 Corinthians 6:1-7, all parties should agree to accept the final resolution of any dispute as arbitrated by the Academy Executive Committee, and without pursuing unnecessary legal action. **Bringing of a legal action against Evangel Christian Academy or any of its employees in violation of the above statements to mediate and arbitrate will result in immediate expulsion of the student.**

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 "The Resurrection of Christ" rather than the Easter Bunny.

PARENT VOLUNTEERS

Opportunities for parents and grandparents to be involved in school activities are not only provided, but also are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, lunchroom supervision, parties, special classroom projects and school programs. A volunteer survey form will be circulated early in the school year to help determine interest and placement.

SCHOOL LIBRARY/MEDIA CENTER

The ECA Library/Media Center is open from 8:00 a.m. to 3:30 p.m. 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 and equipment, and a daily newspaper. 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 the reference books.

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 over-due 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 or 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.

COMPUTER LAB/INTERNET USAGE POLICY

Students must have an Internet User Permission Form on file, signed by parent or legal guardian before they will be permitted to use the Internet or Computer Lab.

DEFINITION OF SITE AND RELEVANT POLICIES:

Myspace.com, Facebook.com, etc are "Personals and Dating" web sites, along with other sites of this kind. These sites are not allowed on campus computers, and students are blocked from accessing Myspace.com, Facebook.com, and other various sites. Furthermore, the school's "Internet Usage Policy" does not allow anyone to publish texts, images, or any other information about Evangel Christian Academy and its students, faculty, or staff without permission of the school's administration and the technology coordinator. Regardless of where a student accesses the Internet—at home, at school, or in any other place—the student is in violation of the school's policy. If the student violates this prohibition, he/she is subject to expulsion.

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 spelling or 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 the 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.

WITHDRAWALS

All withdrawals from the school must be made through the school office and must be in writing. Forty-eight (48) hours advance notice in writing to the Administrator is expected. Full payment for the current school period based on the 10-month tuition payment plan must be made. All charges on the student's account must be cleared. **RECORDS ARE RELEASED TO ANOTHER SCHOOL UPON WRITTEN REQUEST FROM THAT SCHOOL AFTER THE STUDENT'S ACCOUNT IS CLEARED. NO EXCEPTIONS WILL BE MADE.**

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 away food without permission of the teacher. Milk or 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 anything during the day, check it in to the school office first.

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

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 8:30 AM 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.
- 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 fund-raiser monies should be brought to the school office by the parent, or a check or money order mailed 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.**

SICKNESS, MEDICATION, AND COMMUNICABLE DISEASES

SICKNESS

For the welfare of your child and others in the school, all children who are sick must be kept at home. **If your child has a fever, please do not send the child to school until they are fever free for 24 hours.** Since students do participate in outdoor activities as the weather permits, please see that they are dressed accordingly so as to prevent illness. All children must participate in outside activities, so please dress them accordingly.

Each teacher is trained in First Aid and CPR. The best possible emergency care will be assured should an accident involve your child. Please be sure that the information on your child's emergency card stays current. If a child becomes sick while at school, he/she will be given the best care possible until the parent arrives to take him/her home or to the doctor.

HOW SICK IS "TOO SICK" TO ATTEND SCHOOL

Children get sick and, as parents, we want our children not to miss any more school than is necessary. So how sick is too sick for school? There are times when you should keep your child away from school. And if the child is sick, you should know that keeping them home improves the time required for getting well. You also reduce the possibility of spreading illness. Here are eight types of illnesses that are grounds for keeping a child at home:

1. Fever – Temperature of 100 or above. Child must remain home until fever-free for 24 hours.
2. Vomiting – Your child must not attend school if they have vomited in the last 12 hours.
3. Diarrhea – Your child must remain home if they have had diarrhea in the last 12 hours.
4. Undiagnosed Rash – Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease.
5. Pink Eye (conjunctivitis) – Pink eye is extremely contagious. Your child must be treated before returning to school.
6. Sore Throat – Sore throat with a fever, with or without swollen glands.
7. Coughing – Coughing which causes your child to turn red or blue in the face or a cough which is followed by a whooping sound.

MEDICATIONS

No prescription medication or any nonprescription/over-the-counter medications (i.e. aspirin or Tylenol) will be administered at school unless the parent has filed the necessary Physician Statement of Need (this form must be filled out and signed by the Physician prior to submission to the office) and Parental Request for Medication Administration forms with the school office. All prescription medication to be dispensed must be in the original bottle. Any medication dispensed, accordingly, must be documented on the ECA Medication Administration School Log.

MEDICATIONS (CONT.)

Students must provide their own nonprescription/over-the-counter medications (i.e., aspirin or Tylenol) in the original container. **They may not carry any medication with them at any time unless prior office approval has been given.**

COMMUNICABLE DISEASES

Students with communicable diseases shall be excluded from school while ill, and during recognized periods of communicability. Evangel Christian Academy reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Any student diagnosed with a contagious communicable disease which is listed by the Alabama Public Health Department as a "notifiable disease/condition" may not participate in interscholastic athletics until cleared by a medical doctor in accordance with AISA Athletic Handbook.

INCLEMENT WEATHER DAYS

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 Evangel Christian Academy.

BIBLE

Bible study is recognized at Evangel Christian Academy as a fundamental importance and is a required subject. Scripture memorization is given particular emphasis. Biblical truths are also interwoven into the study of each academic subject. Without knowledge of the Bible, a student cannot be considered truly educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from its study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

CHAPEL AND ASSEMBLY

Chapel services are conducted weekly for each age level. These services are designed to spiritually inspire and build character in each student. Members of the faculty or special guests may speak at or conduct these chapel services. Parents are always welcome at any Chapel Service. Occasional general assembly programs will be scheduled for promotional, entertainment or personal enrichment purposes.

PATRIOTISM

Along with a love for God and His Word comes a love for our country. We endeavor to develop a love and respect for our country and the freedom we enjoy as a God-given gift. All children are expected to participate in the giving of pledges.

FIRE AND TORNADO DRILLS

Fire and disaster/tornado drills are held periodically during the school year. These are to be taken seriously. Fire and disaster escape routes are posted in each room. Students should review them often. When the signal is given, all activities should cease and exit immediately using the following procedure:

Fire Drills

- The fire signal is a continuous loud alarm with flashing strobe lights.
- Walk quickly in a single line, without running or pushing, to the designated areas.
- Teachers are to be sure all windows and doors are closed.
- Do not talk inside or outside the building.
- Attendance is taken by the teacher to account for all students.
- Students may re-enter the building upon the direction of the administration.

Disaster/Tornado Drills

- The disaster/tornado signal is a rapid continual ringing of the school bell.
- The teacher will escort the class to their assigned area.
- Attendance should be taken by the teacher to account for all students.
- Students may re-enter their classrooms upon the direction of the administration.

LABELS

Parents are asked to label everything that their child(ren) brings to school: coats, sweaters, P. E. uniforms, supplies, lunch boxes, etc. This will help in returning those lost items.

TELEPHONE CALLS

Students are not to use the school office telephone before, during, or after school. The office phones are business phones and must be kept open to conduct business. If a genuine emergency arises during the day, a student should come to the office with a hall pass and the receptionist will make the necessary call. Parents are not to call the school during the day to leave messages for their children. Only in the case of an emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc.

PROPERTY

Each student is expected to respect the property God has provided to Evangel Christian Academy and the rights of others. **ANY STUDENT WHO BREAKS OR DEFACTS ANY SCHOOL OR PERSONAL PROPERTY IS RESPONSIBLE TO REPLACE OR PAY FOR THE BROKEN OR DAMAGED ITEM.** The school will not assume responsibility for the carelessness of a student. A student must never go into a teacher's desk, another student's locker, or use items belonging to someone else without permission from the owner or teacher. No student is to add to or delete anything from any bulletin board without teacher approval. Each student is expected to help maintain the general cleanliness of the school by picking up any paper or litter dropped.

BOOK USAGE FEES

All students in grades K4-12 will pay a book usage fee. The book usage fee must be paid before books are distributed. These textbooks will be returned at the end of the term or to the office on the day the student withdraws from the Academy. Students should not leave textbooks unattended at any time in any part of the building including the gym area. Students are responsible for paying for the books that are lost or damaged. Lending books or sharing books with other students is discouraged. Therefore, any student that lends his book to another student remains responsible for the book he was originally issued during the first days of school.

All textbooks must be kept covered for their protection. Neither tape nor contact paper is to be affixed to the books themselves. All students should write their names on the inside front cover of their books to provide a quick means for identification in case they are misplaced. Any problems with textbooks (bad bindings, torn pages, etc.) **MUST be brought to the teacher's attention within the first ten days of school.** NO EXCUSES will be accepted when books are turned in damaged at the end of the school year.

LOCKERS

Students are assigned lockers at the beginning of the school year. Students are to care for their lockers by keeping them neat and orderly and free from trash. Those who fail to comply will be disciplined. Students should not give out their locker combinations to other students or share lockers with other students. Lockers must NOT be used in any way that is inconsistent with legal standards or school rules. Locker doors should not be forced open or closed or slammed. Students may not place stickers or decals on or in their lockers. Students who damage or deface a locker must pay the replacement price of the locker. The use of a "locker mate" is encouraged and will help organize the space for better use. Any book bags, which might be used at school, must be small enough to fit inside the available locker space. Book bags must not be left in places where they might easily pose a safety hazard. At the end of the school year or upon withdrawal, lockers must be completely cleaned out. This is the responsibility of the student who was originally assigned the locker. A locker-cleaning fee of \$10.00 will be assessed for those failing to comply.

Students are granted the privilege of using assigned lockers for storage of personal school-related belongings. Locks are provided by the student and should be used at all times. **A KEY OR COMBINATION MUST BE SUBMITTED TO THE OFFICE FOR EACH OF YOUR CHILD'S LOCKS.**

Lockers will be checked periodically by the school administration without advance notice in order to check for neatness and content. Pictures or other items not complementary to school standards will be removed from lockers. Locker privileges may be suspended if lockers are not kept neat and properly locked, or if abuse or misuse of lockers occurs.

P.E. Lockers are provided for your student. Students should keep a lock on their P.E. locker at all times. ECA is not responsible for any items in a locker that is unlocked or for items that are left on the P.E. locker room floor or bathroom.

VISITORS/DELIVERIES

Any parent or visitor to the school MUST report to the Academy office, sign the "Visitor's Register", and obtain a visitor's pass BEFORE proceeding to any other point in the building. If a parent needs to see his/her child, the student will be called to the office. Articles that need to be delivered will be handled by the office between classes. Friends of students should not be on campus during school hours at any time without permission from the administration.

Due to limited office staff and space, as well as the potential for disruption of the instructional process, the administration cannot permit the delivery of flowers, balloons, etc. to the school building or grounds.

HALL PASSES

Students are required to have passes from their teacher any time it is necessary for them to be in the halls during class time. This includes permission to use the restrooms or to go to the office.

LOST AND FOUND

Items that are found on school grounds should be turned in to the office and will be kept in the Lost and Found area. All items that are not picked-up within one week may be disposed of at ECA's discretion.

TRAFFIC FLOW

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

K4 – 2nd grade students are picked-up under the crosswalk in front of the school offices. 3rd – 12th 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 grounds so as to avoid an accident. ***PLEASE observe the 5-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 parking space.

KINDERGARTEN/ELEMENTARY SCHOOL ORGANIZATION

Kindergarten is divided into two grade levels. K-4 consists of four-year-olds. K-5 consists of five-year-olds. All Kindergarten students attend a full academic day. Each grade has an assigned room in the Education Building.

Elementary School consists of grades 1 – 6. Each grade has an assigned room on the first floor of the Education Building.

STUDENT/TEACHER RATIO

The goal is to have the following student/teacher ratio for each grade level:

Kindergarten 20:1 1st – 3rd grades 22:1 4th – 6th grades 25:1

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

FIRST DAY OF SCHOOL

We feel it is in the best interest of the child if parents leave him/her with the teacher on the first regular day of school. Even if the child seems frightened or uncertain, the teacher is trained to help your child feel loved and comfortable in their classroom. Parents remaining at the door make the period of adjustment more difficult for the child, the parent and the teacher.

After the first week of school, no elementary parents (K4 – 6th Grade) will be permitted past the tile in the lobby. This will allow for a smooth morning transition to the learning environment.

GRADING SCALE

Evangel Christian Academy utilizes the following standard for determining grades:

NUMERICAL SCORE	LETTER GRADE
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

In addition to academic grades, conduct grades will also be given according to the following standard:

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

REPORT CARDS

Report cards are issued for K4 – 6th grade at nine-week intervals. They will be distributed to parents through the weekly packets and e-mail. Progress reports will be sent home 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 grade becomes official.

RETENTION GRADES 1ST – 6TH

Students in grades 1- 6 who receive three or more F's for the year in core subjects (Bible, Math, English, Reading, Science, and Social Studies) will be required to repeat the year. A student who fails one or two courses may be required to successfully complete summer tutoring requirements in order to be promoted and or return to Evangel Christian Academy.

RETENTION (CONT.)

Kindergarten students may be either recommended or not recommended for promotion. Students who do not satisfactorily meet the attendance requirements of Evangel Christian Academy are subject to retention or forfeiture of academic credit.

The Evangel Christian Academy Executive Committee reserves the right to make any decisions regarding the promotion, retention or academic credit of any Evangel Christian Academy student.

ELEMENTARY SNACKS

Nutritious snacks are critical to a child's performance during the school day. When a teacher (K4-2nd) assigns snacks, snacks work best for our students when parents, on a rotating basis, provide these snacks for each class. 3rd-6th grade students will provide their own snacks. **A NUTRITIOUS BREAKFAST AND WHOLESOME SNACK BENEFIT THE STUDENT'S PERFORMANCE, UNDERSTANDING AND BEHAVIOR.**

TOYS

No toys are to be brought to school **UNLESS THE TEACHER** has given permission for a specific reason, such as "show and tell" day.

STUDENT BIRTHDAYS

In order to celebrate their birthday during lunchtime student may bring cupcakes, cookies, etc. for their birthday. Please remember that if you bring a birthday cake, plates and spoons or forks need to also be supplied. The lunchroom does not supply the teacher with these items for parties.

BIRTHDAY INVITATIONS

If your child wants to hand out party invitations at school, ECA's policy is that everyone in the class or everyone of that gender should get an invitation. For example, if one student gets an invitation, then they all should. If you want to send to just the boys or just the girls, please feel free to do so. This is merely to keep the students from having hurt feelings and causing conflict for the teacher in the classroom. If for some reason you would like to send a limousine to school for a birthday or special occasion, it has to be approved through the office. These can cause difficulties for the after school pick up line.

STUDENT PICK-UP

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

FIELD TRIPS

Guidelines have been set for these occasions for the safety of your child. Please follow all policies including not making stops for any reason while you have children in your care. Also, since you are responsible for a group of children, we ask that you do not bring siblings along on field trips. There will be additional fees for each field trip to offset the cost of fuel.

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 is other important information from the teachers and office.

JUNIOR/SENIOR HIGH SCHOOL ORGANIZATION

Junior and Senior High are divided into two grade levels. Junior High consists of grades 7 – 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 Math Credit counts towards Graduation		
Freshman	9 th Grade	7 Credits
Sophomore	10 th Grade	7 Credits
Junior	11 th Grade	7 Credits
Senior	12 th Grade	<u>7 Credits</u>
		28 Credits

- **PARENTS AND STUDENTS GOING INTO THE NINTH GRADE MUST CHOOSE A DIPLOMA TRACT, EITHER AN ADVANCED DIPLOMA OR STANDARD DIPLOMA.**
- **ALL TENTH GRADE STUDENTS OF ECA ARE REQUIRED TO TAKE THE PSAT TEST. PARENTS ARE RESPONSIBLE FOR ALL COST RELATED TO THIS TEST.**
- **ALL TWELTH 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 COST RELATED TO THIS TEST.**

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate with a **Standard Academic Diploma**, a student must satisfactorily complete the following course work/credits:

Bible	4 credits or 1 credit for each year at the Academy
English	4 credits
Social Studies	4 credits
Mathematics	4 credits, Algebra I & Geometry required
Science	4 credits, a Physical Science & Biology required
Physical Education	1 credit
Health Education	½ credit
Fine Arts	½ credit
Computer Applications	½ credit
Electives	5 ½ Credits
TOTAL	<u>28 credits</u>

In order to graduate with an **Advanced Academic Diploma**, a student must satisfactorily complete the following course work/credits with a cumulative minimum 2.7 GPA:

Bible	4 credits or 1 credit for each year at the Academy
English	4 credits at advanced levels
Social Studies	4 credits at advanced levels
Mathematics	4 credits, Algebra II & Trigonometry required
Science	4 credits, Additional Life and/or a Physical Science required
Physical Education	1 credit
Health Education	½ credit
Fine Arts	½ credit
Computer Applications	½ credit
Foreign Language	2 credits in same foreign language
Electives	3 ½ Credits
TOTAL	<u>28 credits</u>

GRADING SCALE

Evangel Christian Academy has adopted the following standard for determining grades:

NUMERICAL SCORE	LETTER GRADE
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

In addition to academic grades, conduct grades will also be given according to the following standard:

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

The student with the highest overall grade average shall be the ECA Valedictorian and the second highest overall grade 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.

EXEMPTIONS FROM SEMESTER FINALS

Students may be exempt from semester exams if they meet the following criteria:

1. Student has maintained a minimal average of 90 (A) each quarter of the semester.
2. Student has no more than 5 excused or unexcused absences for the semester. Students who are excused from classes by the principal to leave school or class for approved school related trips (including college days) are not considered absent from school or class on attendance records.
3. Student must not have received any conduct grade lower than "SATISFACTORY" during the semester.

REPORT CARD

Report cards are issued for 7th – 12th grade at nine-week intervals. They will be distributed by e-mail for junior/high school students. The only hard copy sent will be the final report card.

Progress reports will be sent home via e-mail 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 grade becomes official.

STUDENT/TEACHER RATIO

The goal is to have the following student/teacher ratio for each grade level:

7th—12th Grades: 28:1

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

ACADEMIC PROBATION

Students may be placed on academic probation status if their overall GPA 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 remains under 2.0 may 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 continues to remain under the 2.0 standard, they may also be dismissed from ECA.

RETENTION

Students in the 7th-8th 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 9th-12th 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 Evangel Christian Academy.

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

The Evangel Christian Academy Executive Committee reserves the right to make any decisions regarding the promotion, retention or academic credit of any Evangel Christian Academy 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 into 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, football, girls volleyball, boys baseball, girls fast pitch softball, varsity track, and cheerleading. Students enrolled in the 7th – 12th grades are eligible to participate based upon meeting the required academic and physical standards. Physical Education will feature sports such as basketball, volleyball, soccer, flag football, and softball.

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.

SPORTS PROGRAM – ACADEMICS (CONT.)

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 four (4) core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3.0 new Carnegie units during the first semester of the current year. Note: A minimum of (1.5) core curricular credits must be included in this requirement.

- Core curricular subjects include 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.

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.**

SPORTS PROGRAM (CONT.)

GUIDELINES

The Coach, within each sport or the Senior 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.

JR./SR. HIGH SPORTS DRESS CODE

All Jr./Sr. 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 ON-CAMPUS DRIVING

Student driving on campus is a privilege. Students are allowed to drive their personal vehicle to and from school within the following standards:

1. Written parental permission is on file.
2. Copy of their Drivers license and vehicle tag number on file.
3. Must purchase a parking permit.
4. They drive in a responsible manner while on school property, and in no case exceed 5 miles per hour.

If you do not follow the above guidelines your car will be towed at your own expense. Permits must be purchased before school starts.

Students will park their vehicles in a designated parking area for students. They may not loiter in or around the parked vehicles before or after school, and loud or questionable music will not be tolerated on school grounds. Students are not allowed to return to their vehicles during the school day without permission from the Principal or Administrator. Students will not be allowed to ride with other students without prior written permission from each student's parents.

STUDENT ON-CAMPUS DRIVING (CONT.)

Students are responsible for the reimbursement of any damage they may cause to school property with their vehicles. In the event a student does not comply with the Handbook requirements they will be disciplined within the following guidelines:

- **First Offense** - driving privileges revoked for one week.
- **Second Offense** - driving privileges are revoked for the school year.

PARKING PERMITS

Evangel Christian Academy has instituted a permit parking program to gain the best utilization of our limited parking resources. The goal of the program is to restrict parking on our campus to only those who are current members of our student body, faculty or staff.

The regulations are as follows:

- Current year permits are required for all vehicles parked on ECA property.
- New permits must be obtained each year.
- Permit cost for the school year is \$15.00. Please make all checks out to Evangel Christian Academy.
- In order to obtain a permit, the applicant must be a current ECA student, faculty, or staff member and must present a valid Alabama Drivers License, along with the appropriate form.
- The permits are valid from August 1 – May 31.
- Permits are the property of ECA and may be revoked if applicant violates any traffic regulations on school property. These include but are not limited to driving without a license, speeding through the parking lot, and endangering the lives of others.

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 10th-12th grades.
2. Student must have been enrolled in ECA a minimum of one semester.
3. Student must have a cumulative 3.0 GPA since the 1st semester of the 10th 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.

NATIONAL JUNIOR HONOR SOCIETY

1. Student must be in the 7th-9th grades.
2. Student must have been enrolled in ECA a minimum of one semester.
3. Student must have a cumulative 3.0 GPA since the 1st semester of the 7th 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.

SGA – STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (S.G.A.) provides leadership to the student body in promoting the goals of Evangel Christian Academy. The S.G.A. is responsible for organizing spiritual, educational and social activities. It is the official channel of communication between students and administration.

The Student Government Association is advisory in nature and is governed by its constitution and by-laws.

To be eligible to hold office as a Student Government Member students must meet the following requirements:

1. Must make a commitment to S.G.A. to follow all campaign rules and procedures.
2. Must maintain a GPA of 2.5 or higher each quarter.
3. Can receive no more than one "N" and no "U" in conduct each quarter.
4. Must meet and maintain all eligibility requirements as set forth by the S.G.A. Constitution and By-Laws.
5. 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 an officer or member of SGA.

Students may serve as members of the executive council, class officers or class representatives. Requirements are subject to change. For more information and requirements, please see the SGA Advisor. The ECA Administration has final say on any changes.

EVANGEL CHRISTIAN ACADEMY STATEMENT OF AGREEMENT

We have completely read Evangel Christian Academy's Student Handbook and agree to abide by and be in agreement with all the rules, regulations, and procedures stated therein. We also agree to abide by the correction or changes made by the Administrator and the Executive Committee.

We believe that God wants Christians to make every effort to live at peace and to resolve disputes with one another in private or within the church (see Matthew 18:15-20; 1 Corinthians 6:1-8; Ephesians 4:1-3). We believe that obedience to these principles honors and pleases God, benefits those involved, and may lead others to faith in Christ. Therefore, trusting that our family and friends will honor our beliefs and wishes, we ask that any questions or disputes that may arise during the time that the student below is enrolled in ECA be settled by mediation and, if necessary, arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Mediation and arbitration as described above will be the exclusive remedy for settling disputes.

We agree that our bringing of a legal action against Evangel Christian Academy or any of its employees in violation of the above agreement to mediate and arbitrate will result in immediate expulsion of the student named below.

STUDENT SIGNATURE _____

GRADE _____

DATE _____

PARENT SIGNATURE _____

PARENT SIGNATURE _____

DATE _____

This page must be signed and returned to the homeroom teacher no later than the end of the first week of school. Failure to sign and return this page will prohibit the student's attendance until it is returned.