

Evangel Christian Academy 2026-2027

Student Policies Parent/Student Handbook

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www.ecalions.org

****changes made from the 2025-2026 handbook are in yellow****

Revised July 2026

Evangel Christian Academy is a ministry of Evangel Church

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Introduction

Welcome to ECA!

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

With our ever-changing society, our handbook has also changed to reflect some current issues we are now facing.

We **strongly** encourage you to carefully read each section to take note of the latest changes.

Our Mission

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

General Information

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

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

- Trust in God with all your heart, soul, and mind
- Be respectful, responsible, and ready to learn at all times

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

Our Philosophy

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

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

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

- Moral purity (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 keep personal health and hygiene to strengthen them.
- Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed by God. This attitude coupled with prayer for our country (2 Chronicles 7:14) is vital to keeping our nation strong.

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

Accreditation

Evangel Christian Academy is accredited by the Alabama Independent School Association (AISA), Cognia/AdvancED (formerly SACS), and the National Council for Private School Accreditation.

Statement of Faith

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

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

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

We believe and teach 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 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).

Marriage, Family, and Human Relationships

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

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

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

(d) In the spirit of Christ, we oppose all forms of human trafficking, racism, exploitation, slavery, violence, greed, selfishness, oppression, and any other attitude, activity, or relationship that degrades humans, and denies them the dignity that they were created in the image of God to enjoy. We speak and work to support and protect the poor, the powerless, the child, the orphaned, the abused, the aged, the sick, and the unborn. We contend for the sanctity of all human life from conception to natural death.

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

Parent Involvement

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

- Attending parent/teacher conferences when requested to do so.
- Monitor your child's grades, attendance, and behavior/conduct reports regularly.
- Monitor and advise your child in their choice of proper school apparel.
- Monitor your child's assignments, course syllabus, and short and long-term projects daily.
- Pick up your child from school when requested to do so by an administrator.
- Attending ALL required parental orientations.
- Serve as a volunteer, room parent, mentor, and/or prayer partner with ECA.
- Practice the Peacemaker's Pledge (Matthew 18 Principle) when resolving conflict.

Faculty

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

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

Chapel Services

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

Resolving Conflicts

Using the Matthew 18 Principle: "If your brother sins against you go and show him his fault, just between the two of you. If he listens, you have won your brother over. If he will not listen, take one or two others along, so that every matter may be set up by the testimony of two witnesses.

If he refuses to listen, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or tax collector." Matthew 18:15-17

Lines of Authority

Who do I as a parent or student go to when there is a classroom problem?

The grievance procedure and timeline should go ahead according to the rules and regulations listed below.

Level I—School

1. Teacher
2. Supervisor
3. Principal

Level II—Administrator

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

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

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

These problems should be taken up with administration. If unresolved, then parents may ask the administrator to schedule a meeting with the executive committee.

Where do I go if I have a problem with a teacher or administrator?

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

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

Harmony

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

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

Admissions

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

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.
- It is the heartfelt desire of the Evangel Church and school administrations that by the time all of our students have reached the 5th grade they have received a full presentation of the gospel of Jesus Christ, resulting in a profession of faith in Jesus as their Savior.
- The student has carried out all requirements or conditions established at the time of enrollment by the ECA administrator with the student and parents. **A student must have a 2.0 GPA at the time of enrollment in all core subjects.** If a student does not, they may be accepted at the discretion of the administrator on probationary terms.
- The student and parents must be willing and desire to adhere to the standards of ECA.
- There must be a form on file saying that both parents/guardians have read and agree with ECA policies and procedures.
- Payment of proper fees must be paid as outlined in the ECA Handbook.
- Written recommendation from the current pastor.
- Satisfactory results of Admission Screening test (given at the administrator's request).
- The administrator or designated representative must interview a student and family before acceptance.

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

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

Special Circumstances

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

Pregnant Students: Pregnant students may not apply for admission. Any student who becomes pregnant or any student who fathers a child must withdraw. Any student who has a child will not be admitted to ECA.

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

Conditional Acceptance: Some students may be accepted conditionally provided they take part in summer tutoring or summer school at an approved school and achieve passing ability in the required subject matter.

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

Divorce/Non-Custodial Parents Policy:

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

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 instructing 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 church.

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

Admissions Policies:

Students entering four and five-year-old kindergarten must have reached that age by October 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 shown by the test and/or previous grades be on a lower level, then acceptance and grade placement determination will be made by the school. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, have not been up to acceptable standards. Junior and Senior High students cannot be enrolled until the school has received and reviewed a copy of their transcripts.

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

Re-enrollment Procedures for Current Students:

All parents are needed each year to update registration information at the time of re-enrollment. The following is necessary for re-enrollment to be complete:

1. "Intent to return" forms filled out completely.
2. The family's account balance is in current, up-to-date status.
3. Families who do not re-enroll by the mid-March deadline may be subject to a re-enrollment fee.

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

Return of a Previous Student:

Considering that, from time to time, we have students who previously attended ECA and want to return to the school, and due to the fact that we want to keep 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 administration will review the student's record and application to decide if the student currently meets all standards. The administrator will make the final decision for return.
2. If the student desiring to return was considered a discipline/academic problem or had a suspension on his/her record, the following added requirements must be met:
3. The student, with his parents, must be willing to attend a meeting with the ECA administration, the student's grade supervisor, and any teacher/staff the administrator invites. The purpose of the meeting will be to allow those in attendance to ask questions, clarify issues, and decide if the student has made a change in his/her attitude, behavior, or Spiritual life.
4. Following this meeting, the administrator, and the student's grade supervisor will meet to review the recommendations of the above faculty/staff and decide if the student should return. The ECA administrator will make the final decision.

Withdrawal:

To withdraw from ECA, a parent must contact the office to obtain and complete the withdrawal form. They must include the reason for withdrawal. Once the form is completed and returned to the office, it is given to the accounting department to ensure all account balances are paid in full (tuition, sports, lunch, library, etc.) Note: All books are the property of ECA and must be turned in before withdrawal is complete. School records and grades/transcripts will not be released to any school or institution until withdrawal is completed.

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

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

Finances

We will make every reasonable effort to aid in delinquent accounts. However, if at any time the family account is not current, please make arrangements for payment with the administration. If arrangements are not made, a student MAY not be permitted to attend class, and if a student is removed from class for an unpaid balance, he/she will be marked unexcused and receive zeros for any missed classwork, tests, etc. Severely delinquent accounts may result in the student being unenrolled.

Your acceptance and signature/electronic signature of this handbook is a legally binding contract.

This **financial statement** indicates that ECA reserves the right to transfer any outstanding unpaid balances to a collections agency. This means that if a debt owed to ECA is not paid within the specified timeframe, ECA can engage a third-party collections agency to recover the debt. Here are the key points to understand:

- **Unpaid Balance:** This refers to any money that is owed to ECA that has not been paid by the due date.
- **Right to Send to Collections:** ECA has the authority to transfer the responsibility of collecting the unpaid debt to a collections agency.
- **Implications for the Debtor:**
 - **Credit Score Impact:** Being sent to collections can negatively impact the debtor's credit score.
 - **Additional Fees:** The debtor might incur additional fees or interest once the debt is in collections.
 - **Collection Attempts:** The debtor may receive frequent contact from the collections agency, including phone calls, letters, and possible legal actions.

It is important for individuals or entities owing money to ECA to settle their debts promptly to avoid these consequences.

Application/Testing Fees:

An application fee is charged to process the application and is due upon submission of the completed application form. A testing fee is due at the time of testing. These fees are non refundable and non transferable. After reviewing the application, potential students may be placed on ECA's waiting list.

Registration Fee:

A registration fee is charged to hold a place in class for the student and set up or update student files. For new students, this fee is due upon acceptance into the school after the interview with the administrator and testing have been completed. Please note that re-enrollment is not automatic and must be approved by the ECA administrator. The registration fee is non-refundable and non-transferable except under the following conditions:

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

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

Tuition:

The annual tuition is payable in 12 equal payments. Only new students registering after June 1st may be placed on a 10-month plan. Each tuition payment is due on the first of the month.

The tuition does not reflect the number of days the student has attended, but rather the tuition is divided into 10 or 12 equal payments. The tuition payment is non-refundable and non-transferable. If it is not made by the 5th day of the month, a \$30 late charge will be added. Furthermore, if the first tuition payment is not paid by June 5th, the student's place in a class may be canceled and replaced by someone on the waiting list.

Students attending one day or more of any tuition payment period will owe the full tuition for that period.

Exception: The first month's tuition is always due and nonrefundable even if classes have not started. Once you enroll, you are responsible for tuition unless the office is notified in writing before May 15th that they will not be returning.

Tuition payments cover the cost of books and other costs associated with being a student at the school. Elementary tuition payments also include the cost of supplies.

Tuition Discounts:

A 5% discount will be given if the entire tuition is paid by June 5th. 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 on April 4. The entire April payment is due, and May's tuition will be refunded.

For the multi-child family who pays for the entire school year by June 15th, 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:

1. 1st child—0%
2. 2nd child—10%
3. 3rd child—15%
4. 4th child or more—25%

Discounts will be applied according to grade level, beginning with the highest grade receiving the lowest discount. **No additional discounts are applied when a student is receiving a scholarship.**

Financial Policies:

Tuition and other account payments, in the form of cash, check, or money order may be paid in the office to Evangel Christian Academy, 3975 Vaughn Rd., Montgomery, AL 36106, Telephone (334) 272-3882. Credit or debit card payments may be paid in the office or over the phone. **Credit card payments will be subject to a convenience fee.** A monthly account statement will be emailed in advance of each payment due.

All account charges may be paid by cash, check, bank draft, money order, cash, or credit/debit card. All account charges may be paid with one check. Field trips, school lunches, school supplies, and other items, which are not billed to a student's account, must be paid separately. Field trip expenses must be paid in CASH ONLY. Any money sent in must be in a sealed envelope with the amount of the money and what it is for written on the outside of the envelope, and it should include the student's and their teacher's name.

If there are more than two insufficient fund occurrences by check or direct deposit, this will result in all payments afterward being made in cash or credit card.

A \$30 late charge will be added to any account whose tuition and other charges for the month are not paid by the 5th of that month. Also, a \$40 fee will be charged to any account whose check is returned by the bank. **If two checks are returned, the account is automatically placed on a cash, money order, or credit card basis.** Any payment made toward your account will be applied to the oldest outstanding balance whether it is tuition, late fees, or other charges. (Example: If you owe tuition, late fees, or aftercare fees you cannot pay for the next month's tuition until **all** these charges have been paid.)

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

We will not accept postdated checks.

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

Checks written to cover final balances on student accounts must clear the bank before report cards or other official records are released. Cash, money orders, or credit cards for final payments are recommended. All prices are subject to change without advance notice.

Intent to Return Form

In the winter of each school year, an Intent to Return form will be sent out to all families. Parents must sign and return this form to hold their child's spot for the following school year. Any parent not turning this in by the due date may be required to pay a re-enrollment fee before their student will be enrolled for the next school year. If a parent signs the Intent to Return and chooses to withdraw their student before the end of the school year, they are still responsible for tuition for that month and previous months. **Families who submit the form indicating intent to return but do not enroll will be responsible for the first month's tuition.**

Fundraising projects

Evangel Christian Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we must operate fundraising programs each year. Each student and parent must take part in helping us raise the added funds needed for designated school projects and the overall operation of the school. **The two mandatory fundraisers are the Fall fundraising sale and the Spring fundraiser (formerly known as Walk-a-thon).**

- **Fall fundraiser:** Each family must have a minimum of \$75.00 in sales. If you do not reach the \$75.00 requirement, it will be assessed on the next financial statement following the event.
- **Annual Spring fundraiser (traditionally known as Walk-a-thon):** Every family must take part. Each family must share this fundraiser via email, text, or social media. Information on how to do this will be shared at the beginning of the fundraising event. **Posts shared to teachers, fellow students, or their fellow student families are not permitted and will not be counted in the minimum requirement.** Each family that chooses to not participate will be expected to pay a \$250.00 fee. This will be charged to the family account if not paid in advance.

Before Care and After Care policies

Three before/after school care plans are available if a minimum number of students are registered in each.

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

Students needing 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. 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 for the first 5 minutes and \$1 for each added 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 5th of the month are subject to a \$30 late charge.

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

Emergency Care

Students not registered in before/after care who arrive before 7:20 am or who remain at school for any reason other than a school-related function (detention, participation in sports activity, etc.) longer than 15 minutes after their dismissal time or the end of the school function will be sent to the designated before/after school care area and listed as Emergency Care. This will ensure proper supervision while waiting for his or her ride home as no students are allowed to be left unsupervised while on school property. Students may be allowed to call home to check on the parent's expected arrival time once they are sent to Emergency Care.

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 checked. 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. An emergency care fee will apply each time a student is sent to after school care. The charge for Emergency care is \$20 per child per day. You may pay cash to the Aftercare staff at the time of pick-up, or it will be billed to your account.

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

Academics

Importance of Academics

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

Grading Scale/ Promotion

The kindergarten grading scale is the same as elementary with some variances.

The student's yearly grade averages for K through 12th grade and semester grade averages are recorded numerically on the permanent records.

Our grading scale is:

A 90-100 E Excellent

B 80-89

C 70-79

D 60-69

F 0-59

Elementary (1-4): Any student receiving a combination of D's that would, in the professional opinion of the teacher and principal, hinder his/her progress, if passed to the next grade, will have a notation on the report card of "promoted on probation." The child will have to:

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

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

Middle School (5-8): Any student receiving two failing grades in any core subject on the average of the two semesters, which includes the semester exam, will be retained. A student receiving three or more D's, or a combination of D's and F's may be retained or required to attend an approved summer school program. Final decisions rest at the discretion of the administration.

High School (9-12): Any student who fails a core subject (semester average) must make up that credit in an approved summer school program or repeat the class. This may affect graduation dates. Failure to earn at least six credits per year will normally result in a student's retention. A student who receives an "F" in a foreign language will have to attend an approved summer school program. ****If a student fails the same grade twice, the student will not be allowed to re-enroll the following year. ****

High School Credits

Course Credits 9-12 Grades

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

1. All core courses, including Bible, English, math, social studies, and science, must be taken at ECA except for the dual enrollment programs offered for qualified juniors and seniors at various colleges and universities.
2. Students may receive credit for elective courses that are not offered at ECA if prior written permission is granted by the administration (after consultation with the counselor).
3. Students may not take any courses through summer school to avoid taking certain classes through ECA.
4. If a class has a prerequisite, students must complete the prerequisite class before they will be allowed to take the higher-level class.
5. A student shall not earn credit toward graduation for a course whose content is subsumed by a course for which credit has already been awarded. Courses shall remain in a coherent sequence not providing credit for prerequisite courses after completing sequential courses.
6. In extenuating circumstances, students can withdraw from a class they are failing even after an intervention to take the prerequisite class (if they have not previously received credit for the prerequisite class) with the approval of the parent, teacher, counselor, and administrator.
7. A student shall not earn credit toward graduation for a course that duplicates course content for which credit has already been awarded.
8. For a student to make a change from his regularly scheduled course requirements to a more advanced level, the following conditions must be met:
 - An "A" in the course
 - A previous standardized score in the 90th percentile in the area
 - A teacher recommendation
 - Principal and guidance counselor approval
 - Honors courses will be weighted greater than 4.0.

Course Credits for 8th Grade

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

Graduation Diploma Options

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

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

Alabama High School Diploma

(Standard Diploma)

Bible -4 Credits or 1 Credit for each year at ECA.

English- 4 Credits

Social Studies/History-4 Credits

Mathematics-4 Credits, Algebra I, Algebra II & Geometry required.

Science-4 Credits, a Physical Science & Biology required.

Phys ed: 1 credit

Career Prep: 1 credit

Health Ed: .5 credit

Arts Ed/CTE/World Languages: 3 credits

Electives 2.5 credits

TOTAL 25-28 CREDITS (Based on Bible Credits Required)

Advanced Diploma

Bible -4 Credits or 1 credit for each year at ECA.

English-4 Credits, (2 must be @ advanced levels)

Social Studies/History-4 Credits @ advanced levels

Mathematics-4 Credits, Algebra II w/ Trig. & Pre Cal required

Science-4 Credits, (Chemistry, Physics/Anatomy required)

Phys ed: 1 credit

Career Prep: 1 credit

Health Ed: .5 credit

Arts Ed/CTE/World Languages: 3 credits

Electives-2 ½ Credits

2nd Credit may be either a world language or an advanced online course approved by the admin and the parent.

TOTAL 25-28 CREDITS (Based on Bible Credits Required)

Students seeking the Advanced Diploma track must keep a 3.0 GPA yearly. Students who fail a course/take credit recovery will no longer be on the Advanced Diploma track.

Dual Enrollment

Dual Enrollment (DE) courses are college-level courses for which a student may earn both high school and college credit. This program is an opportunity to take challenging courses and accelerate educational opportunities. Students must qualify to enroll in DE classes.

Juniors/Seniors stay at ECA for dual enrollment. Successful completion of the course assigns both high school credit as well as college credit.

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

To take a dual enrollment course, a junior/senior must meet the following requirements:

1. Have a GPA of 3.0 or higher.
2. Have a B+ in the subject area from the previous 2 semesters.
3. Course selection is subject to the standards set by the college offering that course.
4. Be recommended by a teacher, counselor, and/or principal.
5. Be academically motivated to accept the challenge of college-level work.
6. Pass any testing required by the college.
7. Student handles college tuition

An ECA student may earn no more than 2 units per year in the course in which the student had dual enrollment. Students must check with the guidance counselor for information about how enrollment courses apply to high school graduation requirements.

Class Drop/Add Policy

Schedules will be given before the first day of school. If there is a problem, the counselor will be available by appointment to meet with students and/or parents to make necessary adjustments. Changes will only be considered if it is a school error or a necessary academic change, and this must occur within one week of the first quarter report cards. Schedule changes will be handled by appointment only.

Schedule changes are not allowed for the following reasons:

- Requesting a change in teacher
- Moving from a smaller to a larger class of the same subject or vice versa
- Moving from one elective to another

Incomplete Work

Incomplete work in any course at the end of the grading period will receive a zero. Grades not converted will automatically be recorded as an "F." Students handle requesting all make-up work from teachers for missed days within the Handbook guidelines. Teachers are not responsible for reminding students about missed work. Work not turned in according to the guidelines in this Handbook is not eligible for acceptance regardless of the teacher's willingness to work with the student. Students are not allowed to make up work for unexcused absences or tardies.

Students absent for pre-planned activities (i.e., field trips, athletic games, etc.) are needed to get missed work from the teacher and turn it in **before the absence**. Again, it is the responsibility of the student to get work from the teacher whether it is in advance or after an absence.

Failed Course/Summer School

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

Note: Before the first day of school, students must give a report card to the guidance counselor for the classes they completed over the summer. Because schools sometimes require students to register for summer school before our school year ends, any student who has an average of 65 or below or whose grade indicates any possibility of failure before final exams should plan to register for summer school. **High school students cannot make up failed credits through any credit recovery program other than an AISA-approved program.** Credits earned toward graduation in a summer school program must be from a program that is approved by the State Department of Education, Advanced, and/or sanctioned in writing by the AISA office.

Semester Exams exemption policy for grades 9-12

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

*Requirements for exemption

Students in grades 9-12 must have:

- A 90 or higher average for the semester in the course
- No unexcused absences
- No more than 5 excused absences (except with a doctor's excuse for long-term illness)
- Clear past due accounts in accounting
- Must have no suspension.
- Must have no more than 2 detentions.

Exam week Attendance

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

Report Cards and Progress Reports

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

Transcripts

During their senior year, students are allowed to request transcripts at no cost. For 12 months after a student has graduated, they may request up to three (3) transcripts at no cost. After three printouts within that year, there will be a charge of \$20.00 per printout. After the first year, any additional transcripts requested will cost \$20 each and require a minimum of 24 hours processing time.

Transcript requests for magnet school applications can be sent at the request of the parent, but at least 24 hours' notice must be given. There will be a charge of \$20.00 per transcript request. Additionally, if you have applied for acceptance into the magnet program, your student may be moved to the top of the waiting list if their rising class becomes full.

Valedictorian and Salutatorian Selection Policy

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

- Candidates must meet or exceed graduation requirements and have a minimum of a 3.5 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 before the date of graduation.
- Grades used to compute the final average will be taken from all classes taken in the 9-12 grades.
- If the above criteria do not 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 to give the grades in numerical form. If numerical grades are not available, the said student's letter grades will be converted to numerical grades at the midpoint of ECA's grading scale for use.
- If a student violates Evangel Christian Academy's standard of conduct at any time, the Administration reserves the right to remove any honors or privileges of being ECA's Valedictorian or Salutatorian.

Academic Probation

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

K4/K5 Kindergarten/ Elementary School Organization

K4 consists of four-year-old students who are four years old as of October 1st. K5 consists of five-year-old students who are five years old as of October 1st.

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

Elementary school consists of grades 1-4. Each grade has an assigned room on the first floor of the Education Building.

Student/Teacher Ratio

ECA's goal is to have the following student/teacher ratio for each grade level: K4 18:1, K5 20:1, 1st-3rd grades 22:1, 4th-5th grades 25:1, 6th-12th grades 28:1.

These ratios may vary depending on the decisions of the administration.

Attendance

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

Elementary

To be considered present for the day, students must:

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

Middle School and High School

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

Arrival:

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

Upon arrival, students are to report directly to the designated area before 7:40. The tardy bell rings at 7:50 and any student arriving after that time needs to check in at the office.

Departure:

Students who are not enrolled in after-school care must be picked up no later than 3:15. Students who have not been picked up by 3:15 will be sent to aftercare and parents will be charged accordingly.

No unattended students may remain on campus after 3:15.

Only athletes (no siblings) who have practice directly after school may remain on campus for that practice. If practice time is not directly after school, students must be picked up by 3:15 and return at the appointed practice time.

Absences and Extra Curricular Activities

Students who are absent from school for an unexcused reason shall not take part in any school extracurricular activities that day (athletic contests, practice, game, prom, programs, plays, cheerleading, etc.) except in extenuating circumstances as decided and approved by administration. Students must be checked in no later than 11:00 am to take part.

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

Returning from an absence

A phone call from the parent is appreciated but will not be accepted as an excuse.

Following State Law, a parent or guardian must explain the cause of every absence, including tardies and checkouts, of students under his/her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence up to five (5) school days per semester for grades 1-12 and ten (10) school days per semester for grades K4 and K5. All absences beyond these numbers of days must be substantiated by a doctor's note or legal statement unless excused by the principal or designee for mitigating circumstances, such as an extended illness.

The written excuse should be presented to the office or designee on the day the student returns to school, but no later than two (2) school days after his/her return, or the absence(s) will be recorded as unexcused. The office or designee shall ensure that the student's teacher(s) are notified whether the absence is excused or unexcused. All written excuses shall be kept for the rest of the school year in the principal's office or other approved locations.

All emails regarding attendance, including absent notes, should be sent to attendance@evangeducation.com and must come from the parent's email address. You may even wish to take a photo of an excuse from the doctor or dentist to attach to the email to ensure that the small slips of paper are not lost. Sending the excuse to us via email ensures that you have traceable proof that the excuse was sent within the required timeframe.

An unexcused absence means that any work that occurred during the absence, or any tests given during the absence, will be counted as zeros.

****Hair appointments will not be deemed excused. ****

Remember, an unexcused absence will prevent a student in grades 9-12 from being exempt from exams.

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

1. The student is too ill to attend school.
2. Inclement weather would be dangerous for students to attend school as decided by the education pastor or principal.

3. Legal quarantine or legal requirement
4. Death in the immediate family
5. Emergency conditions as decided by the administrator or principal.
6. The absence with prior permission from the principal or administrator and consent of parent/guardian (see pre-approved absences)

Excessive Absences

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

No more than ten absences can be parental notes.

9-12th grade Students with more than ten absences in a semester class (excused or unexcused) may fail for the semester due to absences (Fail/Absences). No more than five absences per semester can be parental notes.

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

Truancy is the habitual and unlawful absence from school. Following The Code of Alabama, the parent or guardian is responsible for requiring any student under his/her control or charge and under 16 years of age to attend school regularly except for legal absences as defined by The Code of Alabama and State Board of Education rules and regulations.

Provided a student under 17 years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law. Provided the parent or guardian files a written statement in court stating that he/she is unable to control such a student, the student may then be subject to the action of the juvenile court.

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

Pre-approved Absences

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

Pre-approved absences will not be considered:

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

College Days

Seniors are allowed 5 days and juniors 2 days to be used for college visits following the procedures listed above. Upon their return, the student must give a form from the college verifying their visit.

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

Make-up Work

Student Responsibility: It is the student's responsibility (not the teacher's) to make up for the necessary work missed. It is the student's responsibility to ask for and obtain any assignments missed during an absence. Teachers do not have to present students with this information until asked. All work missed (other than pre-approved) must be made up within the number of days as assigned by the teacher, with a minimum of one day per day absent. For example: If a student misses Monday and Tuesday, he or she has until Thursday after school

to make up work that was assigned while they were absent. If homework or a test/project were assigned before the absence, the student handles the test and/or homework upon returning to school.

Athletes who miss class due to games must check with his/her teacher BEFORE the game to get assignments they are going to miss and MUST turn in assignments before the absence if they will be due during that absence. Quizzes and tests missed can be made up the next day.

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make up missed work.

For extended illness:

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

Credit for make-up work:

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

Middle School/High School Check-in Policy

Checking in: A student must:

- Obtain a late slip.
- Students with an unexcused absence for the classes missed will not be allowed to make up work in those classes.
- Athletes must be checked in by 11:00 to take part in after-school practices and games.

Checking Out: A student must:

- Student drivers must bring a written note from home (before checking out) saying the reason, OR a parent must come in to check the student out. **Permission over the phone or by email is not acceptable except in cases of extreme emergencies to be decided by the administration.**
- Upon returning to school, students must bring a written note or doctor's excuse for the missed classes to be deemed excused, unless the parent has previously emailed an excuse.
- Athletes leaving early for the day must check with all teachers whose classes will be missed to obtain any assignments or to obtain information about upcoming tests or quizzes.

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

Tardiness Policies

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

Excused Tardiness

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

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

Unexcused Tardiness

- Oversleeping
- Carpool arrived late.

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

Consequences for Tardiness per Quarter

- ELEMENTARY: 6 times- letter from admin, beginning at 7th tardy all work missed during the UT, student will make up the next school morning at 7:15 or it will result in a 0.
- MS/HS: 6 times to 1st period, letter from admin, on and after the 7th time the student will be allowed into class but will not be given extra time to complete the in-class assignments.
- 6 times to any class collectively (1st pd-7th pd) results in detention. For example 3 times to 1st period and 3 tardies to 2nd period equals 6 tardies, etc.

Grades 5-12: Students tardy 20 minutes or more into the first period will be given an absence from the class. Excessive absences may result in failure. (See absence policy). Habitual tardiness disrupts other students' education. Student drivers may also lose driving privileges due to excessive tardiness.

K4-12th grade students:

- Students must be in the room in each class period by the time the tardy bell rings.
- Grades 5-12 will receive detention for between-class tardiness, which may result in suspension. (See detention policy)

Dress Code

At Evangel Christian Academy, we consider proper 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 proper appearance. We feel it is necessary to supply specific guidelines for students to follow and parents to support. We trust these guidelines will be regarded by all in the spirit in which they are intended.

Student/Parent/Guardian Responsibility: Although ECA wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. ECA solicits the support of parents/guardians in the enforcement of its dress code. Modesty is also enforced for after-school activities on or off campus. Students and/or visitors that are dressed inappropriately will be asked to leave.

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 violates uniform guidelines, proper measures will be taken. Students may not be sent home to change into proper clothing. Class time missed for a uniform violation will count as an unexcused absence. The administration reserves the final decision about the appropriateness of a manner of dress.

Dress Code Conclusion- Agreement to Cooperate

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

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

Think Modest!

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

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

Consequences for dress code violations can range from detention to expulsion for chronic cases of willful disregard for the rules. Zeros will be received for time/work missed until proper attire is obtained.

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

- Too Tight
- Too long or too short (not below the kneecap and not above 2 inches from the crease at the back of the knee) Final approval rests with the administration.
- Students out of dress code on exam days will not be allowed to take exams.
- Students with severe violations (holes in clothing, extremely short skirts, etc.) that are deemed inappropriate will not be allowed to return to class until they meet the dress code. This will require having an adult bring them something proper to wear for the completion of the day. This means that if they miss a quiz, test, etc. while waiting for a proper uniform, they will receive a zero and it will be considered an unexcused absence. There will be no make-up for time missed due to dress code violations.

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

Uniform Policies

****All uniform items are to be fitted and worn to the standards desired by both the uniform company and Evangel Christian Academy.**

Jumpers, Slacks, shorts, skirts, and skorts

- All slacks and shorts must be worn at the waistline and must not expose underwear when sitting or standing. No rolling of pants or shorts at the waist or leg. Uniform pants must have back pockets that are slits that go inside the pants. Back pockets that are sewn onto the outside of the pants are not permitted as part of the school uniform. Belts must be worn with slacks and shorts. Belts must be a neutral color.
- Leggings/tights may NOT be worn under shorts.
- Jumpers may not be worn without a blouse.
- Slacks may not bunch over shoes, nor may slacks or shorts be excessively baggy.
- No cargo style pants/jeans and no jogger style pants are permitted at ANY time. **No pockets are permitted below the hips.**
- The garment length of a skirt, skort, jumper, etc. must be no shorter than 2" above the crease at the back of the knee. Order the length skirt, skort, jumper, etc. necessary to follow the dress code. Allowances for growth should be considered when purchasing.
- Student ID badges and lanyards are part of the dress code for grades 5-12 and must always be worn. ID badges are to be worn around the student's neck and outside of outerwear. The student's photo must be visible at all times; defacing the photo is prohibited.
- If a student is sent to the office 3 times due to a dress, skirt, skort, and/or pair of shorts being too short she will be required to wear uniform pants for the remainder of the school year.
- Any dress code violation during the week may result in no jeans on Friday that week.
- If a student wears jeans that do not follow the dress code, he/she will not be allowed to take part in Jean Fridays.

Shirts: Shirts must always cover the entire torso even with movement. Except for the girl's fashion-fit shirt, all other shirts must be always tucked in.

All shirts must be worn with the collars down and buttoned. (Monday –Thursday must be collared shirts)

- Only solid ECA-colored t-shirts or undershirts (long or short-sleeved) may be worn under uniform shirts.

Shoes: Shoes must be always worn at all times.

- Shoes must have fully closed backs and toes. For example, no slides, sandals, clogs, or Crocs are allowed during school hours. Laces on shoes should remain tied and they should not touch the floor.
- No light-up shoes are allowed.

- Only tennis shoes are allowed on the gym floor.
- Boots are allowed, but they must be neutral-colored and must also be made of vinyl, leather, or suede. They may not be fuzzy or have sequins, glitter, or other extreme characteristics.

Hair:

Boys-Hair must be neatly groomed, clean, and of a natural hair color. The hair may not cover the eyes or face. The length cannot exceed the base of the neck. The hair height cannot exceed the distance from the eyebrow to the forehead hairline. The hair shall not be ragged, unkempt, or extreme in appearance. Male students are allowed to use black or the same color hair bands to hold the hair out of their faces. No other colors or hair jewelry or extreme designs are allowed. The final decision rests with the Administration.

FACIAL HAIR -Mustaches may be worn if they are neatly trimmed, with no part of the mustache extending greater than ¼ of an inch beyond the corners of the mouth and shall not extend past the top part of the upper lip. Beards and goatees are allowed but must be neat, clean, and well-kept to present a professional appearance. It may not exceed ½ inch in length and have no designs shaved into it.

Girls-Hair must be neat, clean, and accessorized only with headbands, barrettes, hair bows, etc. No hats or bandanas may be worn in the classroom. Headbands are meant to be worn on the hairline or above, not on the forehead. Bows and headbands must be school colors.

All- No unnatural or multiple hair colors (ex. Pink, purple, blue, green, etc.)

Keep this in mind when choosing a hairstyle if you plan to take part in AISA events/activities: Students may not take part in AISA state-level events and/or activities if they are in violation of any of the dress code standards listed on the AISA web site, aisaonline.org. **The school will be fined \$250 for not following these rules at an AISA event. The school will then bill the student's account.**

ELEMENTARY UNIFORMS	GRADES K4-4TH
Shirts from Southern Uniforms only	Black, Gold, Purple, or gray polo w/ logo from Southern Uniform
	White or yellow oxford w/logo from Southern Uniform White or yellow Peter Pan collar shirt w/logo for girls
Bottoms from Southern Uniforms only	Khaki or black shorts, skirts, skorts, or pants
	Plaid jumper and skirt
	Purple polo dress
	all shorts, skorts and skirts must be <i>NO SHORTER</i> than 2 inches above the back crease of the knee
Outerwear from Southern Uniforms only	Black Vest, Black Cardigan, Black Overcoat w/logo from Southern Uniform
Shoes	Closed toe & heel shoe only (no lights, wheels, etc)
MIDDLE/HIGH SCHOOL UNIFORMS	GRADES 5-12
Shirts Monday, Tuesday, Thursday **From Southern Uniforms only	Grades 5-8 Black and/or Gold polo only. Must have logo from Southern Uniforms
	Grades 9-12 Purple and/or Grey polo only. Must have logo from Southern Uniforms
	Khaki or black shorts, skorts, pants, or skirt
	Plaid jumper and skirt

Bottoms Monday, Tuesday, Thursday

**From Southern Uniforms only

	all shorts, skorts and skirts must be <i>NO SHORTER</i> than 2 inches above the back crease of the knee
**Outerwear Monday, Tuesday, Thursday, Friday From Southern Uniforms only	Black Vest, black cardigan, black overcoat w/logo from Southern Uniform
	ECA athletic jacket purchased through the athletic dept.
Shoes every day but WED	Closed toe & heel shoe only (no lights, wheels, etc)
Neutral color belt every day	
WED. DRESS UNIFORM	GRADES 5-12
Shirt Wednesday **From Southern Uniforms only	White or yellow oxford w/ logo from Southern Uniform
	White or yellow Peter Pan collar w/ logo from Southern Uniform
	NO POLO ALLOWED
	**No shorts allowed for dress uniform
Bottoms Wednesday **From Southern Uniforms only	Boys: Khaki or black pants
	Girls: Khaki, black, or plaid skirt
	Girls: BLACK pants (no khaki pants for dress uniform)
	all skorts and skirts must be <i>NO SHORTER</i> than 2 inches above the back crease of the knee
Outerwear Wednesday **From Southern Uniforms only	Black Vest w/logo from Southern Uniform
	Black Cardigan Sweater w/ logo from Southern Uniform
	Black Blazer w/logo from Southern Uniform
	NO ATHLETIC JACKETS permitted on Wednesday. Black ECA jacket from Southern Uniform permitted
Shoes	Non-distracting, non-athletic, neutral-colored shoes with closed-heel and closed-toe (black, brown, gray, tan, white, ivory, cream, off-white, beige)
Belt	Neutral color belt every day
Tie**From Southern Uniforms only	**ECA necktie is optional, but all 12th grade boys and students in leadership will be required to purchase one to wear when administration deems necessary.
FRIDAY WEAR	GRADES K4-12
Jeans and t-shirts for grades K4-12th	K4-12th grade: ECA t-shirt and Jeans-- Homemade shirt designs are NOT allowed; only t-shirts sold by the ECA's BSN website, athletic dept. or through an ECA fundraiser. See the Friday Jean Policy below.

To promote school spirit while maintaining a neat and professional appearance, students may wear denim jeans on Fridays under the following guidelines:

1. Jeans must be traditional, conservative-style denim with no extra pockets.
2. Jeans may not contain holes, rips, shreds, fraying, patches, or tears of any kind.
3. Decorative designs, excessive embellishments, prints, paint, studs, or distressing are not permitted.
4. Jeans must fit appropriately and comply with all existing school dress code requirements.
5. Jeans should be clean, neat, and worn at the waistline.

Students who do not comply with this policy may lose Friday jean privileges and may be subject to standard dress code consequences.

Administration reserves the right to determine whether attire meets the expectations of this policy.

All Students: Clothes for Athletic Practices & PE

For all students, designated athletic clothing is to be worn during practices only. At no other time will athletic attire be permitted in the hallways or classrooms during school hours. Shorts must be no shorter than 2 inches above the crease at the back of the knee.

Middle and high school students that are taking PE will be permitted to change their shirt ONLY. They may wear an ECA t-shirt during the PE class and change back into the proper uniform shirt before going to their next class.

Outerwear

Students must store outerwear (hats, gloves, scarves, etc.) in their lockers at once upon arrival at school.

Non-ECA outerwear may **NOT** be worn in the classrooms, library, lunchroom, offices, or gymnasium. It must be stored in the student's locker at once upon arrival at school.

****No hooded sweatshirts will be allowed on campus****

****Scarves and head coverings are NOT part of ECA's approved uniform.**

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

1. **NO EARRINGS (or placeholders) ON BOY STUDENTS AT ANY TIME ON CAMPUS! No band-aids to cover new piercings.**
2. Jewelry- **Students** may wear only one necklace, one bracelet, and one ring on each hand. Girls may wear conservative earrings. Body piercings (other than pierced ears for GIRLS), nose rings/studs, lip, tongue rings, and chains are not allowed. *The administration reserves the right to make final decisions on all jewelry worn by students.*
3. Hats, caps, sweat bands, bandanas, or sunglasses are NOT part of ECA's uniform, and therefore they are not allowed.
4. Knives, guns, tasers, or weapons of any type.
5. Laser pointers, laser pens, etc.
6. Boys may not wear fingernail polish (including clear) or wear acrylic nails.
7. Backpacks, drawstring bags, fanny packs, or other storage bags may NOT be worn or carried into the classrooms, lunchroom, etc. The only exception will be purses, and this applies to girls only.

Special Dress Days

K4-12th grade: Jeans (see the Friday Jean Policy) and ECA t-shirts and other admin-approved shirts ONLY will be allowed on **FRIDAYS** and special days to be announced by ECA administration. The administration can change this at any time.

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

The ECA administration shall have the discretion to outline other proper guidelines for the ECA campus or special occasions including athletic events. As a student and representative of ECA whether on field trips, academic, or athletic competitions, we ask that you adhere to the following:

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

Guidelines for Semi-Formal Events

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

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

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

Unacceptable for all: Flip flops/sandals (adorned or unadorned), jeans, shorts.

Guidelines for Formal Events

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

Young Ladies: Long formals or tea length are proper. Please remember modesty when choosing attire for a formal event. The skin should not be visible on the sides, stomach, lower back, or thigh. Dresses must be approved by the admin. Girls must bring their dresses and try the dress on for the female admin at the school to be approved. Anyone not dressed appropriately will not be permitted into the event.

Unacceptable:

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

Young Men: Full suits (coats/slacks) or tuxedos and dress shoes are proper. Shorts are not permitted.

ECA strongly discourages tattoos on students, faculty, and staff.

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

Conduct

ECA trains its students to strive to **live above reproach**, showing respect for God, country, family, faculty, and fellow students. Discipline is necessary in the school environment to promote academic success and safety. Students who do not cooperate spiritually, morally, or scholastically will jeopardize their privilege to attend ECA.

Student Standard of Conduct

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

1. To refrain from swearing, indecent language, smoking/vaping, drinking alcoholic beverages, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion, or involvement in unholy music or questionable forms of music or entertainment. **Any communication that may be deemed as defamation or cyber-bullying of Evangel Christian Academy (school, students or faculty) is strictly prohibited.** Students and/or parents known to be involved in the above types of conduct may affect their enrollment status.
2. To keep 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.

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

Students or parents found to be or who profess to be out of harmony with the Evangel Christian Academy's ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

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

Special note: Students that have been offered the privilege of participating in leadership groups (BOLD/GOLD, SGA, NHS/NJHS, Praise team, ECA athletics, etc.) are held to higher standards of behavior. This means that their participation in these leadership roles may be subject to probation and/or termination based upon egregious behavior infractions, as determined by the school administration and group sponsors. Each leadership group has their own standards of conduct.

Discipline Policies

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

Classroom Discipline

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

Consequences

Minor infractions of individual classroom rules will be dealt with by the teacher in each classroom. Students violating the more serious infractions will face more profound consequences. ***Examples of such behaviors include but aren't limited to:***

- Teasing, harassing, or making fun of others.
- Showing disrespect for anyone in authority
- Fighting, stealing, cheating, lying, vandalism, gambling
- Refusal to follow instructions.
- Bullying (physical, verbal, emotional, or cyber)
- Destruction of property
- Repeated dress code violations
- Misuse of cell phones, iPods, electronic games, SMART watches, earbuds, headphones, and another electronic device, etc. during school hours
- Public displays of affection
- Skipping class, lunch, chapel, school, or otherwise being somewhere you are not supposed to be.
- Vulgar or unwholesome language (resulting in an automatic suspension)

These and other serious offenses may result in suspension. Repeated offenses may lead to expulsion.

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

A student who has been expelled will NOT be allowed to reapply to ECA for a period of one year. Similarly, a student who willingly withdraws may be considered for re-enrollment after a period of one year.

Students withdrawing for drug abuse who want to return later to ECA will have to have completed a drug counseling or rehabilitation program and continue to attend counseling and meetings. Monthly reports will be made from the program counselor or director to the ECA principal. If allowed to re-enroll, they will also submit to drug testing throughout the school year.

Please be aware of the following:

Behavior infractions will incur demerits. An accumulation of these demerits (the number is determined by the administration) may result in detention or suspension.

2 detentions for behavior infractions per semester or a suspension may result in loss of field trip privileges within that semester, with exceptions made at the discretion of administration. The 3rd detention within a semester may result in suspension.

After the 3rd suspension has been served within the same school year, the next infraction may result in expulsion.

Detentions

Detentions and further outcomes will be determined by the admin.

Suspension

Suspensions are not given lightly. Excessive detentions may result in suspension. They are counted as unexcused absences, which means that they automatically negate any possibility of exempting semester exams and any assignments or tests given during the suspension period WILL be counted as zeros.

Expulsion

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

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

Behavioral Probation

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

Policy on Probation

Purpose of Probation:

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

Reasons for Probation:

1. Academic: Insufficient academic progress as decided by the Principal and Administrator. Also, the failure of the parents to get recommended professional help for exceptional children.
2. Attitude: A rebellious spirit, which is unchanged after much effort by the teachers/faculty. A continued negative attitude and/or bad influence upon the other students.
3. Disciplinary: Continued deliberate disobedience. Committing a serious breach of conduct inside or outside of school, which harms the school's testimony. Also, the failure of the parents to follow the disciplinary procedures of the school.

Invoking Probation:

1. For attitude or disciplinary reasons, an office referral form will start the possible invocation of probation. The faculty will discuss the student and decide whether he or she should be placed on probation by a two-thirds vote. Teachers who do not instruct the student regularly may abstain from voting. His/her regular teachers, advisor, and coach must vote.
2. A conference is held with the parents, the student, and the principal to give notification and explanation of the probation.
3. A written letter explaining probation and making suggestions for parental action, including disciplinary measures during the probation, is sent to the parents, and a copy will be kept on file at 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 shall be relinquished for the probationary period.
3. Conferences must be scheduled for the students and parents weekly during the six or nine weeks with the principal or staff/teacher he appoints.

Evaluation at the End of Probationary Period:

1. A student is removed from probation upon a two-thirds vote of satisfactory improvement. (Teachers may refrain from voting as mentioned above.)
2. If a student does not get a two-thirds vote, the faculty recommends to the principal that the student be dismissed or withdrawn from the school. The parents may appeal to the administrator.
3. Parents can share relevant information affecting the decision at any point in the procedures. They should be notified a week in advance of the end of the probation period that the faculty will be meeting so they can confer with the principal before that time, if desired.

Readmission:

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

Future Probation:

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

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

***Note: Probation placement supersedes any process or disciplinary procedure in ECA policy.*

Searches/Drug Testing

ECA strives to provide our students with a Godly and safe environment in which to learn. To achieve this environment, ECA reserves the right to inspect a student's locker, car (any vehicle on ECA property), book bag, purse, cell phone, iPad, iPod, laptop, netbook, or any other item that is thought to possibly contain items which are illegal or against school policy. We further reserve the right to ask any student in grades 5-12 to take a drug or alcohol test with or without advance notice. The school may conduct random screenings throughout the year.

Parents are only responsible for paying for the first test per school year unless it is part of an agreement to re-enter school after a previous drug issue. Drug tests will be charged to the student's account. Any student found with positive results or who refuses to be tested WILL be subject to expulsion or asked to withdraw at the discretion of the administration.

Periodically, the Montgomery County Sheriff's Department or Montgomery Police Department will be asked to conduct searches using their canine unit. In the case of a "positive hit" on any of the above items listed it will result in the following:

- The student will be removed from class until a thorough search is conducted.
- The parent/guardian will be contacted and allowed to be present during the search.
- The property will be further inspected by the administration.
- A decision for the student to return to class will be made based on the results of the inspection.

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

We further believe that discipline is most effective when supported by both the parents and the Academy.

Loving discipline will be part of the daily program of Evangel Christian Academy. Each teacher is given the liberty of enforcing classroom regulations following Christian principles and discipline as in the Scriptures and ECA

policy. We strongly feel that the teacher's time should be spent on academic instruction and not be consumed with behavioral problems. Full cooperation from both students and parents is expected in the education of the student. The teacher will deal with the first offenses at once and carefully. Except in the case of major offenses, an attempt will be made to improve the child's behavior through teacher-student conferences, parent-teacher conferences, assignments of extra work, time-outs, etc. Repeated, willfully disobedient offenses will require stronger measures of correction. Parents will be notified of disciplinary actions taken, and these actions will become part of the student's school record. These entries may be removed from the permanent record at the administrator's decision, especially in K4-8th grades. **If at any time the school feels that student or parental cooperation is lacking, the student may be requested to transfer.**

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

- Weapons (knives, pocket knives, guns, rifles, stun gun/taser, etc.) are not allowed to be in the possession of any student while on campus or at any ECA-sponsored event. This includes any vehicle parked on ECA/ECA church property.
- Furthermore, ECA will not tolerate the use or threat of violence against any student or ECA and its facilities.
- Students will show respect toward others and will avoid offensive and/or rude speech directed to or generally expressed about other students or faculty.
- Remember that our students are expected to follow the handbook requirements and this guideline for Christian behavior on and off campus.

Conduct on School-Sponsored Trips

The same standard of conduct required of students at school is also required of them on school-sponsored activities.

Conduct that disrupts or tends to embarrass the school, its reputation, witness, or overall goals will not be tolerated. Suspension or expulsion WILL occur for such infractions.

School Bus/Van Conduct

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

- Students should observe classroom conduct at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours.
- Students will board and leave the bus only at an approved stop.
- Students should not try to talk to the bus driver while the bus is in motion.
- Students will not throw objects on the bus or from the bus at any time.
- Students are not to get off the bus at any time from the point of departure until they reach their designated stop, except in cases of emergency or upon notification by the bus driver.
- Students should not have their arms or any parts of their bodies outside the windows at any time.
- Students should remain seated in a seat until the bus comes to a full stop; no moving around while the bus is in motion.
- Students may NOT sit/lie on the floor of the bus at any time.
- The bus driver has full authority over the students while they are riding the bus, including assigning seats. He/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus. Violations will be reported promptly to the office by the driver.
- Profane, indecent or abusive language will not be permitted, whether spoken or played through music.
- Objects that block the vision of the driver to the rear of the bus shall not be allowed on any school bus during its route. Violations will be reported promptly by the driver.
- Students must always exercise proper care and treatment of the bus and bus equipment. Abuse and damage to the bus must be paid for by the student and his/her parent or guardian.
- The administrator or designee may suspend a student's transportation privilege, which is now provided by ECA, due to misconduct or misbehavior while en route to and from a school activity.

- Surveillance cameras may be used by the drivers to help monitor student conduct while being transported on a school bus. Recording may be reviewed only by the administration. Student transportation for selected activities is provided as a service to the students of ECA. The administration reserves the right to deny a student or students the privilege of being transported, provided the policies, school rules, and regulations outlined above are not followed.

Student Life

Middle School/Senior High School Organization

Middle and Senior High are divided into two grade levels. Middle School consists of grades 5-8 while Senior High consists of grades 9-12.

High School Classification Requirements

Credits are earned toward high school graduation in grades 9-12. One full credit reflects the completion of one full Carnegie unit. Eighth Grade Algebra I Math Credit counts towards Graduation.

Freshman 7 credits

Sophomore 7 credits

Junior 7 credits

Senior 7 credits

TOTAL 28 credits

- Students going into the tenth grade must choose a diploma track, either an advanced diploma or a standard diploma. (See Academics for course information)
- All twelfth-grade students must take the ACT at least once before graduation. This is a requirement of AISA and a requirement for graduation from Evangel Christian Academy. **Parents handle all costs related to this test, if the student does not take it when offered during the school day.**

Report Cards

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

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

Student Driving Policy

To keep a secure and safe campus, students will be allowed to drive vehicles to school if they abide by the following:

- Observe necessary precautions for safe driving both on and off campus.
- Purchase a parking permit from the high school office (1st full week of school) and maintain a valid parking permit (must purchase tag regardless of how close to the end of the school year).
- Park their cars in the designated student parking area.
- Supply the office with the following information (driver's license, insurance, vehicle make and model, color, and tag number).
- Observe the speed limit on the campus of 10 mph.
- **Excessive tardiness may result in loss of driving privileges.**
- Students handle the reimbursement of any damage they may cause to school property with their vehicles.

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

- Riding motorbikes across the grounds of Evangel Church
- Loitering in vehicles upon arrival to school or loitering in the cars after school
- Playing radios/music loud enough for people outside the vehicle to hear
- Parking in areas to which they are not assigned
- Reckless driving
- Going to cars during school without permission

- Smoking, vaping, drug use, or alcohol use
- Public display of affection
- Any other deemed actions inappropriate by the ECA administration

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

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

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

Closed Campus

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

Honor Societies and Other Organizations/Clubs

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

NHS/NHJS REVISED AUGUST 2021

- The Evangel Christian Academy "Carol Lowe" Chapter of the National Junior Honor Society and National Honor Society will follow the constitutions of the National Junior Honor Society (NJHS) and the National Honor Society (NHS) respectively. The following additions are for clarification purposes.
- Membership is based on scholarship, character, leadership, and service. NJHS includes 7th, 8th and 9th grades. NHS includes 10th, 11th and 12th grades.

A. Selection of NJHS members starts in the spring with junior high students with a 3.5 GPA or better at the end of the 3rd quarter of that year. Eighth and ninth grade candidates must have a cumulative 3.5 GPA for the present semester and all previous semester since entering seventh grade. Students may not have more than one C on any report card before induction.

B. Selection of NHS members starts in the spring with high students with a 3.5 GPA or better at the end of the 3rd quarter of that year. Eleventh and twelfth grade candidates must have a cumulative 3.5 GPS for the present semester and all previous semester since entering seventh grade. Students may not have more than one C on any report card before induction.

C. Both NJHS and NHS candidates are then evaluated for character, leadership and service by all high school teachers who have had that student for the current school year. A candidate may not have any office referral that year and the vote must be a majority in favor of the candidate. A member will be dismissed from the NHS or NJHS if he/she receives a majority vote of "no" based on character during the spring re-selection process.

Discipline/Dismissal

A. Each quarter that a member falls below a 3.5 GPA will be warned in writing. If a student receives a D or F on a report card, this results in a warning.

B. Dismissal occurs if a cumulative 3.5 GPA has not been regained after the warning. Dismissal occurs if the student receives a second D or F on the report card after the warning letter.

C. After being dismissed, a student cannot be readmitted to that society.

D. A student's permanent record must show a dismissal from the NJHS or NHS.

GOLD/BOLD-ECA Ambassadors (revised fall 2023)

GOLD/BOLD Teams have been created to nurture and recognize students who excel not only academically but also in sports and as responsible individuals within their families and communities. It aims to encourage and maintain high standards of leadership and behavior among its participants.

Qualifications to be selected to these positions:

- 2.75 GPA each quarter
- No ISS/detentions

The criteria for being a part of this team include:

Nomination: Students are selected for this program by teachers and members of the administrative team.

Outstanding Leadership: The selected students are expected to exhibit exceptional leadership qualities. This includes qualities like responsibility, teamwork, communication skills, and setting a positive example for others.

In Multiple Areas: The leadership expectations extend beyond just the classroom. These students are also expected to demonstrate leadership on sports teams (on the court, field, or track) and in their home life.

Accountability: Team members can be asked to leave the program if they fail to meet the stated standards.

Any student who is deemed ineligible, based on the above criteria, will be asked to leave the Ambassadors.

Junior/Senior Activities

Classes must take part in several activities to help make these years memorable. These include but are not limited to, Jr/Sr Ring Ceremony, Jr/Sr Banquet (Prom), Senior Retreat/Trip, Senior Class Baccalaureate, and Senior Class Commencement.

Student Government Association

The High School SGA includes representatives from middle and high school homeroom classes. This organization handles many activities including homecoming, food drives, etc. Elected members must be in good standing, keeping a "B" average in all subjects including conduct.

Members must also always uphold the school standards. Failure to do so will result in loss of position.

Sports Program

The sports program consists of competitive varsity/junior varsity boys' and girls' basketball, boys' football, cross-country, girls' volleyball, boys' baseball, and girls' fast-pitch softball, varsity track, and cheerleading. Students enrolled in the 6th-12th grades are eligible to participate based upon meeting the required academic, physical, and AISA standards.

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

Physical Education will feature sports such as basketball, volleyball, soccer, flag football, and softball.

Leadership

Participation in ECA athletic programs is voluntary. Student-athletes are, by definition, leaders within the ECA student body. Not only do they stand before the ECA student body; but they also represent ECA before other schools and the public. Being highly visible, their conduct and influence have a significant 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.

Academics

Sixth-grade students must have passed the fifth grade the previous academic year and have been promoted to the sixth grade.

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

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

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

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

Ninth through twelfth-grade students must have passed seven (7) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of five (5) core curriculum credits must be included in this requirement. Ninth through twelfth-grade students may earn and/or keep second-semester eligibility by passing 3.5 new Carnegie units during the first semester of the current year. Note: A minimum of (2.5) core curriculum credits must be included in this requirement.

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 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 deciding 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 the student's transcript before the first day of school. A student is allowed a maximum of two (2) units in summer school to set up 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 makeup.

Middle/Senior High Sports Dress Code

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

Guidelines

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

Before trying out for any sport or cheerleading, new and/or returning students must be registered for the upcoming year and have all paperwork and registration fees turned in. Students will not be allowed 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.

Miscellaneous

Lunches

Students may bring their lunches each day or take part in our lunch program, as they desire. Students WILL NOT be allowed to exchange or share their lunches since some children may have allergies to certain foods. Please instruct your child not to exchange or give food away without permission from the teacher. Milk and juice will be available for a small price. Due to time constraints on our lunchroom staff and teachers, heatables will not be allowed for any students. 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. Students may bring a battery-powered warming lunchbox, but they may not bring ones that require being plugged in. Do not include any medication or vitamins in your student's lunch. If your student needs to take any medication during the day, check it into the school office, and it will be administered properly. If your child has brought their lunch and needs bowls, forks, spoons, or condiments you must supply them. These items are only available to those students who buy lunch at school.

Any time that fast food is brought to a student; the parent MUST deliver the food directly to the student based on health department policy. The food may not be left in the office or with the lunchroom staff. The parents must wait until the student's lunchtime and give the meal directly to the student. This policy follows the health department code by which our lunch staff must abide. ECA does not accept any outside deliveries for students including but not limited to Door Dash, Grub Hub, etc.

Lunch Purchases

Lunch orders will be made online through on Schoolbitez. You must order by noon on Friday for the following week. After that time, no edits can be made to the lunch order for that following week.

Sending Money to School

Large amounts of money such as tuition, Before/After Care payments, or fundraiser monies should be brought to the school office by the parent, or a check or money order may be 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, the amount of money enclosed, and the purpose of the money on the outside.**

Inclement Weather

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

Technology Use

Technology devices, whether personal or property of ECA, are vital for instructional purposes. This neutral option is decided by whether or not it is used positively or negatively. Therefore, please respect computer

regulations as set by the administration. Technology usage is a privilege and not a right. Abuse of the privilege will cause loss of usage. The following activities are examples of inappropriate activities for the ECA network, e-mail system, or the internet.

This list is not all-inclusive. Anything that would be considered inappropriate in “paper form” is also considered inappropriate in electronic form.

- Using another user’s password or trying to find out another user’s password.
- Sharing your password
- Trespassing in another user’s files, folders, home directory, or work
- Saving information on ANY network drive or directory other than your home directory OR a teacher-specified and approved location.
- Students download, install, or copy software of any kind onto a workstation, your home directory, or any network drive.
- Harassing, insulting, or attacking others via technology resources at home or school.
- Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc. without teacher permission)
- Accessing inappropriate websites (sites having information that is violent, illegal, satanic, sexual, etc.)
- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language
- Participating in online games, instant messengers, social networking sites, and chat rooms without the permission/supervision of an adult staff member.
- Posting any false or damaging information about other people, the school, or other organizations.
- Posting any personal information about another person, including pictures on any social media.
- Participating in sending/perpetuating chain letters; student broadcasting of network messages
- Violating copyright laws
- Plagiarism of any materials, including those that are found on the Internet.
- Use of technology resources to create illegal materials (i.e., counterfeit money, fake identification, etc.)
- Use of any ECA technology resources for personal gain, commercial or political purposes
- Attempting to bypass or bypassing the web filter, for example, Use of web proxy or IP masking.
- Printing anything without permission/supervision of an adult staff member

ECA agrees to

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

Technology Usage Policy

We believe that the internet has much to offer students with its wide variety of resources; however, it is our responsibility to see that students use it appropriately. Therefore, an acceptable usage policy has been set up and will be given to the parents and students to read and sign. Unacceptable use of the network will result in the suspension or revoking of these privileges and other disciplinary action.

In summary, it is impossible to cover every incident that could arise concerning dress code, attitudes, or relationships.

We must all have a loving Christian attitude and a cooperative spirit. Thank you for your help in these areas.

Disasters and Evacuations

If a disaster should occur, we ask that parents listen to the radio/television stations for information on evacuation plans. A designated area will be set up for parents to pick up their children. Parents’ cooperation and

help during an emergency will make the process more efficient and safer for all involved. We will practice regular fire drills, tornado drills, and intruder alert/lock-down drills.

Health

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

Please keep your child/children at home for:

- A cough accompanied by a fever.
- Fever
- Vomiting
- Diarrhea
- Eye drainage of any type
- Pink eye—must see a doctor.
- Ringworm—must start treatment before return.
- A regular flow of green or yellow mucus from the nose or throat
- Lice (We have a “nit-free” policy) A head check will be done before a student may return to class.

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

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

- A fever of 100.0 degrees or greater
- Severe headache
- Stomachache
- Evidence of head lice or ringworm
- Pink eye
- Undiagnosed rash
- Uncontrollable cough
- Vomiting
- Diarrhea

Procedures for dispensing medication in School

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

- Written permission from the parent or legal guardian that ECA follows a physician's order, and it remains on file in the school office.
- Each medication will require a separate parent/prescriber authorization form signed by the parent/legal guardian each school year.
- Medicine must be in the original container with proper labeling of the student's name, prescriber's name, date of prescription and name of medicine, dosage, and time interval.
- Non-prescription medications must have the student's name, time, and dosage in the original container.
- All medicines will be given by a designated staff member following instructions received by the parents.
- All medicine given will be recorded on a medication log that includes the date, time, and dosage.
- All medications will be always secured.
- All medicines must be brought in and picked up by the parent/legal guardian.
- All medicines must be picked up at the end of the school year or they will be discarded.

All medications, whether over-the-counter or prescription, must be given to a secretary by a parent or guardian along with a completed authorization form. We cannot accept medications provided to us by students, even if those medications are labeled and are accompanied by a parental form. Students should never be in possession of any medication while at school.

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

For major injuries that occur on campus, a paramedic will be called at once, and then the parents will be contacted. **Please be sure the office has a current list of phone numbers and emergency contacts.**

AISA contagious/communicable disease policy

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

Student Accident Coverage

All students are covered under an AISA Catastrophic Insurance Plan while on school grounds from 7:20 am until 3:15 pm, while attending BSC/ASC, and while involved in school-sponsored activities (i.e., sports practices/games, field trips, etc.).

Library/Media Center

The ECA library/media center may be used by any student with permission from his/her teacher. As an instructional center for ECA, it has books, periodicals, reference books, audiovisual materials, and other instructional equipment. These resources are controlled through the media center monitor and are available for the student body for research, study, and edification. All resources are available for checkout except for reference books.

Lockers

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

Students must adhere to the following:

- Students may use only ONE locker.
- Lockers are to be kept clean.
- Decorations cannot be placed on the exterior of the lockers without permission from the administration.
- Interiors may be decorated with appropriate material.
- Tape or sticky substances may not be used-only magnets are acceptable.
- Lockers/locks may not be swapped with other students.
- If a student uses a lock, the combination or copy of the key must be turned into the office. If this is not provided to the office, the lock will be cut and removed at the families expense.

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

Lost and Found

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

Damaged or Lost Books

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

Parent-Teacher Communication

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

- K4-4th: Weekly packets/RenWeb
- 5th-12th: RenWeb account
- All grades: Faculty and staff can be emailed using the first initial of the teacher's first name and the last name @evangeleducation.com (example: bjohnson@evangeleducation.com)

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

Photograph/Audiotape/Videotape/Interview Permission

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

Parent-Teacher Organization

A school-wide Parent-Teacher Fellowship was formed with a desire to support the ideals and principles of ECA. The PTF aims to encourage a spirit of unity and cooperation among students, teachers, and parents while providing opportunities to support special projects within the school. PTF officers meet occasionally to formulate and implement projects for improvements of ECA. For example, Walk- a -Thon has been used to buy a new computer lab and security system in the past and is one of our major mandatory fundraisers that the PTF heads up. **Parents are urged to be a part of the PTF meetings to show their support for the school.** Parents are strongly encouraged to hold offices and take part in PTF events.

Parking Procedures

All students should be dropped off in their assigned area.

Parents are cautioned to always watch for children on the playground, in the parking lot, or on the crosswalks when driving on school grounds. Remember to also carefully watch the traffic on the roads when entering or leaving the school grounds to avoid an accident. **Please observe the 10-MPH speed limit on school property. Traffic must be single lane; do not enter "Exit Only" roads.** Any student who wants to leave the campus with anyone other than a sibling or guardian must have a note on file. This should be sent to school with your child.

Dismissal Procedures for Students

- **Grades 9-12:** Students will be dismissed to the parking lot to either drive home or wait for their ride. They will enter the parking lot from the football field sidewalk. If parents prefer their student to wait inside the activities building to be picked up through the car line, they should inform their student of this choice and email the school office. Please note that ECA is not responsible for students in grades 9-12 after they exit the gates to the parking lot.
- **Grades K4-8:** Students must be picked up through the car line.

Ride-share Services

To use ride-sharing services (Uber, Lyft, taxis, etc.), students must be accompanied by a family member or friend that is an adult. If you wish for your student to use one of these services unaccompanied, we must have written permission in advance of the occurrence

School Offices

- The school office is open during the week from 7:00 am until 3:30 pm. Parents may leave items with the school secretary to be delivered to a child.
- Please schedule an appointment to meet with the administrator or principal.

Solicitation

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

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

Visitors

For the safety of our students and personnel, parents and all other visitors must sign in at the office and obtain a visitor's pass. Under **no** circumstances are visitors allowed to go directly to the classrooms. No deliveries of any kind may be made to a classroom.

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

Volunteer Program

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

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

Miscellaneous Concerns

- **Smoking/Vaping:** Please be mindful of smoking around your child (ren) on the way to school. Many students and staff members have allergies to smoke and a child that has been enclosed in a vehicle with smoke can upset allergies and/or asthma of those around them.
- **Perfume/Cologne and scented lotions:** Students may not wear cologne or perfume of any kind. Some students and staff members may suffer from allergies/asthma and do not need to be exposed to perfume or cologne or others.
- **No PDA** Public display of affection (for example: holding hands, hugs, etc.)
- **Mutual Respect: Students and teachers alike must 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 needed any time a student is in the hallway during a class session. Students will not be given a pass to class between periods. If a student is detained by a teacher after the class ends, he/she is required to secure a hall pass from that teacher before going to his/her next class.
- **Food:** Students are not allowed to have food or drinks in the classroom building or gym. All food will be consumed in the Activities Building or outside with teacher/office approval. Water is the only exception to this. **Students may have and use a LEAKPROOF cup or bottle of water in the education building. Only clear water with no added flavoring will be allowed.**
- **Backpacks:** Rolling backpacks are NOT permitted. Clear backpacks are required for grades 5-12. Backpacks must be stored in lockers. Students will not be allowed 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.
- **Deodorant:** Only roll-on or stick deodorants are permitted for use on campus. No aerosol sprays or perfumed lotions will be allowed at any time. Use of these prohibited products will result in automatic detention.
- **Gum:** Chewing gum is not allowed on school premises.
- **Skateboards, Hoverboards, and Roller Blades:** These are not allowed at school.
- **Rough Housing:** For safety reasons, students are not allowed to push, shove, or hit other students even if they are just kidding around. Repeated events such as this will be treated as fighting. No one ever has a reason to even touch someone else unless it is an emergency.
- **Attitude:** A student's attitude is very important. If a student has an inappropriate attitude, his/her teacher will talk to him/her. If that does not work a conference will be scheduled with the parent(s). **A repeated bad attitude will be grounds for expulsion.**
- **Electronic Devices:** Students should not bring radios, electronic games, or any other electronic devices, without written permission from the administrator. (See below for information about our cell phone policy.) **Non-Bluetooth headphones and earbuds are to be used in the computer lab but only during online courses. Music may not be played.**

****If cell phones (including SMART watches, and other devices attached to the phone) are in use, between 7:50 am and 2:45 pm, they will be confiscated and turned into the school office.**

Phones and all electronic devices including smartwatches will be collected from each student and stored in the office during the school day. Students MUST turn off any electronic devices BEFORE it is turned in. Smart

glasses (with cameras and/or speakers) are strictly prohibited. Any student found with these devices during school hours will result in the following:

- 1st offense-detention and parents pick up the phone.
- 2nd offense and subsequent offenses-suspension with 0% credit on assignments/tests/quizzes and parents pick up the phone and meet with the admin.

Holidays

Evangel Christian Academy will not emphasize the humanistic view of the holiday season. 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.

Alabama Asbestos Management Program:

NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES

On October 22, 1986, President Reagan signed into Law the Asbestos Hazard Emergency Response Act (AHERA). This law requires all local education agencies to find asbestos- containing materials (ACM) in their school buildings and take appropriate action to control the release of asbestos fiber into the environment. To comply with the law, our school has been inspected and a management plan has been developed by an accredited engineering firm. The management plan is a routine document required by law, which describes in detail the inspection findings and various approved methods of dealing with ACM. The management plan and the result of each inspection are on file in the school office. These may be reviewed during office hours. If you have questions concerning our management plan you may contact Bobby Johnson at (334)272-3882

In Conclusion

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

Administration has final authority in all circumstances.