

*“Blessed are those who hunger and thirst for righteousness, for they will be filled.”  
Matthew 5:6*



**EMMANUEL**  
CHRISTIAN ACADEMY

# ***Elementary Handbook*** ***2018-2019***

**Revised 8/18**

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**Student Life Covenant**  
**Community Life at Emmanuel Christian Academy**

**Introduction**

Emmanuel Christian Academy is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. We are a Christ-centered K-12 school committed to strong academics and advancing the Gospel of Jesus Christ in a broken world. We seek to honor Him by integrating biblical faith and learning while our hearts and lives embrace the process of maturing in Christ.

The Emmanuel community consists of those who, in furtherance of our mission, are living together in intentional, voluntary fellowship, aware that we are called to live our lives before a watching world. Although centered on the ECA campus, this community is not defined by geography, but rather by membership in the ECA educational mission.

This Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the Emmanuel community, they commit their children to the responsibilities and expectations outlined in this covenant. These Expectations are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms that the Bible is the inspired, inerrant and authoritative Word of God; therefore it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the continuing ministry of the Holy Spirit, by whose indwelling believers are enabled to live a Godly life, thus equipping them with the inner resources and attributes to minister to others through supportive relationships. It is our hope that our students their families are in complete accord with our desire to help them grow in their faith. Unfortunately, in some case individual students or parents may have reservation about biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipline and correction within the Emmanuel student body despite the personal spiritual condition of individual students or their parents.

**Biblical Responsibilities**

*Responsibilities for Loving God, Others and Self*

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love confirm our allegiance to God and are glorifying to Him. (Matthew 22:36-40; John 15:11-14; Romans 15:5-6)

Living in daily fellowship with other Christians is a privilege and an expression of God's will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Students are encouraged to seek opportunities to demonstrate fellowship. (1 Corinthians 12:12-31; Ephesians 4:1-6)

All persons are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God's attention to creative detail is uniquely applied in each person in whom is given the capacity to love God with heart, soul, mind and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

*Responsibilities for Community*

Within our community the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another. (1 John 3:11, 16, 18; 4:7-21) For the purpose of our community we have identified the following specific expressions of love as being among the most desirable.

- Building Up One Another: We expect each member of the community to strive consciously to maintain relationships that support, encourage and build up one another. (Romans 15:1-2)
- Forgiving One Another: Because of our fallen natures, difficulties in relationships will occur. In such cases we must strive to respond with compassion, kindness, humility, gentleness and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)
- Caring for One Another: We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation and intercession. (Galatians 6:2)
- Respecting One Another: Because of the God-given worth and dignity of people, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat or act of violence directed toward another person will not be tolerated. (Colossians 3:11-14; 1 John 3:14-18)
- Speaking the Truth in Love: A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is motivated by and acting in love, the process can produce growth. (Ephesians 4:15, Galatians 6:1)
- Reconciliation, Restoration and Restitution: Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships and make restitution. (Matthew 5:23-24; 18:15-20)

*Responsibilities for Individual Attitudes and Behavior*

- Attributes of the Heart: Scripture gives us mandates for daily living through the Ten Commandments and the Sermon on the Mount. (Exodus 20:2-17; Matthew 5-7) In addition, Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Galatians 5:22-24 NIV) This "fruit of the Spirit" is to be sought, encouraged and demonstrated in our relationships. We are also called to live lives characterized by peace and holiness. (Hebrews 12:14)
- In contrast to encouraging these positive attributes of the heart, Scripture condemns injustice and attitudes such as greed, jealousy, pride, lust, prejudice and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. (Galatians 5:19-21; Ephesians 4:31; Micah 6:8)

•Prohibited Behaviors: Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex and involvement with pornography in any form), underage use of alcohol, immodesty of dress and occult practice. (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11)

•Academic Integrity and Truthfulness: As a Christ-centered academic community we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism and other forms of cheating are forbidden; we expect truthfulness and fidelity to be expressed in every learning context. (Luke 16:10; Ephesians 4:25)

•Submission to God Ordained Authority:

All students are first and foremost under the authority of their parents, and by extension, institutions and authority structures under which their parents place them, such as their local church and this school (Ephesians 6:1, Exodus 20:12). In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the Emmanuel community are expected to uphold the laws of the local community, the state and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior. (Romans 13:1-7) Behavior resulting in arrest on or off campus is subject to review within the school's disciplinary procedures.

### **Institutional Expectations**

In addition to subscribing to the section on Biblical Responsibilities, members of the Emmanuel family voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality, but rather as values and standards of the school and guidelines that serve to preserve the values of the campus community. Furthermore, they reflect our commitment to helping each member of the community grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the community. The following expectations apply to all members of the ECA student body.

•Worship: Corporate worship, prayer, fellowship and instruction are essential for our community. Therefore, students are expected to attend, and encouraged to participate in the life of a local church.

•Lord's Day: Members of the community are encouraged to observe this day as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation, exercise and study may be a part of the day, "business as usual" relative to school programs and services will not generally be sanctioned or encouraged.

•Entertainment and Recreation: Students are expected to use discretion and discernment in their choices of entertainment and recreation (some examples include media, Internet usage, and games). Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle.

•Illegal and Legal Substances: ECA prohibits the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication.

•Tobacco: Students will not possess, use, or distribute tobacco in any form on or off campus regardless of their age.

•Alcoholic Beverages: Underage use, possession, or distribution of alcohol is illegal.

•Gambling: Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of God-given resources.

•Respect for the Property of Others: Members of the community are expected to respect the property of others, including school property, private property on and off campus, and public property. The intellectual property of others is also to be respected.

•Policies and Procedures: Compliance with day-to-day policies and procedures of the community is expected from students. These routine items are listed in the Handbook.

### **Conclusion**

The book of Colossians provides an appropriate summary of the goals for our community: "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another. . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:12-17 NIV)

### **Acknowledgement of the ECA Student Life Covenant**

The Student Life Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the Emmanuel community, they commit their children to the responsibilities and expectations outlined in this covenant.

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms basic biblical truth that forms the basis for expectations regarding personal and community life at ECA. In addition to these biblical responsibilities flowing from the Scripture and articulated in our Statement of faith, ECA has some specific institutional expectations as is the case with any such organization. Therefore, compliance with day-to-day policies and procedures of the community is expected from students. These policies and procedures are given in the Student Handbook which is readily available on the school's web site and in student homerooms.

It is our hope that our students, and their families, are in complete accord with our desire to help them grow in their faith. In some cases, however, individual students or parents may have reservations about particular biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipleship and correction within the Emmanuel student body despite the personal spiritual condition or reservations of individual students or their parents.

\*\*\*We have read the Student Life Covenant and acknowledge that it outlines the core values to which students must adhere as part of community life at Emmanuel Christian Academy.

## EMMANUEL CHRISTIAN ACADEMY STUDENT HANDBOOK

### Statement of Faith

Emmanuel Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Protestant Christian view of life as presented in the Bible. The following statements of faith and practice are held by every Emmanuel Christian Academy employee and school family:

1. I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; John 10:30; John 10:37, 38)
3. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16)
4. I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19; John 3:16-19; Ephesians 2:8-10; Titus 3:5-6)
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20)
6. I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
7. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
8. I believe in the creation of man by the direct act of God. (Genesis 1:26-28; Genesis 5:1-2)

NOTE: Emmanuel Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

### Accreditation

Emmanuel Christian Academy (kindergarten through twelfth grades) is chartered by the State of Ohio, Department of Education. We are a member of the Association of Christian Schools International. Emmanuel is accredited by ACSI and AdvancED.

### Mission Statement

Emmanuel Christian Academy is a Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling.

### Doctrinal Position

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity here at Emmanuel Christian Academy. God is blessing this ministry because we have strived to place Jesus Christ at the focal point of everything we do. We all believe in the central message of the Word of God, and stand solidly behind the Statement of Faith that appears on every student, faculty and staff application. We will not compromise on these central doctrines of the Word of God, yet those of us who belong to the body of believers have some differences that are peculiar to our particular denominations. When these particular issues are raised in our school system, we refer the student to their parents, and their local church for guidance.

### Ministry Goals

1. Serving the FAMILY To serve the home and local church as they train young people to have a personal and intimate relationship with Jesus Christ. (Deuteronomy 6:5-7)
2. Providing the TRUTH To provide a Christ-centered educational program which is based on the authoritative Word of God. (II Timothy 2:15)
3. Equipping the STUDENT To equip students to evangelize and disciple others and to encourage involvement in practical ministry opportunities. (Matthew 28:19-20)
4. Unifying the BODY To offer Christian education which unifies the body of Christ in accord with Biblical principles and Statement of Faith. (Ephesians 4:1-6)
5. Modeling the SAVIOR To employ and develop mature Christian faculty and staff members who minister through the power of the Holy Spirit to their family, students, and community by word and action. (Luke 4:30)
6. Following the BIBLE To follow Biblical principles in all of our practices, policies and guidelines. (II Chronicles 1:10)
7. Balancing the RESOURCES To communicate, locally and globally, the purpose and objectives of Christian education by sharing Emmanuel Christian Academy's goals, curricula, policies and resources. (I John 3:17-18)

## Academic Expectations

It is our belief that a quality education is the result of (1) a curricula that integrates God's Truth into all courses and adequately prepares the student for future educational endeavor (2) teachers that model a Christian life and (3) classes of 22 or less which enable the student to derive maximum benefit from his/her academic exposure.

Each student is expected to utilize all of the available resources and to perform at his or her highest level so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom.

The teacher is the focal point of our instructional emphasis. Each member of the faculty is qualified to teach his or her major subject area through using a Christian philosophy. This environment is carefully constructed to enable the student to derive maximum benefit from this academic exposure.

## Academic Performance

Academic progress is reported at interim and at the end of a grading period in all grades except TK/K.. TK and K issue an interim report at the end of the first nine weeks and then give a progress report at the end of the first semester. Progress reports are emailed home at the end of each grading period. Interim reports will be emailed home each quarter. In grades K-2 a standards based progress report is used.

Letter grades are used in grades 3-6 using the following grading scale.

### Grading Scale

<u>Grades</u>	<u>Numerical Scale</u>	<u>GPA</u>
A+	99-100	4.0
A	94-98	4.0
A-	92-93	3.7
B+	90-91	3.3
B	85-89	3.0
B-	83-84	2.7
C+	81-82	2.3
C	76-80	2.0
C-	74-75	1.7
D+	72-73	1.3
D	67-71	1.0
D-	65-66	0.7
F	0-64	---

### Grading policy

- Teachers will generally post two or three grades per week.
- In Class = 20 percent ("In Class" may include participation grades and homework as well.)
- Quiz or quiz equivalent = 30 percent
- Test or test equivalent 50 percent  
\*Policy is under review.
- Progress reports will be distributed to give a snapshot of grades halfway through the grading period via email. Printed copies may be available upon request. Parents are able to obtain grading information at any time via ParentsWeb.
- RenWeb grades and homework assignments will be updated weekly. Become familiar with the RenWeb program and use this information to stay on top of your child's education. If you need assistance, please contact the main office.

### Honor Rolls

Academic Excellence: Grade average of 3.7 or higher.

Honor Roll: Grade average of 3.3 or higher.

Elementary specials are not calculated when determining Honor Roll eligibility.

### Late Assignment Policy

The consequences for late work in grades 3rd through 6th are as follows:

1 day late = 10% taken off

2 days late = 20 % taken off

3 days late = 30% taken off

4 days late = 40% taken off

After 4 days, the students will still be expected to complete the assignment because there are learning objectives to be practiced and/or mastered with each assignment. Also, students handing in late work need to realize that there are consequences for missing deadlines. Credit will be given at the teacher's discretion.

## Academic Probation

Students who fail two or more core classes (Bible, English, Foreign Language, Math, Science, or Social Studies) for a semester will be placed on academic probation. The student's family will be required to schedule and attend a parent teacher conference to develop a strategy with the teachers to help the student succeed. In addition, there will be another required conference at the midpoint of the probationary period to review progress and modify assistance strategies as needed.

The goal of academic probation is substantial academic improvement by the end of the semester probationary period. Should the student pass all core classes during the probationary period, s/he will be returned to regular status. If the student is failing classes at the end of the semester long probationary period, s/he may be dismissed or denied re-enrollment following administrative evaluation of student improvement and communication with faculty.

As with all biblical discipline, the goal of academic probation is to restore the student to a position of good standing for their good and for God's glory. The probationary period will be used to identify if the student is having academic challenges that need to be addressed with various forms of intervention. On the other hand, it is a tool to identify if a student who has failed due to lack of effort is teachable and open to instruction and change. As with behavioral discipline it is imperative to distinguish between simple, foolish, and mocking behavior for the good of the student and the school as a whole.

## Addressing Concerns

If a parent has a question or concern, he or she should contact the individual involved. If the matter is not resolved, the principal is the next contact. If a parent feels that he or she cannot accept the decision or explanation given by the principal, then a meeting with the Superintendent will be scheduled. In Matthew 18:15-17 we are told that we ought to go to the offender, after making our own hearts right before God, and confront him or her with the purpose of restoration about the wrong. (This takes tremendous courage.)

## Attendance Procedures and Policies: Note, Reference to attendance by period applies to grades 7-12, and fractions of days to TK-6.

Due to the clear correlations between attendance and academic performance, good attendance is of vital importance to the students and staff at ECA. Since we are preparing our students for success in adulthood, there are strong and obvious correlations between rigorous attendance requirements and the desire for their success in future endeavors.

The school must receive a written note from the student's parent/legal guardian for an absence to be evaluated and considered excused.

When a student will be out of school it is the responsibility of the student/parents to contact the teacher(s) and secure the class assignments for that period of time. A student with an excused absence will be given a reasonable opportunity to make up assignments and tests missed during the absence.

1. School Notification of parents in the event of an absence: When a student is absent from school and a phone call from a parent is not received: a phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).
  - First phone call will be made to the home.
  - Second phone call will be made to place of work of person(s) responsible.
  - Reasonable attempts will be made to notify the person responsible, of the student's absence by phone.
  - *All absences will initially be entered as "unexcused" until a written note is received from the student's parent/legal guardian.*
  - This verification of a student's location phone call, initiated by parents or the school, does not excuse the absence, which remains documented as "Unexcused" until the office receives the note described below under "Absence Documentation."
2. Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes to teachers at the beginning of the day.
3. Leave/arrive during the same day and totals less than 2 hours with a Doctor/Dental note will NOT be counted against the child's attendance, unless excessive absences have become a problem.
4. Students out of school from one hour to three hours and fifteen minutes will be counted absent for one half day. Students absent for more than four hours will be counted absent for the entire day.
  - If your child arrives between:
    - 8:00 a.m. and 8:30 a.m. – they will be counted as tardy
    - 8:31 a.m. and 11:15 a.m. – absent half day
    - 11:16 a.m. and 3:00 p.m. – absent all day
  - If your child leaves between:
    - 8:00 a.m. and 11:55 a.m. – absent all day
    - 11:56 a.m. and 3:00 p.m. – absent half day
5. Any student absent after 11:30 a.m. will not be allowed to participate in any after school activity unless his/her absence during the day was prearranged with the administration.
6. Parents are to call the school office before 8:30 a.m. each morning their child is absent. This enables us to know for sure where the students are and helps provide safety for all our children.
7. See homework and late work policy for make-up work procedures.

**Excused Absences:** Excused absences may be granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Extenuating circumstances, such as:
  - a. Extended illness
  - b. Hospitalization/RecoveryDoctor's notes must be submitted for administrative approval to waive absences.
4. Doctor appointments - Students must bring a note from the parent/guardian to the school stating the time of the appointment. Parents must check the student out through the office. The absence will be excused for the time determined to be reasonably necessary for the appointment (i.e. a student with an 8:45 a.m. dental appointment for a general check-up or cleaning should

- not miss a full day of school).
5. Prearranged absences such as:
    - a. College visits
    - b. Court appearances
    - c. Family vacations

**Notification of Absence:** Parents must notify the front desk each morning their child will be absent from school, (937)-390-3777, [kiisle@ecaoh.com](mailto:kiisle@ecaoh.com).

**Absence Documentation:** The student MUST bring a note containing the following information on the day of his/her return to school in order for an absence to be considered excused:

1. Name of student (including last name) and homeroom teacher
2. Date of absence/s.
3. Reason for absence/s
4. Signature of parent or guardian
5. Excuse notes not containing all of this information are unexcused (i.e. "Please excuse Joe Jones" is not acceptable). Students are not to sign their parent's signature under any circumstances. ALL excuse notes are to be brought to the front desk upon arrival at school.

**Unexcused Absences:**

Absences for any other reason than those described above are considered unexcused. Final authority for judging the legitimacy of an absence rests with the school administration. All grades for the day(s) missed will be zero. Truancy, of course, is unexcused. Students who are out of class during the day for any length of time without the teacher's permission, or without following proper checkout procedures, will receive a zero for work missed and/or will be subject to disciplinary action. Any anticipated absences not cleared in advance will be unexcused. (Excessive unexcused absences may result in consequences ranging from loss of credit for a class and loss of a grade promotion to possible school contact of local authorities or dismissal from the school).

**Truancy(unexcused and/or habitual/chronic absences):** Students reaching certain absence levels will be in danger of losing credit for individual classes, loss of grade promotion, or possibly dismissal from ECA. (**regardless of if the absences are excused or not**).

Students are considered habitually truant when the student is absent for at least:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly seven days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days);
- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse.

1. **Actions** - School will notify parents (email, phone call and letter) of students who have any of the following:
  - a. Five (5) absences in a semester grading period. (One short of the halfway point of possible loss of credit). Consideration will be given to what point in the semester this occurs. (Example: 5 absences by late September/October is a greater concern than 5 absences by early December).
  - b. Seven (7) absences in a semester grading period **may** result in school administration requiring a physician's note for any further absences.
  - c. Nine (9) absences in the semester grading period. (Three short of possible loss of credit.)

**Tardy**

There will be no excused or unexcused tardies; if the student is late to class s/he is tardy. Tracking of tardies will begin the second week of school. Students reaching the following criteria will risk increasingly severe consequences.

Four (4) tardies to school will result in a minor infraction and parental notification.

- Eight (8) tardies to school will result in a detention and parental contact.
- Twelve (12) tardies will lead to a parental conference with the principal.
- Sixteen (16) tardies will result in a parental contact, a Saturday School, and Behavior Probation.
- Twenty (20) tardies to a class will result in an additional Saturday School, a parent conference with administration, and may result in dismissal from ECA.
- This progression of accumulated tardies will reset at the semester

**Make-up Work for Absences**

When a student is absent, he or she must contact the teacher to receive make-up work as soon as possible. Students will be given a reasonable amount of time to complete make-up work. Such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated. If, however, a student misses only the day a test is given, or an assignment is due, he or she is responsible to make-up the work the first day back in class. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying during the illness; the test could be delayed at the teacher's discretion. Please check with your child's teacher and/or ParentsWeb for more information.

**Leaving the School due to illness**

Any call made to a parent or guardian requesting student release due to illness must be made from the school office. All students leaving due to illness must be signed out by the parent, guardian, or parental designee.

**Early Dismissal**

For the safety of the children, we ask that all visitors, including parents, report to the office first. Teachers will not release a student except to an authorized person.

### Vacation during the School Year

Families wishing to take a vacation during the regular school year must obtain a Pre-Approved Absence form at the school office. This form must be completed and returned for administrative notification at least seven business days prior to the expected vacation. When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers, and secure the class assignments for that period of time. All coursework and homework assignments are due on the day of return to class. Failure to meet this requirement will result in an unexcused absence for the days missed.

### Before and After School

No student is permitted on school property prior to 7:30 a.m. or after 3:15 p.m. unless in approved programs. Any student found unsupervised after 3:15pm will be required to attend Lion's Den and the parents will be charged a per hour fee.

### Bible Translation Statement

Emmanuel Christian Academy believes the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. We believe this refers to the original manuscripts of Scripture and we hold to this without compromise. We have chosen to use the New International and the English Standard Versions of the Bible in our school system.

### Book Bags

No book bags (including backpacks, oversized purses or other large bags) in the classroom. Keep book bags in your locker and use for coming and going to school. This helps students maneuver safely in crowded hallways and classrooms while motivating students to be organized for their day.

### Campus Wear Rules

#### General Rules

1. Students are to be in Campus Wear during the school day.
2. Students must be clean, neat, modest and well-groomed at all times while at ECA. The administration reserves the right to determine modesty issues and appropriate dress. This applies to extracurricular and end of the year activities as well. Parents of students out of dress code may be required to pick up the student or bring a change of clothes to school.  
**\*Administration reserves the right to determine what is acceptable that may not be defined.**
3. Clothing must be well-laundered; free of split seams, holes, torn or frayed hems, and properly fitted.
4. Hats and non-ECA outerwear will not be worn in the building during the school day. Hoods on ECA approved outerwear may not be worn on the head during school hours.
5. Piercings/Tattoos:
  - Girls may wear piercings in their ears only. Boys may not have any visible piercings.
  - Visible tattoos, whether permanent or temporary (including henna, or pen and ink) are not permitted.
6. Hair must be neat, clean, of a natural color and not distracting to the educational process. Students coming to school with unacceptable hair colorings will be required to leave school until a natural color is restored.
7. Shirts must be buttoned, except for the top button. No visible logos, words or graphics should be seen through or outside of any Campus Wear attire. Girls must wear appropriate undergarments under white and other light colored shirts, or layer with a sweater. Boys' underwear is not to be seen.
8. All pre-K through sixth grade students must have a red polo for off campus activities.
9. Visible hosiery/tights/leggings may be worn under skirts/jumpers.
10. Girls' skirts and jumpers must be to the top of the kneecap. The same requirement applies to any non-ECA uniform skirts/dresses allowed for special occasions.
11. Campus Wear pants and shorts must be worn at the waist.
12. Shoes:
  - **Girls:** Shoes having laces must be laced. Heels and soles must not exceed two inches in height. Stiletto heels are not permitted. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. class
  - **Boys:** Shoes having laces must be laced. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. classes.
13. Fridays will be a Spirit Wear Day. Students may wear the current year Spirit. **Shirt sold by the Athletic Dept. Students may wear jeans (any color denim) with no holes, denim capris (any color denim), or uniform shorts.** Beginning the first Friday of the second semester, other ECA produced shirts (e.g., previous years' ECA Spirit shirts, club, sports or trip t-shirts) may be worn with jeans. If a student cannot meet any of these Friday Spirit Day standards for any reason on a given week, regular Campus Wear is the default uniform.
14. A relaxed dress code may be determined by the administration for designated events; i.e. field trips, OSU/Michigan Day, etc.
15. All Campus Wear items must be purchased from Educational Apparel, MacRay's or the ECA Spirit/Consignment Shop (when available), except socks and shoes. ECA Spirit wear, sweatshirts, hoodies and t-shirts, are only available through the ECA Spirit Shop and official ECA organizations.

### Campus Wear

#### All students

- Daily Campus Wear
- Khaki or navy pants or shorts
- Plaid, khaki, or navy skirts, skirts or jumpers also available for girls
- Polo shirt
- White or blue Oxford shirt or Peter Pan blouse
- Vest, pullover or cardigan sweater in red or navy (optional)
- ECA Spirit Shop sweatshirt with Campus Wear polo or Oxford underneath
- *Please note, this year the Dress Code on Chapel Day (Thursday) is the same as Monday thru Wednesday.*

**Adherence to the Campus Wear Dress Code is a family responsibility.** The cooperation of the student and the parents is necessary in maintaining the standards of the Campus Wear dress code. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Therefore, any action taken to enforce the dress code will be directed to the parent(s), though such actions will, by necessity, impact the student. **Parents shall assume this important responsibility and leave the school free to focus on its primary goal, building Godly character and academic excellence. Parents of students out of dress code may be required to pick up the student or bring a change of clothes to school.**

**Violations of the dress code will result in a discipline notice. Failure to heed correction will lead to greater consequences. Modesty or other blatant issues typically result in students going home or parents bringing in a change of clothes.**

#### **Care of Property**

Emmanuel Christian Academy belongs to God. The way the property is maintained and cared for is important in reflecting our Christian testimony of the school and its students. Thus, willful damage, defacing of or destruction to the school will not be tolerated. All damage must, be paid for, whether willful or accidental.

No signs, banners, plaques, pictures, posters or other objects may be hung on walls of the building without permission from the school administration.

If a student willfully destroys school or private property, suspension and subsequent dismissal is possible. If a student damages an item by accident, it should be reported to a teacher immediately.

**Cell Phones** See Electronic Devices

#### **Chapel**

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be a portion of their Christian training, but not the extent of it.

Chapel is held each week. A designated individual/class will be responsible for conducting the chapel service. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

#### **Church Attendance**

Believing that our role at ECA is to assist the home and church in the task of training young people, we feel it is important for all of our students to be regular in their church attendance. We do not feel that we are working in harmony with the home if the family is not active in church attendance. Church participation is required for continued attendance at Emmanuel. When there are indications that a student or family is not attending church, steps toward helping the family realign their practices and school expectations will be taken.

#### **Closed Campus**

Emmanuel is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 3:30 p.m. unless they have been given prior approval to attend. No minor student is permitted to leave during the day without authorization from a parent. No student may transport another student without parental permission. No student, regardless of age, may sign out without permission from a parent. Individual tutoring, enrichment activities, etc, need to be scheduled outside school hours for full-time students.

#### **Communication**

The faculty and staff will be in contact with parents via phone, conference (in person), letter, classroom newsletters, website, email, RenWeb and/or other internet access. Please inform teachers of the best method to connect with you in order to serve your student's needs..

#### **Discipline Philosophy and Practice**

Here at ECA we want to assist Christian families in the great duty and privilege to raise their children in the discipline and instruction of the Lord. Therefore, as much as possible, we want to use the discipline process to incline our students' minds and hearts to the wisdom that comes from God and is revealed in His Word. In addition, we strive to make the whole school atmosphere one that is well ordered and conducive to learning. To accomplish this we need a clear framework of discipline action steps that progress from relatively minor consequences all the way up to a student's removal from the school if necessary.

Following is a list of graduated consequences and the model of the process that could lead to a student's eventual removal from ECA. Throughout the process the goal is always that of repentance and transformation. It is vital that these steps be integrated with regular communication with the students' families so the school and family have the opportunity for a strong partnership throughout the process. It is important to note that the Gospel of Jesus Christ and the invaluable gift of grace are central to the mission of the school. Unfortunately, it is not uncommon for people to appeal to an unbiblical caricature of grace in attempts to avoid the consequences of ongoing sinful behavior. While true grace is often extended to students, it is by definition an unmerited favor and should never be expected simply because ECA is a Christian school. Biblical principles of reaping and sowing are also a central part of our instruction in order to prepare our students to live responsibly in a real world that rewards and punishes positive and negative behavior.

## Discipline Steps

1. Teachers will have positive reinforcement procedures established in their individual classrooms that will encourage positive behavior to be communicated to students and parents.
2. Verbal correction of negative behavior. Routine violations addressed by teachers/staff.
3. Communication with parents when behaviors are repeated or are disruptive enough to warrant formal disciplinary proceedings.
4. Formal Discipline Process
  - a. **Minor Infractions:** Formal write-ups given for minor disruptions to the educational atmosphere and process. *Examples:* Tardiness, dress code violations, minor classroom interruption etc... Teacher fills out the form, explains to the student why he or she is receiving the infraction, and submits it to the office for entry into the student's behavior file. Multiple minor infractions lead to more serious consequences.
  - b. **Detentions:** Given for an accumulation of minor infractions which demonstrate the students is not reforming behavior where needed or for more serious breaches of behavior. Usually given by administrator who will also seriously consider teacher/staff recommendations in a given incident. *Examples:* Incidents of disrespect to teachers, staff, or fellow students, defiance of instruction or a scoffing attitude toward correction or authority, horseplay that could intentionally, or unintentionally injure fellow students, cutting class, truancy, etc...
  - c. **Saturday School:** Saturday schools are meant to provide an opportunity for a student to get back on track without having to miss school time. Saturday school will be assigned for accumulations of detentions or instances requiring an additional punishment before reaching the point of suspension. A \$75 fee will be assessed to the the student's account and the student will serve from 8-11:00.
  - d. **Suspensions:** (In or Out of School at the administration's discretion) Given for an accumulation of detentions which demonstrate the students is not reforming behavior where needed or for more serious breaches of behavior. *Examples:* Fighting, threats of violence/acts of intimidation (in person, writing, on social media, legal violations, etc...
  - e. **Behavioral Probation:** 2-4 week provisional enrollment status following any offense after a second suspension or as a part of the attendance policy. If student shows marked improvement within two weeks of being on probation, the student may appeal to the administration to request a two week extension of probation. By this point in the process it is imperative that the student and family take significant initiative in proving their desire to remain part of the school.
  - f. **Expulsion:** Given for an accumulation of lesser violations and a failure to correct behavior. May be given for any offense following a second suspension. May be given for more serious breaches of behavior or legal violations. This constitutes the removal of the student from ECA for up to a full year at which time, should the family and student choose, they may reapply for admission. If re-admission is granted, the student will return to ECA on probationary status for one month. If the student has a clean disciplinary record at that time, he/she *may* be returned to regular status .

## Discipline Process

Different levels of behavior incidents of course warrant different levels of consequences, therefore, the path different students could take to be in danger of expulsion may vary widely. For example, in one case, a student could commit a serious enough offense to warrant expulsion for a single offense. On the other end of the spectrum, a student could potentially be expelled for an accumulation of 21 "minor infractions." Since various offenses can lead directly to detentions or suspensions depending on their severity, students can end up on probation and in danger of removal through a widely varying numbers of incidents. Below is a model of what it could look like if a student never committed a "serious" violation of school rules. One must remember, however, that a failure to repent and reform one's behavior in the wake of numerous corrective actions is, in itself, a very serious matter.

Note: Based on the severity/frequency of offenses, the administration has the discrepancy to modify this process as needed to serve the best interest of the ECA learning community.

### Model of Discipline Steps by the Accumulation of Minor Infractions

Minor Infractions: 1,2,3,4<sup>th</sup> = Detention #1  
1,2,3,4<sup>th</sup> = Detention #2  
1,2,3,4<sup>th</sup> = Saturday School  
  
1,2,3,4<sup>th</sup> = Additional Saturday School & Required Community Service  
1,2,3,4<sup>th</sup> = Suspension #1  
1 = Behavioral Probation, up to 2 Weeks. At this point the student can appeal to the administration to request a two week extension of probation in order to demonstrate transformed behavior.  
1 = Expulsion

## **Biblical Considerations in the Discipline Process: The Way of Wisdom vs. the Simple, the Fool and the Mocker**

The scriptures, and most particularly the Book of Proverb, have a very clear way of defining good and bad behavior as well as giving us a vocabulary for teaching our students the distinctions between ways of living.

First, we desire wisdom for our students. This combination of a biblical worldview, knowledge, and the skill to live in light of them is invaluable! When disciplining students here at ECA we want it always to be with their growth in wisdom and in the Gospel as the primary goal. All of us, as sinful people are prone to types of behavior about which the Proverbs give us ample warning. These fall under three categories, the simple, the foolish and the mocker (also called scoffer or scorner in various translations).

While there is some variation in the use of these terms “**simple**,” “**fool**,” and “**mock**er” give us a pretty solid way to consider our students behavior. Simple can be associated with ignorance, lack of knowledge, or the basic childish impulsiveness that leads to wrong behaviors. Foolish behavior includes simple behavior but expands into areas such as a spirit of arrogance by persisting in sinful disobedient behaviors. It is more of a consistent choosing of the worldly ways over God’s truth as the “fool says in his hear there is no God.” This can range from occasional instances to a more habitual, set behavior that moves the foolish student into the third category, that of the mocker. The mocker is hardened in his or her ways. More dangerously, for the effective operation of a Christian learning institution, the mocker’s attitude and actions infect surrounding students who are, for the most part, simple, occasionally foolish, but sensitive to correction and growth.

The Proverbs and scripture as a whole give us ample examples of the principles of reaping and sowing. Simple and foolish behavior warrants correction and varying levels of consequences. The mocker, on the other hand is to be treated with substantially more severe penalties (something we refer to as proportionality when discussing the execution of justice). This more severe justice includes removal of the mocker from the society, in this case, the school. This type of expulsion is nothing we ever want to do lightly, but, on the other hand, we do not want to endanger our mission to the larger learning atmosphere by allowing mockers to do the serious harm to which they are prone.

The following acts by a student shall constitute sufficient cause for discipline, placement in suspension or expulsion:

- Arson
- Assault or attempted assault
- Behavior that adversely affects the testimony of Jesus Christ, Emmanuel, and/or the student
- Deception, lying, and/or cheating
- Defiance of authority
- Destruction or defacing of school or private property
- Disrespect to an adult or student
- Disruptive behavior
- Excessive unexcused class tardiness
- Excessive unexcused tardiness to school
- Extortion
- Failure to attend detention
- Failure to follow a teacher’s instructions
- False alarms or threats of such
- Fighting or horseplay
- Forgery
- Gambling or betting
- Inappropriate dress
- Insubordination
- Intimidation of a student or staff member
- Leaving school without authorization
- Possession and/or concealment of a dangerous weapon
- Possession and/or use of fireworks and/or explosives
- Repeated violations of school rules
- Sexual immorality
- Stealing
- Threatens, physical, verbal or written to other students or staff members
- Truancy
- Unacceptable behavior
- Unauthorized absence from class or school
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco and/or tobacco products
- Verbal abuse of staff or students
- Violation of motor vehicle guidelines
- Vulgarity, profanity or obscenities (verbal and non-verbal)
- Aiding and/or abetting any of the above
- Weapon on school property

## **Bullying or Harassment Policy**

Emmanuel Christian Academy believes that all students have a right to a safe and healthy environment. Our goal is to foster relationships and a Christ-centered learning community that exists to educate students of Christian families and prepare them for God’s calling.

Emmanuel Bullying policy states: "Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended or expelled."

"Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Verbal threats, taunts and intimidation through words and/or gestures;
- Other acts such as: extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening e-mails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online;
  - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

No parent wants their child to be bullied, and no parent wants to think that their child is a bully. If you believe there has been a bullying incident please:

- 1) Report the incident to your teacher immediately
- 2) Parents may be asked for a written document containing the facts and information needed
- 3) A conference or meeting with the student and family may be required
- 4) A meeting between the two families and principle may also be warranted.

## Dress Code (see Campus Wear)

### Drills

#### Fire Drills

State law requires periodic fire drills. At the sound of the fire alarm system, each student will leave his or her room and move, single file, to the designated place as outlined in the drill plan. All doors should be closed. Quiet MUST prevail during the entire procedure. Students are to stay together with their teacher and remain until dismissed.

#### Safety Drills

State law requires periodic Safety drills. This procedure will be announced over the public address system by a building administrator. ECA is using the A.L.I.C.E. training program as a response to an armed intruder to the school grounds. Look online for helpful videos concern the A.L.I.C.E. training program. Measures related to A.L.I.C.E. (Alert, Lock-down, Inform, Counter, Escape) procedures in the event of an intruder will also be discussed with students at the time of drills.

#### Tornado Drills

State law requires periodic tornado drills. At the sound of the alarm, students are to move single file, to the designated area. Students will be made aware of the exact area by their teachers. Quiet MUST prevail during the entire drill. Students are to remain in their designated group areas until dismissed.

### Electronic Device Guidelines

Students may bring cell-phones to school but they must remain in their locker during school hours and may only be taken out with the approval of a teacher or administration. Students are not permitted to have cell phones out during the day including lunch unless specifically given permission by a teacher or administration.

**Cell Phone Guidelines:** Security and care of cell phones during school time is completely the responsibility of the owner.

- Due to the enormous amount of time potentially lost dealing with lost or stolen cell phones, the school will not investigate missing cell phones.
- If a student is using electronics devices during restricted time, then the device will be confiscated and may be picked up at the front office after school by the student.

### Emergency Closing of School

School closings and delays will be communicated through multiple avenues: One Call Now, Facebook, and television (TV 2 WDTN, TV 7 WHIO). If no message is aired, then one can assume school is on a regular schedule.

If you depend upon public school busing, you need to monitor your resident district's closing/delay status which may differ with that of ECA. If ECA is open and your public school district is closed, and you are unable to secure alternate transportation, your child will receive an excused absence.

Calamity closings may vary from district to district. Therefore it is important that parents and students monitor the status of both ECA and their district of residence, especially if relying on public school bussing.

## Faculty Exception to Policy Committee (Faculty/Staff Advisory Board)

This is an ad hoc group of faculty members who, along with the guidance counselor or another administrator, will meet with students and/or families as various situations arise in which students, family, or faculty desire an exception to a school policy. These meetings will generally be to address issues surrounding students' academic performance, attendance, eligibility for extracurricular activities or various school honors, behavior, or enrollment status (particularly when a student has been placed on probation). There will be three teachers on the committee from the student's academic level (K-3, 4-6, 7-8, 9-12) including two who have direct instructional contact with the student.

The purpose of this committee is to make recommendations to the administration regarding students' requests based on their knowledge of the students through daily contact and from the committee meeting. This allows faculty members, who generally have a more thorough knowledge of students and their performance/behavior, to add valuable counsel so the administration can make better decisions.

## Family Service Hours Policy

Emmanuel Christian Academy recognizes the importance of a partnership between the school and its families. It is our desire to strengthen that partnership by encouraging families to participate in various areas of the school through a volunteer program. Volunteers are an invaluable tool to the school and to the students. Emmanuel's Volunteer Program has been reorganized to aid in communication of what the school's needs are and how to record your family service hours.

Volunteer opportunities may be communicated through Emails, The Week Ahead, Renweb, One Call Now, Personal Phone Calls, Text Messages, or Sign-Up Sheets. The Volunteer Organizing Committee will forward volunteer opportunities to the Development Director, via email, in a timely manner so that information can be put in The Week Ahead and/or One Call Now.

Emmanuel reinstated the 20 mandatory family service hours. Total service hours can be achieved by serving in many areas (ECA sponsored athletics and concessions, participate in open ECA committees, classroom, office/admin, kitchen, custodial, library, fine arts, PTF, Fall Fun Fest, Serve-a-thon, etc.) from August 1<sup>st</sup> – May 15<sup>th</sup>. Families can log their hours by using Renweb. All 20 hours must be recorded by May 15<sup>th</sup>.

For added convenience, non-traditional forms of volunteering will be accepted, such as baking cookies or donating food for a food drive or pizzas for a party. For each non-traditional form of service, one hour of service will be accepted, regardless of how much time or money was spent. (Example: purchasing and baking cookie dough or donating 10 cans of food = 1 hour).

Credit will be given for time spent participating on ECA committees. (Example: PTF Meeting was 1 and ¼ hour = 1.25 or 1 ¼ hours).

Service hours will be rounded to the nearest quarter hour. (Examples: A grandparent volunteers in a classroom for 23 minutes = 30 minutes of credited time; a parent helps during lunch for 1 hour and 40 minutes = 1 ¾ or 1.75 credited time; a mom runs a game booth during Fall Fun Fest for 50 minutes = 45 minutes of credited time; a dad acts as a judge for the science fair for 1 hour and 55 minutes = 2 hours of credited time).

It is the responsibility of each family to track and record their hours using Renweb. Family Service Hours will be printed on the quarterly interim reports showing how many hours have been recorded and how many more are needed. It will also include a reminder of the May 15<sup>th</sup> due date. The Volunteer Directing Committee and Organizing Committee will work together alongside of IT personnel to monitor the family volunteer hours and the effectiveness of the Parent Volunteer Page on Renweb. Quarterly meetings should be scheduled, prior to the release of interim reports, to discuss and solve any known issues.

Families are encouraged to participate in school committees such as Athletics, Boosters, Fine Arts, Parent-Teacher Fellowship (PTF), and Volunteer Committee. To find out about meeting times and locations please contact the school office for committee leader information.

The role of the Volunteer Committees is to provide support to the school personnel by covering various needs in the school. This is done by communicating those needs to Emmanuel families and filling voids with volunteers.

The Volunteer Committee has 3 layers:

1. The Directing Committee works with school leadership to implement the volunteer policy; find the Organizing Committee Members; provide support to that committee; monitor how well the policy is working and make changes if needed; adjust volunteer hours on a case by case basis; work with IT personnel to provide Renweb training to Emmanuel families.

Directing Committee Members should not sit on the Organizing Committee. It is in the school's best interest to find as many volunteers as possible rather than over working a few people. In case of policy or personal issues the two levels should remain separate. The Directing Committee will settle any disputes of credited hours. Directing Committee Members may serve in many other volunteer positions in the school.

2. The Organizing Committee organizes all the various volunteer opportunities in the school; finds volunteers to cover the needs; communicates with staff, teachers, athletic director, librarian, head custodian, and the lead kitchen worker to understand their needs; utilizes whatever communication tools are needed to find the volunteers; and may form sub-committees.

The Organizing Committee is divided into categories:

Early Elementary (TK-1<sup>st</sup>)

Upper Elementary (2-6<sup>th</sup>)

Jr. High/Specials

Sr. High/Intervention (all grades)

Library, Kitchen, & Custodial

Office/Admin

Athletics

3. The Family Volunteers are the most important part of this program because they fill so many needs. They are essential to Emmanuel because Family Volunteers enable teachers to provide students with individualized instruction and enrichment activities by offering them volunteers to assist in classrooms, thereby allowing teachers to give special attention to students needing more help; free other school personnel to meet the needs of students more effectively by providing volunteer assistance; create a school community by strengthening the relationships between parents, students, teachers, and staff; broaden student's experiences by providing adult role models to assist the students with tutoring and mentoring opportunities; provide enriching intergenerational experiences for students, parents, and grandparents; teach by being living examples to the students of what Christian service looks like.

#### **Field Trips**

Classes take field trips to interesting and educational places in the area as an integral part of the instructional program. Parents will be notified in advance of a pending field trip with the appropriate information - what, when, where, how, and why.

All chaperones must be approved by the administration and only current ECA students may participate in the trip. Students with academic, attendance, or behavior problems, may lose the privilege of participating in field trips.

#### **Food and Drinks**

There will be no food or drink (except water) in the classrooms or in the hallways. Exceptions will be arranged by the teacher in cooperation with the custodial supervisor.

#### **Gym Rules**

1. Gym shoes are to be worn during PE classes and other activities in the gym.
2. There will be no playing in the gym unless supervised by a faculty, staff member or a coach.
3. Students will remain in the gym area until the assigned activity is over.

#### **Hall Passes**

Elementary students shall be given hall passes. (Lanyards seem to work well for this.)

#### **Health Services - see [Clinic Policy](#)**

##### **Leaving the School due to illness**

Any call made to a parent or guardian requesting student release due to illness must be made from the school office. All students leaving due to illness must be signed out by the parent, guardian, or parental designee.

#### **Home-School Students**

ECA welcomes home school students to enroll for classes to enrich the home school experience, to broaden the scope of subject matter for students.

Home school students may enroll in classes at ECA, provided that space is available in the course(s), once full-time ECA students have enrolled. Open enrollment in courses for home-school students will be made available by July 15 of each year for the coming fall.

Home school students are expected to comply with the policies, guidelines and rules of ECA. These include, but are not limited to, the dress code, code of conduct, and discipline policies.

Tuition will be divided by 1/7th for each class that meets 5 times per week. Tuition for elementary specials (art, music, P.E., and computer) will be prorated based upon the number of times the class meets per week. The homeschool family will be responsible for applicable registration, activity and book fees and administrative fees. The registration fees for the current year are expected at the time of registration. A full time ECA student is given priority over the home school student for course availability during open enrollment which concludes on July 15.

Home school students who desire to take any state tests, or placement tests (MAPs) will be charged a one time fee. The fee covers the cost of the test/exam, administration of the exam, and delivery of score reports. Any family interested in this service can contact the school administration for more details.

#### **Homework Policy**

Meaningful home study is a necessary part of each pupil's educational program. Homework should be an extension of the school day, and provide additional opportunities for the development and practice reinforcement of instructional objectives.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. There are four types of assignments:

- Practice: Most common, given to help student to gain specific skills; limited to material presented to class.
- Preparations: Given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

It is the responsibility of the student to complete assigned homework. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

The parents' role is to be aware of the assignments and expectations of their child. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

The average amount of time needed to complete the assigned homework is about ten minutes per grade level. For example, a kindergartner has ten minutes and a student in the sixth grade has an hour. This is total time and not time per subject.

### **Incomplete Grade/Pending**

An "Incomplete" is given only when there are justifiable reasons for the work to be late at the end of a grading period. Such a grade changes to F if the work is not completed within two weeks.

### **Leaving the Building**

Students must not leave the school building other than at regular dismissal time, except by permission from the school office. A signed parental note must be presented to the school office for approval prior to the time of early dismissal. Students must sign out in the office when leaving early. (A parent's phone call is an acceptable alternative to a written note.) Students staying for approved after-school activities must have adult supervision, and are to remain on the premises until picked up by parents. No student, regardless of age, may sign out without permission from a parent.

### **Library**

- Each student going to the library during school hours must have a library pass signed by his/her classroom teacher.
- Books are checked out at the desk. They are checked out for two weeks and may be renewed once. A fine of five (5) cents per day for each school day is charged on books not returned by the due date. If not returned within thirty (30) days of the due date, the student will be charged the cost of replacement.
- Magazines and reference books are to be used in the library and not taken out.
- Since the library is a place for study and reading, only limited talking is permitted with permission.
- Students who abuse their library privileges will be restricted from its use.
- Students are not permitted in the library without adult supervision.

### **Lost and Found**

The lost and found department is located in the cafeteria. Items that have not been claimed will become the property of the school and they will be disposed of by the school periodically.

### **Lunch Period**

1. All food is to be eaten in the lunchroom.
2. Each student is to clean his or her area when lunch is concluded
3. Courtesy and good manners shall be in evidence at all times
4. All trash is to be placed in containers
5. Students are expected to remain in the cafeteria until dismissed
6. Allergy free zones are available during lunch for students with significant food allergies. Please speak with your child's homeroom teacher..

### **Music**

Any music or "talk" recordings that are profane or of questionable taste, or clearly express anti-Christian standards are not to be a part of our school.

### **Parent Messages and Telephone Calls**

Lunches, forgotten books, assignments or other items will be delivered to the classroom. The office will contact your child with the forgotten item in a timely manner. Please remind your child to check at the office whenever he or she forgets an item.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled in the fall and spring. Additional conferences may be scheduled at any time during the school year.

### **ParentsWeb**

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer. To login go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=EM-OH&SchoolCode>. Or visit the guidance office or [www.renweb.com](http://www.renweb.com) for more information. RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education.

### **Plagiarism See discipline**

#### **Pledges:**

American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

Christian Flag:

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it . One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Bible Pledge:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## Playground Rules

- All children must wait for an adult to escort them to the playground.
- Walk in a line, both entering and leaving the playground.
- Nothing is to be thrown (rocks, snowballs, leaves, mulch, etc).
- Never leave the playground without reporting to an adult on duty.
- One child per swing, NO STANDING ON SWINGS, and no high swinging.
- Recess is an important break for youngsters as a constructive channel for their energies. They are expected to participate unless excused by their parents or teachers. A good playground is founded on safety and sharing. Any activity which could be dangerous will not be permitted.
- Playground equipment, balls, etc, must be shared.
- Volunteer playground supervisors should be given the same respect as the teachers.
- TK-2nd grade students will be assigned a "buddy" by the grade level teacher. The student will enter and exit the playground with his/her buddy.

## Promotion

Students in grades kindergarten through sixth will be promoted to the next grade at the end of year unless recommended for retention. They will not be assigned to the next grade if they have had excessive absences (See Attendance) or have not fully met the criteria for promotion, upon the recommendation by the Principal with full parental involvement.

## RenWeb

Renewing School Management via the Web (RenWeb) is the software used by Emmanuel Christian Academy for parent communication, grading and more. RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education. Visit the administration or <https://www.renweb.com/> for more information.

## School Colors

Emmanuel Christian Academy has chosen the following colors:

- Purple is a school color because it has been long a symbol of royalty. This is not to be construed as pride or self-exaltation but instead it is to signify our exalted "Royal" position with Jesus Christ. We all need to be reminded of our position in Christ, and that we should reflect that relationship as we represent Him! "Seek those things which are above"
- White signifies moral, spiritual and physical purity. We feel our students need to remember their separation from things of the world which could corrupt their out-look, performance, and testimony. Hence, white is a focal point to remind us of purity and righteousness as we compete. "What would Jesus do?"
- Gold signifies we are constantly striving for success. One should strive for eternal rewards, not temporal. We want to achieve that which will last! "When he is tried, he shall come forth as gold."

## Sexual Harassment

Emmanuel Christian Academy affirms its commitment to appropriate sexual behavior between all men and women who may be members of its student body, faculty, and/or staff. Amorous behavior, even though consensual, which is inconsistent with the Word of God and the Emmanuel Christian Academy's standards will not be tolerated.

Behavior which asserts sexuality as relevant to student or employee performance violates both federal law and school standards. Sexual harassment inhibits the spiritual and academic mission of the school and is prohibited. When the authority and power inherent in relationships between faculty and their students or between supervisors and their employees is abused by sexual harassment, there is potential for great damage to students, to faculty and to the spiritual and educational climate of the school.

Therefore, individuals in positions of authority must be sensitive to the potential conflicts between personal relationships and professional relationships. Sexual Harassment is a particularly sensitive issue, which may affect any member of Emmanuel Christian Academy, and such will be dealt with promptly and discreetly by the administration or the Board of Trustees. The procedures for addressing complaints are available in the school office.

## Social Media

Social networking sites (SNS) like Facebook, Twitter, Instagram, and others are prevalent worldwide. These great venues allow millions of people to easily connect with loved ones and share their thoughts and opinions. In alignment with the student life covenant and student handbook, students are responsible for the content published on SNS. It is the desire of ECA for all students to grow mature in their faith. Parents/guardians bear responsibility for supervision of student media use. Generally, when conflict arises among students as a result of social media/texting, they will be referred to parental authority. Students must remember that what they write is public. They should always assume that it will be read by their parents, family, friends, teachers, future employers and co-workers, future spouses and children, along with countless others. They need to ask themselves if they are comfortable with all of these people seeing what they plan to post. Also for consideration, students must understand that everything posted to the internet remains there, even after a post is deleted. The permanence of online content provides a somber truth that we are held accountable for everything we say or write. Therefore, strive to be like our Lord and Savior by speaking the truth in love.

## Student-Staff Relationships

It is understood that every student at Emmanuel Christian Academy should develop and maintain an attitude of respect for each teacher and for fellow students. The proper method of addressing a teacher is to use the term "Miss", "Mrs.", "Mr. or "Dr.", and all replies should be given respectfully.

This standard is applicable throughout the school day and all school programs and activities. In responding to adults, students are to respond respectfully. Mannerly expressions such as "Please", "Thank You", and "Excuse me" are to be used when appropriate. Basic manners governed by the biblical imperative to love your neighbor as yourself are expected.

## Student Grievance Procedure

Before starting the Student Grievance Procedure, a student must follow the Matthew 18 principle.

In the event that any student feels aggrieved of any policy of Emmanuel Christian Academy or actions of its agents or employees, such individuals shall be entitled to the use of the following method of obtaining redress. The student will be permitted an advocate during any of the hearing sessions. Either a parent or another adult may serve in this capacity. Each student will present his or her case.

If satisfaction is not achieved the aggrieved has a three-day period in which to appeal in writing to the Principal.

If satisfaction is still not achieved the aggrieved has a three day period in which to appeal in writing to the Principal / Superintendent. They may initiate a hearing or discussion based on this written request. Any assigned punishment will be held until a final determination is made.

Teacher



Principal



Head of School

\*Except in the event of extraordinary circumstances, students and parents with a grievance against a staff member, who have not started the process by first meeting with that person, will be referred back to that staff member by administrators.

## Student Withdrawal from School

The parent of a student withdrawing from school must complete a withdrawal form obtained from the office. Teachers will collect textbooks and other instructional materials loaned to the student. An exit interview will be scheduled with the family before the withdrawal process is complete.

## Summer School

Contact the guidance office for more information.

## Tardiness(see Attendance Policy)

## Telephones

School telephones are for school business only. Students should not be called during school hours except in cases of emergencies. Cell phones are NOT to be used during the school day without teacher or administrative permission. Students who need to call home must do so from the school office.

## Testing

Emmanuel Christian Academy uses a number of testing and assessments throughout the school year in order to assess students learning levels, prepare students for college entrance exams and admissions, and/or fulfill Ohio graduation requirements

**MAPs** - (Measures of Academic Progress) Understanding each student's academic level gives teachers the power to help them excel. MAPs are computerized adaptive assessments are the tools that make it possible – providing educators with the detailed information they need to build curriculum and meet their students' needs, one child at a time. Created by educators for educators, MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, North West Evaluation Association, the creator of MAPs, works with educators to create test items that interest children and help to capture detail about what they know and what they're ready to learn. It's information teachers can use in the classroom to help every child, every day. MAP dynamically adapts to a student's responses – as they take the test. In this way, the test narrows in on a student's learning level, engaging them with content that allows them to succeed. Visit the elementary principal or guidance office or <http://www.nwea.org/products-services/computer-based-adaptive-assessments/map> for more information. MAP assessments are given in the fall, winter and spring to students in Kindergarten through tenth grade.

**AIR** - The Ohio State Tests in reading, math, writing, and science will be given in April and early May. All students in grades 3 through 6 will be assessed in math and reading. Students in grade 5 will be assessed in science. These assessments are designed specifically for Ohio students. They do not test a child's intelligence or aptitude and are not meant to compare children's abilities. They measure the student's competency on the state standards. Visit the elementary principal or guidance office or <http://ohio3-8.success-ode.state-oh-us.info/> for more information.

## Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be handled carefully. Students will be required to pay for lost or damaged books.

## Transportation

Transportation may be provided by some local school districts in accordance with State Transportation Aid for non-public schools; or by private transport. Parents are responsible to contact their local school district to secure transportation or reimbursement if available.

In order to encourage safe, proper and acceptable student behavior on school buses, students are expected to follow the Bus Rules and Regulations. In the event a bus infraction occurs, a Discipline Notice will be mailed to the parents stating the infraction and action taken. Misbehavior may result in the loss of bus privileges for a period of time. ECA students are expected to abide by these standards.

## Video/Media Policy

Videos and media are primarily chosen by teachers in order to enhance the educational process in various ways. Teachers will do their **due diligence** to ensure the content of the video is appropriate for their class. Various resources such as pluggedin.com from Focus on the Family or Christiananswers.net/spotlight (this sight reviews most forms of media) may be used to assist the teacher in choosing solid video materials. Teachers will guide and equip students to use a biblical world-view in evaluating all media.

**Visitors**

Students are welcome to bring visitors but must receive approval from the administration at least one day in advance. All visitors must report to the school office for a Visitor's Pass. Students from neighboring schools must make advance arrangements for visits through the principal or the other school involved, if their school is in session. The student making a visitor's request should take the responsibility of acquainting the visitor with our standard of dress and conduct. Student visitors must adhere to modest dress. Parents wishing to visit a class must call the school office in advance and a Visitor's Pass will be issued.

## **Computer & Internet Acceptable Use Policy**

Emmanuel Christian Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, the Emmanuel Christian Academy school board encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Emmanuel Christian Academy.

The Internet is an unregulated, worldwide vehicle for communication. As such, information available to staff and students is impossible to fully control. Though Emmanuel Christian Academy is proactive in providing an Internet filtering system that helps provide security against unwanted/unsolicited materials on the Internet, we recognize that it is impossible to fully protect students one hundred percent of the time.

Therefore, Emmanuel Christian Academy adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Emmanuel Christian Academy and Auxiliary funded equipment or through personal devices used on Emmanuel Christian Academy's network.

### ***Emmanuel Christian Academy Rights and Responsibilities***

It is the policy of Emmanuel Christian Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Emmanuel Christian Academy recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Emmanuel Christian Academy retains the following rights and recognizes the following obligations:

- To log network use and to monitor file-server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file-server space allotments.
- To remove a user account on the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Emmanuel Christian Academy-owned equipment and, specifically, to exclude those who do not abide by the Emmanuel Christian Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Emmanuel Christian Academy reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **Staff Responsibilities**

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Emmanuel Christian Academy.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### **User Responsibilities**

- Use of the electronic media provided by Emmanuel Christian Academy is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### **Acceptable Use**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Emmanuel Christian Academy.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, Emmanuel Christian Academy will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

## Unacceptable Use

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Emmanuel Christian Academy computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Emmanuel Christian Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of Emmanuel Christian Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Emmanuel Christian Academy.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

## Disclaimer

- The Emmanuel Christian Academy cannot be held accountable for the information that is retrieved via the network.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Emmanuel Christian Academy will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- Emmanuel Christian Academy makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- Emmanuel Christian Academy reserves the right to change its policies and rules at any time.