

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



**EMMANUEL**  
CHRISTIAN ACADEMY

# ***Secondary Handbook*** **2018-2019**

**Revised 8/2018**

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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, immodest in 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 (In Orientation Packet)**

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 accredited by the Association of Christian Schools International 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 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 25 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 teacher 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 basis. Final grades are recorded on the student's permanent record.

### Grading Scale (For the graduating class of 2020 and beyond)

<u>Grades</u>	<u>Numerical Scale</u>	<u>GPA</u>	<u>GPA Honors</u>
A+	99-100	4.0	5.0
A	94-98	4.0	5.0
A-	92-93	3.7	4.7
B+	90-91	3.3	4.3
B	85-89	3.0	4.0
B-	83-84	2.7	3.7
C+	81-82	2.3	3.3
C	76-80	2.0	3.0
C-	74-75	1.7	2.7
D+	72-73	1.3	2.3
D	67-71	1.0	2.0
D-	65-66	0.7	1.7
F	0-64	---	---

### Grading Scale (For the graduating class of 2019)

<u>Grades</u>	<u>Numerical Scale</u>	<u>GPA</u>	<u>GPA Honors</u>
A+	99-100	4.1	5.1
A	94-98	4.0	5.0
A-	92-93	3.7	4.7
B+	90-91	3.3	4.3
B	85-89	3.0	4.0
B-	83-84	2.7	3.7
C+	81-82	2.3	3.3
C	76-80	2.0	3.0
C-	74-75	1.7	2.7
D+	72-73	1.3	2.3
D	67-71	1.0	2.0
D-	65-66	0.7	1.7
F	0-64	---	---

## Class Ranking/Graduation Honors

1. Class ranking is calculated at the conclusion of each semester after all grades are finalized. Class ranking is determined by weighted GPA to the third decimal point (thousandths).
2. There will be one valedictorian and one salutatorian per graduating class. These honors, along with graduation rank, are determined at the end of first semester of the 12th grade year (7 semesters) so students will have this information for their college application processes.
3. Eligible candidates for these two top honors must demonstrate exemplary character and will have been enrolled on or before the first day of school the junior year.
4. Incoming students with honors/AP credit will receive equal weighted credit to existing honors/AP courses taught at ECA. Honors/AP credit not offered at ECA will receive regular (non-honors) credit.
5. Should academic achievement or conduct deteriorate the second semester of the senior year, these honors may be revoked.
6. Tie Breakers: If there is a need for a tie-breaker to decide the valedictorian or salutatorian, the calculation will be carried to the fourth decimal point (ten thousandths). If there is a need for a second tie-breaker, the 3rd nine weeks marks of the final semester are averaged and compared on a 100-point scale. If an additional tie-breaker is needed, the student who attended ECA the longer period (during high school) will earn the honor. If all these guidelines produce a tie, there may be two or more valedictorians or salutatorians.

### **Grading policy**

- Teachers will post grades weekly and clearly communicate their grading weights in advance.
- Progress reports will be distributed to give a snapshot of grades halfway through the grading period via e-mail. Printed copies may be available upon request. Parents are able to obtain grading information at any time via ParentsWeb.
- RenWeb grades and 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.

### **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. Students passing all core classes during the probationary period will be returned to regular status. If failing classes at the end of the semester long probationary period, students 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 Principal/Superintendent will be scheduled. In Matthew 18:15-17 we are told that we ought to go directly to the person involved. For this to work in a godly fashion, we must first make our own hearts right before God, and communicate with him or her with the purpose of restoration.

### **Age of Majority**

Students who have attained the age of majority (18 years or older) are subject to all school policies regarding their conduct pertaining to the operation of the school campus. The school will remain in contact with parents and guardians of the students.

### **Athletics – see addendum**

### **Attendance Procedures and Policies**

Due to the clear correlations between attendance and academic performance, good attendance is of vital importance to the students and faculty 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).
  - a. First phone call will be made to the home.
  - b. Second phone call will be made to place of work of person(s) responsible.
  - c. *All absences will initially be entered as "unexcused" until a written note is received from the student's parent/legal guardian.*
  - d. This phone call, whether 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. 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.
5. 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.
6. See homework and late work policy for make-up work procedures.

7. Being ten or more minutes late to a class equals an absence to that class for the purpose of attendance. Absences accumulated in this fashion will be factored into overall student attendance numbers.

### **CCP Attendance Policy**

Due to the schedule of a CCP student, we understand that it may require a CCP student to leave ECA in the middle of a school day. CCP students must adhere to the following policy concerning their attendance at ECA:

- Students participating in CCP who plan to leave ECA during the school day must have a note from a parent/guardian giving them permission to leave the school. This note can be written for a semester or every time the student has permission to leave. This is at the discretion of the parent. No CCP student will be permitted to leave ECA without prior permission from the parent/guardian.
- All CCP students must sign in and out at the front window if they arrive after 8am or leave before 3pm..
- Any CCP student who decides to stay at ECA, but does not have a scheduled class, must report to study hall. Students are not permitted to sit in hallways, locker rooms, empty classrooms, etc. While on ECA's campus, CCP students must follow the same policies as their fellow classmates.

**Notification of Absence:** Parents must notify the front desk each morning their child will be absent from school: (937)-390-3777 or klisle@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.

**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 extended absences.
4. Doctor's 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

### **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; students late to class without a note from a staff member or administrator are 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 a class will result in a minor infraction and parental notification. For 11th and 12th grade students, during 2nd semester, it will also result in the loss of the opportunity to exempt the second semester exam in that class.
- Eight (8) tardies to a class period will result in a detention and parental contact.
- Twelve (12) tardies will lead to a parental conference with the principal and a Saturday School.
- Sixteen (16) tardies to a class will result in a parental contact, a Saturday School, Behavior Probation and an additional community service project requirement.
- Twenty (20) tardies to a class will result in an (2) Saturday Schools, an additional community service project, loss of class credit, and a parent conference with administration.
- This progression of accumulated tardies will reset at the semester.
- If a student reaches eight (8) or more tardies in more than one class, the discipline steps may progress more rapidly at administrative discretion.
- Being ten or more minutes late to a class equals an absence to that class for the purpose of attendance. Absences accumulated in this fashion will be factored into overall student attendance numbers.

### Before and After School/Closed Campus

No student is permitted on school property prior to 7:00 a.m. or after 3:15 p.m. unless in approved programs. Any student found unsupervised after 3:15 p.m. will be required to attend an after school program and the parents will be charged a per hour fee. Student athletes with athletic obligations may attend the after school program at no cost. Each student, athlete or otherwise, is permitted to be unsupervised in or out of the building.

Emmanuel is a closed campus. Therefore:

1. No visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 3:15 p.m. unless they have been given prior approval to attend.
2. No minor student is permitted to leave during the day without authorization from a parent. Any student who has turned 18 must have approval from an administrator. No student, regardless of age, may sign out without permission from a parent.
3. No student may transport another student without parental permission. (Add to guided study section about athletes)
4. CCP students may leave and arrive as needed to attend off campus classes with parental consent.
5. Individual tutoring, enrichment activities, etc, need to be scheduled outside school hours for full-time students.
6. No student may leave campus for lunch or order in food for lunch.

### 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

SECONDARY ONLY Use of book bags is permitted in grade 7-12 classrooms, but bags must be stored out of the aisles in areas the teacher designates. Teachers reserve the right to limit or prohibit bookbags in the classroom as needed.

### Bullying or Harassment Policy- see Discipline Process

### 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 ear. Girls may have one nose piercing. The piercing can only be a small stud. No rings, or septum piercings will be permitted. \*Note: Administration reserves the right to determine appropriate piercings.
  - 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. Visible hosiery/tights/leggings may be worn under skirts/jumpers.
9. 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.
10. Campus Wear pants and shorts must be worn at the waist.
11. Shoes:
  - Girls: Shoes having laces must be laced. 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.
12. 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.

13. A relaxed dress code may be determined by the administration for designated events; i.e. field trips, OSU/Michigan Day, etc.
14. 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.

**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 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.

As a part of our chapel program and spiritual growth curriculum we have small groups. All groups are led by trained high school student leaders and supervised by a teacher. We expect all students to participate.

### 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 with school expectations will be taken.

**Closed Campus** - see Before and After School

**CCP** – see Addendum

### Community Service Requirement

Twenty (20) hours of community service/outreach are required for high school students each year. Hours completed are part of the Bible curriculum. In order to receive a passing grade in Bible each semester, students must have submitted service hour forms accounting for at least 10 (10) hours of service per semester by the end of that semester. Students are free to submit summer service hours for the entire school year's required service by the end of first semester, and they may submit hours for the entire year if they complete enough hours to cover the subsequent semester requirement. However, should students turn in hours throughout the year, they must have the equivalent of 10 (10) hours per semester submitted at the end of the semester grading period in order to pass that semester of Bible. Service hours cannot carry over into subsequent years (Example: Student submits 80 hours service for a missions trip the summer before the freshman year of high-school. Hours above the 20 hours required for the upcoming school year cannot be applied to the following years' requirements). Students may begin to accrue service hours to apply to the next year's requirement beginning the first day of summer break.

Students are encouraged to do more than the required service hours and keep track of them for future college application purposes. ECA will keep all service hours they submit in their files. However no more than 20 hours will be counted for the year, and students may not carry over hours from previous years.

Outreach is defined as:

1. Hours of active participation.
  - The total hours required do not have to be in the same type of ministry and do not need to occur in a single block of time.
  - Training will qualify if it is done as preparation for the outreach activity (e.g., training to volunteer at a camp for disabled children)
  - Active participation is doing something to assist in the activity. Listening, watching or observing an activity would not qualify.

- The equivalent of 10 hours per semester must be completed by the end each semester. However, the entire year's hours may be completed in advance as noted above.
- 2. A service/outreach activity is giving of one's self to others in service. If compensation of any kind is received in any form, the hours will not be credited toward the community outreach requirement.
- 3. The outreach must be supervised, directly or indirectly, by an adult.
- 4. Hours are to be completed outside of school hours, unless it is a school sponsored outreach activity and has received approval from the administration. Helping one's own family does not count as community service.

### 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.

### College Visits

Many high school students desire to take college visits during the academic year. ECA permits three of the visits to be counted as excused absences. Parents/students are asked to fill out the *College Visitation Request Form* in the front office at least a week before the planned visit to have the absence be excused.

### Discipline Philosophy and Practice

Here at ECA we want to assist Christian families in the great duty and privilege of raising 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 “**mocker**” give us a solid way to consider the behavior of our students. 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 heart 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 referred 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, though not an exhaustive list 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
- Bullying
- 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

- Harassment of another student
- 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 nonverbal)
- 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.

##### **Lockdown Drills**

State law requires periodic lockdown drills. This procedure will be announced over the public address system by a building administrator. A "Lockdown with warning" message indicates that a possible threat exists outside of the building. A "Lockdown with intruder" message means that the threat/intruder is inside the building. Quiet must prevail during the entire procedure. Faculty and staff must be able to listen intently to the instructions. Students must stay together with the teacher in charge. Discussion of best practices in an active shooter scenario occurs in age appropriate ways. Measures related to A.L.I.C.E. (Alert, Lockdown, 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.

### **Early Dismissal/Parent Pick-Up**

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

### **Electronic Device Guidelines (Computer/Internet Policy-See Computer & Internet Acceptable Use Policy)**

#### ● **Bring Your Own Device**

- College Credit Plus students may bring their own laptop, tablet, etc to connect to our WiFi network for the purpose of working on college classes. The following guidelines must be followed:
  - Using your device or ECA's device implies that you will abide by the rules .
  - To ensure the network is used properly we reserve the right to monitor network usage according to our own regulations. Use of the wireless services provided by ECA implies consent to these regulations.
  - Students may not access obscene or pornographic materials.
  - Students are forbidden from unauthorized access and distribution of copyrighted materials.
  - Students are asked to demonstrate respect and kindness in their use of any online services provided by ECA.
  - We reserve the right to isolate or disconnect any devices that are causing reliability or connectivity issues due to malfunctioning hardware or malicious software.
  - Network access is a privilege and we reserve the right to limit or deny access to any students not in accordance with these policies.

#### ● **Cell Phone Policy**

- 7th-8th grade policy: 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. 7th & 8th grade students are not permitted to have cell phones out during the day including lunch unless specifically given permission by a teacher or administration.
- 9th-12th grade policy: Students may carry phones to class to use as needed or requested but are to be out only as permitted by a teacher.
- In addition, as permitted by a teacher, students may listen to music with headphones in the classroom but are not permitted to have headphones on between classes.
- Photographing, videotaping or otherwise recording individuals without their permission is prohibited. These devices may only be used in school with permission of a teacher or administrator.
- **Cell Phone Guidelines:** Security and care of cell phones during school time is completely the responsibility of the owner.
  - Students needing to call or text must receive permission from a teacher or administration.
  - Due to the enormous amount of time potentially lost dealing with lost or stolen cell phones, the school will not investigate missing cell phones. Emmanuel teachers and administration reserves the right to ask for a cell phone to be put away in a student's locker or backpack.
  - 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. Repeat offenders may lose the privilege of having access to their cell phone during the school day.

### **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 busing.

### **Exam Information**

All core academic classes will have semester examinations (first semester midterms and second semester final exams). Exams will count towards 20% of the student's semester grade, with each quarter counting as 40%. Only seniors and juniors meeting specific criteria will be able to exempt their exams, and this will only be for the second semester of the academic year.

#### **Procedures and Policies Regarding Semester Exams:**

- Exams
  - Exams are cumulative and based on content learned during the semester.
  - A student is not permitted to leave an exam period early. Students will remain in the classroom and must bring materials to study or a book to read if they finish early.
  - Students' scores may be invalidated if they cause distractions during testing.
  - No visitors are permitted.
  - Please keep in mind that non-core classes will not have exams. Electives courses will not have an exam during exam days. However, elective teachers may assign final projects, tests, or similar assignments for their courses that occur before the formal examination times.
  - Students needing to reschedule an exam must make it up after the scheduled time. Exams will not be administered early.
- Attendance/Late Arrival/Early Dismissal

- o With parental permission, students will be excused to leave during exam times for which they are not enrolled. For example, if a student is not enrolled in a foreign language, then they will not be required to be in the school during that exam time.
- o If a student has no more exams on an exam day, a parent may allow the student to leave campus for the remainder of the school day following his/her exam. Completion of the Late Arrival/Early Dismissal Form (available in the front office) will be needed particularly when families are making different travel arrangements for their students. Otherwise, a parent may sign their student out following the exam period.
- 2<sup>nd</sup> Semester Exam Exemption (Juniors and Seniors Only)
  1. Below are the requirements for Second Semester Exam Exemptions. Exemptions are not a right but a privilege.
  2. Academic: Minimum semester average in subject area of A- (92%) or above. Average is based on the cumulative score for the two quarters.
  3. Attendance: Subject teacher verification of period attendance and tardies. No unexcused absences for the semester. Absences are only considered excused after receiving a written note from the parent/guardian for the student's file.
  4. No more than four (4) tardies per class per semester.
  5. Excused absences may not exceed six (6) for the semester.
  6. Behavior: 1. Subject teacher verification of good conduct in class. 2. Student may have no more than two (2) discipline write-ups of any kind.
  7. Administrative approval of the exemption(s). The principal will evaluate each exemption on the basis of the attendance and behavior criteria.
- o Pick up exemption forms in the front office. Must be turned in by the assigned due date in order to qualify for exemption.

#### **Faculty Exception to Policy Committee (Faculty Staff Advisory Committee)**

This is an ad hoc group of faculty members who, along with the Dean of Pupil Services or another administrator, may 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 address issues surrounding students' academic performance, attendance, eligibility for extracurricular activities or various school honors, or enrollment status (particularly when a student has been placed on academic 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, After School Tutoring program, Service Day, etc.). Families can log their hours by using RenWeb. All 20 hours must be recorded.

For added convenience, non-traditional forms of volunteering will be accepted, such as baking cookies, 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 overworking 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
- Fine Arts

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 any costs associated with the trip. Students and parents will be notified of special dress code requirements for individual field trips.

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 up to and including 8th grade Washington DC Trip, Mission or International Trips, and Senior Trip.

### 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.

### Grade Level Placement (9 – 12)

### Graduation Criteria

Graduation Criteria is listed in the Course Description Catalog, which is available on our website ([www.ecaoh.com/guidance](http://www.ecaoh.com/guidance)).

### GRADUATION REQUIREMENTS FOR ECA DIPLOMA WITH HONORS

Students must fulfill all but one criterion to meet the requirements for a Diploma with honors.

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Electives	Not counted toward requirements
Grade Point Average	3.5* on a 4.0 scale - (must be a non-weighted GPA - grades earned in honors classes will not be weighted for this GPA calculation)
ACT/SAT	27 ACT/ 1280 SAT - (excluding scores from the writing sections)

- See the Dean of Pupil Services for information about earning a Career-technical Diploma with Honors
- Diploma with Honors requirements pre-suppose completion of all ECA high school diploma requirements including the following: one unit of Bible for every year enrolled, one-half unit physical education, one-half unit health, one unit of world



history, one unit in American history, one-half unit in government, one-half unit economics, twenty-four hours of community outreach for each year enrolled, and successful completion of the End of Course exams or a remediation free score on the ACT/SAT.

\* Students must have a cumulative unweighted G.P.A. of 3.5 at the end of the first semester of their senior year.

### **Commencement Ceremony**

The primary purpose of the commencement ceremony is to award the ECA diploma. All other end of the year public awards and scholarships are presented during the secondary awards chapel. Part time ECA students and Home School Connect students are valued members of the ECA family. We invite these students to participate in the commencement ceremony, although they do not receive ECA diplomas. Those who would like to participate in this ceremony need to contact the Dean of Pupil Services.

### **College Admission Requirements**

- Admission policies vary with from college to college. Most require a high school diploma or high school equivalency (GED). Many colleges consider a student's class ranking, SAT or ACT scores and recommendations from the high school when admitting students.
- Many colleges recommend or require the following:

English	4 units
Math	4 units
Science	4 units
Social studies	3 units
Foreign language	3 units (same language)
Fine Arts	1 unit
- For more information concerning college/career planning and a particular college's admission requirements, see the Dean of Pupil Services.

### **Criteria for Diploma**

The Board of Trustees must grant a diploma to anyone successfully completing the curricula and having fulfilled all responsibilities. It must be signed by the President of the Board and the Superintendent and bear the date of issuance.

### **Diploma with Honors**

The Diploma with Honors recognizes those individuals who have successfully completed the academic requirements beyond the requirements for a graduation diploma. This diploma requires the following:

- A composite score of 27 on the ACT or a combined verbal/math score of 1280 on the SAT; or
- An overall high school grade point average of at least 3.5 on a four-point scale, up to the first semester of the senior year.

### **Guided Study**

Teachers will interact with students to ensure the time is used wisely and to give accountability to the students. Students can use the time to complete the following four areas, called "HouSe RuleS": Homework, Study, Reading, and Spiritual Growth.

### **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**

Students in grades 7 through 12 are not to be in the hall during class time without a hall pass. A student must report to the assigned class before a pass to visit another teacher is valid. If a teacher detains a student after class, the detaining teacher is to write a pass for the student to be admitted to his/her next class.

### **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-to-School Connect**

ECA welcomes home school students to enroll for classes to enrich the home school experience, to broaden the scope of subject matter for students, and to meet eligibility requirements for participation in extracurricular activities.

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 homeschool 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, discipline policies, and eligibility requirements for participation in extracurricular activities.

Home school students in grades K-12 are eligible to participate in ECA extracurricular activities provided they take at least one core class on the ECA campus. They must comply with the eligibility requirements that apply to ECA students and follow all ECA student policies. Further, it is recognized that the needs of those who home schooled on the elementary level are different from those in grades 7 - 12. Students usually attend special activity classes and are here only one period each day. For this reason, 1/7th of the tuition is charged. Should a parent decide to have a child attend more classes, then a charge of 1/7th will be made for each period of attendance. Tuition will be divided by 1/7th for each class taken. The homeschool family will be responsible for applicable registration, activity, book 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. In addition, our

homeschool students have the opportunity to take a Flex Credit course. These elective courses convene on a weekly or bi-weekly basis. Enrollment/application fee is \$25 and the yearly course fee (for two semester classes) is \$300 for the 2018-19 academic year.

Home school elementary students who desire to participate in ECA's electives will be charged 1/7th of tuition. If they wish to only take one elective during the week, such as Physical Education, they will be charged 1/5th of the before mentioned amount.

Home school students who desire to take any state tests (End of Course exams, State Tests), placement tests (MAPs), or college entrance exams (PSAT, ACT) 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 and Late Work Policy**

7-8th grade policy: 1st day late = 90%, 2nd day = 80%, 3rd day = 70%, 4th day = 60%, 5th day until the end of the grading term = 50%

9-12 grade policy: Homework assignments that are turned in one day late can earn a maximum of 50% and beyond that 0%.

Assignments turned in late due to excused absences are granted a one day extension if there is proper communication of the circumstances to the front office and to the teacher. If assignments are turned in two days late they will earn a maximum of 50%, three days 25%, four days 0%. Any missed quizzes, tests, projects, etc. follow the same policy.

\*In the case of extraordinary circumstances such as major illness, death in the family, etc., students may be granted extended time for assignments upon communication with and approval of the administration.

### **Honors Courses**

Emmanuel Christian offers honors courses in the following areas: English, Science, and Math. Honors courses are calculated using a 5.0 point value scale. In order to gain and maintain acceptance into honors courses, students must meet prerequisites such as minimum grade standards, minimum MAP's score and instructor approval.

### **Incomplete Grade**

An "Incomplete" is given only when there are justifiable reasons for the work to be late at the end of the 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, this includes CCP students.

### **Library**

Each student going to the library during school hours must have a hall pass signed by his/her study hall or classroom teacher. This pass must be given to the librarian on duty when the student enters the library and must be signed by the librarian and carried back to the teacher when the student leaves the library. If a student leaves the library before the end of the period, he or she is to report back to the study hall or classroom.

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. Tables are not to be moved.
3. Each student is to clean his or her area when lunch is concluded.
4. Courtesy and good manners shall be in evidence at all times.
5. All trash is to be placed in the appropriate containers.
6. Students are expected to remain in the cafeteria until dismissed.

### **Music**

Music or "talk" recordings, regardless of the media, 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.

Students with illnesses or other needs that require parent pick up/permission to leave the building must check in with the nurse or front office before making any phone calls home.

### **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. Conferences are required with families whose students are on academic probation.

## ParentsWeb

ParentsWeb, a portal with in our school management software called RenWeb, is a private and secure parents' portal that allows parents to view academic information specific to their child, while protecting their child'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. ParentsWeb can be accessed from the internet or their app. To login to ParentsWeb and create a profile, simply go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=EM-OH&SchoolCode>. Visit administration or [www.renweb.com](http://www.renweb.com) for more information. RenWeb grades and assignments will be updated weekly. Become familiar with the RenWeb program and use this information to stay on top of your child's education.

## Plagiarism/Cheating

Plagiarism is an act of claiming as one's own the ideas or words that belong to another. The writer who copies from any publication without documenting the source is a plagiarist. When a student copies from a writing done by another student, he or she has also committed plagiarism. If a student willingly allows another student to copy his or her work, that student is guilty of wrongdoing and will receive a zero for the material copied.

Each incident of plagiarism is tracked during the time the student is in junior high school. Once he or she moves into senior high school, the old record is removed and the person begins the freshman year with a "clean slate".

First Offense: The student will receive a zero for the assignment and the teacher will notify the parents.

Second Offense: May lead to failure of the class in which the cheating occurred. The parents will meet with an administrator. The student will be given an in-school suspension.

Third Offense: Expulsion from Emmanuel Christian Academy.

All cases of academic dishonesty will remain in the student's file during senior high school. Therefore, an act of plagiarism during a student's senior year will count as a second offense if the student plagiarized during their freshman, sophomore or junior year.

Both the junior and senior high school records are kept in the office and do not appear in the student's curriculum folder or on any transcripts.

## 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 is. 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.

## Public Display of Affection

Contact associated with students' dating (i.e., hand holding, arms around one another, kissing, etc) is not allowed at school or school sponsored activities on or off campus.

## RenWeb

Renewing School Management via the Web (RenWeb) is the software used by Emmanuel Christian Academy for parent and student communication, grading and more. RenWeb grades and assignments will be updated weekly. Become familiar with the RenWeb program and use this information to stay on top of your child's 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 outlook, 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 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 as 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 Events

All social events (dances, lock-in etc.) are to be approved by the administration. These events are to be planned under the guidance of staff and/or parent advisors with administrative approval.

## 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 coworkers, 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.

## Springfield-Clark Career Technology Center (SCCTC)

CTC students must make every attempt to schedule core classes at ECA, and at a minimum, Bible must be taken through ECA or an approved ECA location. CTC students will pay full ECA tuition. (Exceptions may be made on a case by case scenario by administration.)

## Student Clubs and Organizations

All student organizations shall be formed with the permission of the administration. They shall have an adult advisor approved by the administration. Any activity scheduled must be approved by the advisor, who will secure permission from the administrator. The activity will then be scheduled on the appropriate form. Any collection of funds must be done only with the approval of the administration, which is secured by the advisor. Receipts will be given in every case. No money is to be spent by any club without the written permission of the advisor, and the written approval of the administration.

## Student Drivers

Students who drive to school must have a copy of their driver's license, insurance card, parental permission. Please note: The State of Ohio, House Bill 343 states that all student drivers ages 16 - 17 can only have one non-family member in the car while driving. This does not apply to drivers 17 years or older.

## Student-Staff Relationships

It is understood that every student at Emmanuel Christian Academy must develop and maintain an attitude of respect for each staff member 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 a Class

Withdraw from a class after two weeks will result in either a WD – pass or a WD – fail. This period of grace is designed to allow parents and students the opportunity to determine whether or not to continue in a course. It is required that a conference occurs with the teacher/guidance counselor before a final decision is made.

## 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 (as offered)

Summer courses will be offered for enrichment and credit recovery for grades 3 to 12. Pricing is as follows:

- Elementary to Junior High Enrichment and Summer Learning - \$100

- High School Credit Recovery - \$200/Year Course
- High School Credit Recovery - \$100/Half-Year Course
- High School Electives - \$200/Year Course
- High School Electives - \$100/Half-Year Course

**Tardiness Grades K-12** - 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 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.

**Textbooks**

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

**Transcript Release Policy**

1. To release records, the parent must give written consent or the student may, if of legal age.
2. Emmanuel Christian Academy will release a transcript only after first securing permission from the Business Office to ensure the account is clear.
3. If it is, a transcript will be sent.
4. If the account is not paid, transcripts or other written details regarding the student's academic record will not be sent. Emmanuel Christian Academy will release by telephone to a counselor, courses the student has taken for scheduling purposes. We will not release the grades the student has received.

**Transportation**

Transportation may be provided by some local school districts in accordance with State Transportation Aid for nonpublic 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.

**Vacation During the School Year**

Families wishing to take a vacation during the regular school year must obtain a Family Vacation 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 unless other arrangements are made in advance. Any make up tests must be scheduled by the teacher within three (3) school days after the student returns. Failure to meet this requirement will result in an unexcused absence for the days missed.

**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 worldview 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.

### Goal and Philosophy of the ECA Athletic Program

To provide athletic competition for those students who are in grades 7-12. To bring glory to God through our involvement with athletics by giving our best effort in school, during practices and games while upholding our faith and strong testimony in the community.

### Minimum Standards

These policies are set as minimum standards for the athletic department of Emmanuel Christian Academy. They are also in accordance with the rules and regulations of the Ohio High School Athletic Association. Coaches may set higher standards for their team beyond those set by this department. This Athletic Handbook sets policies that apply to all our student athletes in grades 7-12. Student athletes need to be aware that violations may carry consequences that extend beyond the current school year and into a following one.

### Athletic Eligibility:

#### Academic Eligibility

Athletes must meet the OHSAA requirement to take **and pass at least five (5) one credit classes** (or the equivalency) during the grading period immediately preceding the beginning of the season. Also, athletes must have at least a **2.0 quarterly cumulative grade point average**.

#### Student Athletic Participation Requirements

- a. No student may participate in a scheduled game unless he/she has submitted a physical exam form. (This form is provided by the OHSAA).
- b. No student may participate in a game until a participation fee has been paid. No student may participate in a practice unless all required paperwork has been received.
- c. Students must maintain a 2.0 for the final grading periods during the season.
- d. All students participating in extracurricular activities must be in school by the beginning of the third period and remain throughout the day to be eligible to participate in any after school activity. Exceptions may be made as determined by the administration.
- e. Reports will be provided to the Athletic Director for all students participating in school-sponsored sports at interim, and two weeks thereafter, along with quarter grades. If a student has less than a 70 in any subject, a study table will be required of that student.
- f. Students must make every effort to attend the day after contests. Any student showing a pattern of absence following game days will be subject to discipline.

### Athletic Eligibility- Home schooled

Home schooled students must take one course at Emmanuel to be eligible to participate in our athletic program. Regular participation fees for each sport season still apply. In addition, the student must enroll at the beginning of the school year and stay enrolled until the end of the school year. Homeschooled students will also be required to provide quarterly grade updates to the Athletic Director in the classes in which they are taking as a part of their home school curriculum. Please see the OHSAA provision below:

### OHSAA Home School Provision

#### Resources: OHSAA

**Bylaw 4-3-1** <http://www.ohsaa.org/general/about/Bylaws.pdf>

All students participating in school-sponsored sport must be enrolled in and attending full-time in accordance with all duly adopted Board of Education or similar governing board policies of that school.

**Exception 6:** A student who is homeschooled and is enrolled in a member school in accordance with the partial enrollment policy of a Board of Education or similar governing board may be eligible at the school where the student is enrolled and attending. Such partial enrollment policy requires that at least one of the courses be taken at the school's physical location. Note: A student entering a member school from a home school must do so at the beginning of the school year after having been homeschooled for at least one calendar year. Failure to meet this one-year provision requires the student to be enrolled for a minimum of one grading period before the student can be declared eligible.

### Tryouts/Cuts

Tryouts may be necessary for team sports for 7-12 grade athletes. Our junior and high school athletes participate in interscholastic competition. Each program has as its goal being competitive while teaching our athletes about the sport in which they are participating. The maximum number of players will be decided on by the coach and the Athletic Director for each season as well as each sport. Every sport, with the exception of cheerleading, will hold tryouts on the first day of practice. No tryouts will be held before the first day of practice so that each student has the opportunity to participate. Tryouts will be administered by the coaching staff and the Athletic Director. Cuts for teams will be determined by the coaching staff and athletic director as needed.

### Cheerleading tryouts

Cheerleading tryouts will typically be offered in the spring for the following year. In the event that tryouts are not offered in the spring, they will be conducted at the beginning of the school year. Junior high and high school teams will accept a maximum of eight students. Each squad will be composed of five to eight students. The tryouts will begin with several clinics or practices concluded by a final day of tryouts in which all interested students are expected to attend. Final teams will be decided by the head coach.

### Injury Protocol & Concussions

Athletes who are injured will be required to meet with our athletic trainer before they are released to return to practice or games. Parents and athletes who refuse to see the trainer must provide a doctor's release before they can return to play. Parents and coaches are not authorized to return an athlete to play without professional medical clearance-i.e. medical doctor or trainer. ECA follows the following concussion regulations and return to play protocol: <http://www.ohsaa.org/medicine/Concussions/ConcussionRegulations.pdf>

### Media Coverage

The ECA athletic department works hard to promote our program and our athletes by reporting scores, sending special stories, sharing

pictures in media and social networking sites including the ECA website, local newspapers and TV, the OHSAA website, the MBC website, Facebook and Twitter. If a parent or guardian does not wish to have their athletes photo, accomplishments or name released, a written request through email or letter must be provided to their coach and Athletic Director.

### **Participation Fees**

Each sport offered by ECA carries a \$ 120 participation fee. The fee helps to cover the cost of the athletic department operating budget. Paying a fee does not guarantee a minimum playing time. In addition to the participation fee, specific sports may carry additional fees which cover the cost of uniform items that the athlete retains at the end of the season.

### **Participation Paperwork:**

**\*All ECA Athletes must turn in the following forms in order to begin practice**

- 1) OHSAA Physical Form: Pages 1-6 completed. \*Physicals are good for one year
- 2) Athlete Sport Fee and Paperwork Check off
- 3) Sport Registration/Consent to Treat/Injury & Concussion Protocol Agreement
- 4) Lyndsay's Law form
- 5) Athlete Contract & Agreement to have read and abide by the handbook

\*All forms are due on the first day of practice. Final participation payments are due by the end of the first week of practice.

### **Practice**

Practice is considered mandatory for all sports. Junior high teams will typically practice 4-5 times a week before games begin and 3-4 times per week once games begin. High school teams will practice 5-6 times per week before games begin and 4-5 times a week once games begin. Practices are closed to parents unless the coach provides exception.

### **Snow Days**

If a "snow day" or emergency day is called on the day of an athletic contest or practice, a decision on practice or a contest will be decided by noon. by the AD and Head of School and communicate via One Call and or email.

### **Spectator Code of Conduct & ECA Student Section**

Spectators are to treat our coaches and players as well as the opposing coaches and players and all officials with respect and are are not to directly address them or other teams' spectators in a derogatory manner. Failure to follow these guidelines may result in dismissal and/or banning from future home and away contests.

The Emmanuel student fan section in the gym is for current Emmanuel students. Priority seating is based upon class with seniors, juniors, sophomores, and freshmen having the option to sit in the bleacher section. On nights where the bleacher student section is packed, underclassmen may have to sit in the metal bleachers. Non ECA students may sit in the ECA student with a friend but may be asked to move if the section becomes crowded. ECA students have priority seating.

### **Sports Season**

Once a student has participated in a practice, a scrimmage, or a contest, he or she is considered an athlete of Emmanuel Christian Academy. This designation shall continue until the season's last game.

### **Non-Interscholastic Participation**

A student that is on an athletic team shall not participate in that same sport during the same season for another organization. A student's obligation shall be to the school team while in season. Participation on a non-interscholastic team during the same season is a violation of OHSAA regulations and ECA policy.

### **OHSAA eligibility**

Please read the OHSAA brochure and checklist for athletic eligibility. **We are not members of the OHSAA for junior high level teams.**  
<http://www.ohsaa.org/eligibility/EligibilityGuideHS.pdf>

### **Transportation**

Athletes are expected to ride to athletic events on school arranged transportation when available. Students who plan to ride home from an athletic event or practice with another parent may do so with written approval from their parent and given to the head coach. Bus transportation will be used as much as possible and the AD will determine priority of busing for each team. It may be necessary that parents use volunteer hours to assist with this transportation.

### **Uniforms**

It is the responsibility of the student athlete to turn in their uniform to their coach or AD after the season. Athletes who do not turn in their uniform will have a charge placed on their school account and billed for the uniform.

### **Weightroom**

Only students entering grades 7-12 grade are able to use the weight room under supervision. Only ECA students or alumni are permitted to use the weightroom. All those using the weightroom must have a "waiver" on file with the athletic office and assume all risks as associated with the use of the weight room. The weight room is primarily for Emmanuel students who are in season first, followed by those who are training for sports out of season second. Emmanuel students who are not involved with a sport must receive special permission for use.

## Athletic Awards

**Varsity Numerals:** Varsity numerals will be given by request only.

**Varsity Letter:** To earn a Varsity Letter in any sport, the athlete must have abided by the Athlete Code of Conduct.

**Baseball:** Averages two innings per game or 2 plate appearances per game.

**Basketball:** Plays at or above 50% of the eligible quarters for the season. Any entry into a quarter counts as a full quarter.

**Cheerleading:** Participate in 90% of the varsity games and demonstrate teamwork, leadership, and school spirit.

**Cross Country:** Participates in 75% of the XC events and meets a goal for personal best time at any one of those meets as pre-determined by the athlete and their coach.

**Golf:** Must participate in 50% of the scheduled matches.

**Soccer:** Must participate in 50% of the halves involved for each game.

**Softball:** Averages two innings per game or 2 plate appearances per game.

**Swimming:** Places in at least one event.

**Tennis:** Participates in 90% of the matches for the season in singles or doubles play.

**Track:** Earns at least 15 points for the season and participates in 90% of the meets for the season.

**Volleyball:** Must have played in over 50% of the matches scheduled for the season.

**Wrestling:** The athlete "places" in at least one tournament and participates in 75% of the tournaments.

\*The coach of any sport may recommend an athlete be considered for a letter to the Athletic Director with supportive documentation if the athlete fails to meet the criteria for lettering.

**Varsity Bar:** Second Year participation in a varsity sport.

**Varsity Star:** Third Year participation in a varsity sport.

**Varsity 4 year recognition:** Certificate and or recognition for four years of participation in the same sport.

### Special Awards- Each sport season

**Coaches Award:** A coach may give 1-3 of these awards based upon team size each season to recognize the athletes that they feel need to be honored.

**Coaches Award:(Most Improved Player):** Voted on by the coaching staff. The athlete that has shown the most improvement from the start of the season until the end of the season.

**"Hannah C. Young" Most Inspirational Player:** Voted on by the team- Teammates will vote on who they feel inspires them as a team member.

**The Lionheart Award:** Voted on by the coaching staff and team. Viewed as the best example of what a teammate should be.

### Special Awards- End of the year only

**Scholar Athlete:** Scholar Athlete Certificates will be given out at the end of the year only in the end of the school awards ceremony. These will be given to all athletes grades 7-12 who have obtained a GPA of 3.5 or better during the season in which they participated.

**Archie Griffin Sportsmanship Award:** The Archie Griffin Sportsmanship Award is an award from the OHSAA that is to be given to one male and one female student who demonstrates outstanding traits of sportsmanship. The students are selected by the local schools with the certificates presented as a part of the school's recognition programs. Teachers, coaches, administration and the Athletic Director will decide on the recipients.

**OHSAA Scholar Athlete:** One male and one female- Requirements below:(Must be a graduating senior)

- Minimum grade point average – 3.25 on a 4.0 scale upon completion of the seventh semester. Note: GPAs must be converted to a 4.0 scale
- Must have taken either the ACT or SAT national tests (test scores will be required)
- Must have received a minimum of three varsity letters in one OHSAA sanctioned sport or four varsity letters in a combination of any two or more OHSAA sanctioned sports
- RECIPIENTS OF ANY ATHLETIC SCHOLARSHIPS (FULL OR PARTIAL) IN NCAA DIVISION I OR II INSTITUTIONS OR APPOINTEES TO MILITARY ACADEMIES ARE NOT ELIGIBLE



## **Athlete Expectations & Code of Conduct**

### **Requirements**

- Must be an enrolled student to participate on an athletic team
- Must meet academic requirement and OHSAA Eligibility requirements
- Must be in good standing regarding school attendance
- Must show satisfactory attitude and conduct in and out of school
- Must be ready to fulfill the necessary financial responsibilities
- Home School students must be enrolled in at least one course to participate in ECA sports.

### **Responsibilities-Season**

- Complete all paperwork and turn in by the first day of practice
- Participates in athletic fundraisers (mandatory)
- Consider himself or herself a member of a team and maintains a team focus
- Keep all problems within the team and report problems to the coach
- Stay committed to the team for the duration of the season. Any athlete who fails to stay committed will be ineligible to participate as determined by the AD

### **Responsibilities- Participation/Practice**

- Attend all games whether injured or cleared to play with no exception to playing status
- Participate in team building activities such as working concessions or group outings
- Attend all practices set by the coach (All practices are mandatory)
- An athlete may not participate in a practice or game event on any day in which they are absent more than half the school day. School Administration may make exceptions to this rule
- Inform the coach of an unusual circumstance ahead of time where he/she would have to miss a practice. Unexcused absences for missed practices or games may lead to immediate dismissal from a team or other corrective action such as missed game time. Absences beyond five missed practices for any reason with the exception of an injury, may lead to immediate dismissal or other remedial action. All athletes should expect "make up" activities if a practice is missed

### **Athlete Behavior**

- The athlete's conduct is always a reflection upon the school whether at a game, practice or outside of school parameters. The code of conduct signed by all ECA students applies at all times and places
- Athletes are expected to follow all the OHSAA rules and will sign the OHSAA authorization form
- The athlete recognizes the coach is their immediate authority and are to abide by the rules set forth from the coach as well as the guidelines of the athletic department. Parents are to come alongside and help support the policies, procedures and rules that the coach and AD has set forth for the sports program
- Any athlete receiving an ISS may result in loss of practice and or game time
- Any athlete receiving an OSS will be suspended from athletic activities for an amount of time to be determined by the AD
- Athletes will not be involved in any kind of "hazing" as defined in the athlete handbook
- Athletes should abstain from immoral behavior or from behavior that would have a bad reflection on the school
- The athlete does not use alcohol, tobacco, drugs or attend parties that would have these items present.

### **Hazing**

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm or embarrassment to the student or a third party. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or any other substance that subjects the student to an unreasonable risk of physical harm
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations

***Any student that experiences any type of hazing is encouraged to immediately talk to a member of the coaching staff or administration. Hazing will not be permitted and will result in a serious consequence.***

## Athletic Communication Guide

### PREFACE

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of Emmanuel Christian Academy. It is our objective to provide our athletes with the best environment in which their sport experiences may be as rewarding as possible. Through sports we believe that every athlete will be challenged physically as well as spiritually. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators and athletes communicate more effectively.

### COMMUNICATION YOU SHOULD EXPECT FROM YOUR COACH

- School Athletic and Spiritual philosophy
- Expectations the coach may have for your child and the team
- Locations and times of all practices and contests
- Team requirements such as fees, special equipment, attendance, eligibility, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation
- Athletic Code of Behavior policy and any additional rules that may affect participation
- Disposition of lost/outstanding equipment at the end of the season

### COMMUNICATION THE COACH EXPECTS FROM PARENTS AND ATHLETES

- Open line of communication between the athlete and the coach
- Parents encouraging their child to communicate with his or her coach when there is a problem
- When a child believes they cannot effectively communicate with the coach regarding a problem, a parent expresses their concerns in a private setting
- Notification of schedule conflicts well in advance of the conflict
- Special needs of the athlete regarding physical limitations, or other concerns

### APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

- The positive treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As your child becomes involved in the various athletic programs of Emmanuel Christian Academy, it is our desire that they will experience spiritual, physical, and academic growth. We would like this to be a rewarding experience for them which will help shape the rest of their life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (and encouraged) to clear any unresolved issues and to avoid further misunderstandings.

### AREAS NOT APPROPRIATE TO DISCUSS WITH THE COACH

1. Playing Time
2. Team Strategy/Play Calling
3. Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions by the coaches, administration, officials, athletes, parents and fans. As you have seen from the previous list, certain concerns can and should be discussed with your child's coach. They make judgment decisions based upon what they believe to be best for all students involved under the circumstances.

### PROCEDURE TO FOLLOW IF YOU HAVE CONCERNS TO DISCUSS WITH THE COACH

There are situations that may require a conference between a coach and a parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

- Have your child try to resolve the issue with the coach first
- If your child does not reach a resolution, contact the coach to arrange an appointment
- If the coach cannot be reached after a reasonable period of time, contact the athletic department and they will arrange an appointment for you
- **Please do not confront a coach before or after a game.** These are emotional times for players, parents and coaches
- **Please do not confront a coach during practice.** Coaches have specific plans for each practice and should not be interrupted. A coach may be able to meet with you in a private setting after practice

### THE NEXT STEP

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and a better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

### CHAIN OF COMMAND

Emmanuel Christian Academy in conjunction with its' Department of Athletics follows the chain of command as listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.  
Head Coach → Athletic Director → Principal / Superintendent  
At each level, the person in the chain of command will be asked if you have followed the sequence of communication as listed in this guide. Please help us in making each season a rewarding and valuable time for everyone who is involved.

## **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.

## College Credit Plus (CCP)

### Program Purpose

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university is free. That means no cost for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs. (This comes from House Bill 487).

### Program Requirement

1. Students must be in grades 7 – 12.
2. Students must fulfill college/university admission/testing requirements.

### The Steps towards Eligibility: Responsibilities and Requirements of Students and Parents

Prior to enrollment in the program, students and their parents must do all of the following:

1. Receive counseling/information regarding CCP and sign a form indicating they received information/counseling covering the major aspects of the program (online form).
2. Indicate in writing the student's intent to participate in CCP (Letter of Intent to Participate in College Credit Plus for Nonpublic Students). The form must be signed by students and parents, mailed to the Ohio Department of Education (ODE), and a copy given to the ECA Guidance Office.
3. Students must apply for post-secondary admission at a college, meet the testing requirements for the college (ACT/SAT, Accuplacer), be accepted by the college, adhere to their guidelines, and meet all requirements and standards for college courses.
4. Students must notify the Dean of Pupil Services the name of the college(s) to which they have been accepted (and plan to attend) and the total number of CCP credit hours they are requesting to be funded for the upcoming school-year.
5. Parents must create a SAFE Account through ODE and apply for funding. This application must be filled out by the April deadline.
6. In May, the state will attach a letter to the SAFE account to notify him or her of the number of allocation units he or she has been awarded for the upcoming school year.
7. Students must have each college course that they intend to take approved by ECA. In order to do so, students must first complete the "Request to Earn ECA Credit Through CCP" form for each college course that they intend to take and submit it to the Dean of Pupils Services. Keep in mind the following:
  - a. Students who enroll in college courses will receive high school and college credit for the course. No CCP course can be taken for college credit only.
  - b. Some courses may not be comparable to ECA courses. This means that students will be unable to substitute ECA courses for a college course. Students may need to provide a course syllabus or further information.
  - c. College courses that do not substitute for ECA courses may be counted as electives or credited with their subject area.
  - d. The weighting of courses is contingent on the comparable high school subject that the student is wishing to substitute for credit. This means that if a student is wishing to take a course (perhaps Composition) in place of Honors English III, we would award an honors credit. However, if the student chose to take a course such as Appreciation of the Arts in place of taking an Art class at ECA, the student would not receive honors credit as ECA offers no honors courses in Art. This means that the awarding of honors credit is contingent on the courses a student wishes to substitute. If a course is not offered at Emmanuel and is being considered for high school credit, it will not receive an honors credit.
8. Transportation arrangements must be taken care of by students and parents.
9. Textbooks will need to be purchased. They can be purchased with the following two options:
  - a. Purchasing textbooks with ECA funds. Under this option, all textbooks are the property of ECA and must be returned to ECA at the end of the course. Students will be fined any damage to the textbooks (minus normal wear). ECA will be looking for the best price, so we will require the Title, Author(s), Publisher, and ISBN. We may purchase from the college, online, or through discount stores. Prior notice will be necessary to ensure books are received before the beginning of the course.
  - b. Textbooks can be purchased by the family if the student wishes to keep them. However, this is optional and cannot be required by ECA. Under this option, though, students would be able to highlight and make notes in their textbooks. If you would like to pursue this option, notify the Dean of Pupil Services as soon as possible.
10. Upon completion of the CCP course(s), the student must ensure that an official transcript is sent by the college or university to ECA. Students are also responsible for returning their college textbooks (when applicable) to ECA.

### Consequences of Failing (or withdrawing)

- Will potentially affect GPA and class standing
- May limit what college courses a student may take through CCP in the future (must have a 3.0 subject GPA)
- May cause the student to fail to meet ECA's requirements for graduation

### Granting Academic Credits

#### Conversion of college credits to high school Carnegie Units

<u>Semester Hours</u>	<u>High School Credits</u>
1	1/3
2	2/3
3 or more	1

## Scheduling

- All CCP students will remain full time Emmanuel students, enrolled in at least 6 courses for the academic year. There are no tuition discounts. The 6 course requirement can be between the college and school. For example: The student could be enrolled in three classes at ECA and three classes at the college.
- Students must meet with the Dean of Pupil Services prior to scheduling college coursework for each quarter or semester. Additionally, students must meet with the Dean of Pupil Services before making schedule changes such as adding or dropping a course.
- Students must have periods available in order to participate (unless the student is enrolled in afterschool courses or online courses).
- Students have a limit to the amount of courses they can take (maximum of 30 credit hours). Calculation can be completed with the Dean of Pupil Services to ensure this ceiling is not passed.
- Schedule conflicts are not the responsibility of Emmanuel Christian Academy. CCP schedules will be arranged around the high school schedule.

## Graduation Requirements

- No high school graduation requirements may be waived for any student as a result of participating in the CCP program.
- All graduation requirements must be completed prior to the graduation ceremonies in order to participate.
- Final transcripts are not mailed (e.g. to prospective colleges) until final records are received from the college or university at which CCP courses are being taken.

## CCP Attendance Policy

Due to the schedule of a CCP student, we understand that it may require a CCP student to leave ECA in the middle of a school day. CCP students must adhere to the following policy concerning their attendance at ECA:

- Students participating in CCP who plan to leave ECA during the school day must have a note from a parent/guardian giving them permission to leave the school. This note can be written for a semester or every time the student has permission to leave. This is at the discretion of the parent. No CCP student will be permitted to leave ECA without prior permission from the parent/guardian.
- All CCP students must sign in and out at the front window if they arrive after 8am or leave before 3pm..
- Any CCP student who decides to stay at ECA, but does not have a scheduled class, must report to study hall. Students are not permitted to sit in hallways, locker rooms, empty classrooms, etc. While on ECA's campus, CCP students must follow the same policies as their fellow classmates.