

# ACADEMICS

## Academic Standards

It is imperative to maintain high standards of academic honesty at ECA. In the course of an evaluation exercise, students may not obtain or attempt to obtain information from another student or other unauthorized source or give or attempt to give information to another student.

Academic or academic-related misconduct includes, but is not limited to:

- unauthorized collaboration or use of external information during tests or quizzes.
- plagiarizing or representing another's ideas as one's own.
- falsely obtaining, distributing, using or receiving testing materials.
- falsifying academic records.
- defacing or tampering with library materials.
- engaging in any conduct which is intended or reasonably likely to confer upon oneself or another an unfair advantage or unfair benefit respecting an academic matter.

The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Students are encouraged to consult appropriate handbooks to obtain information on proper methods of documentation.

## Curriculum

ECA uses a variety of curriculum materials as a medium through which a student is oriented to a life in Christ and to the Christian worldview. ECA seeks to choose the very best in educational materials, whether from Christian or secular publishers; and all materials are taught from a Christian Reformed worldview.

The Secondary campus offers a full range of academic core courses and electives. In some instances, students and parents may petition the administration to request that students take courses at other High Schools or colleges to receive ECA credit, if the student is enrolled as a full-time student at ECA. These requests must meet the following criteria:

- ECA does not offer the course requested.
- The student and parents will pay all fees and charges, if applicable, to take a course at another school.

## Grading Periods

The academic year is divided into four formal reporting periods or quarters for grades 1 through 12. Report cards are prepared at the end of each quarter. Pre-Kindergarten and Kindergarten report cards are issued after the 2nd and 4th quarters. Elementary parents are required to meet with teachers at the end of the 1st quarter to receive and review their student's report card, and an optional conference is available at the end of the 3<sup>rd</sup> quarter. At the end of the 2nd, 3rd and 4th quarters, report cards are sent home with Elementary students. Secondary report cards are mailed home 2nd and 4th quarters, and sent home with students the 1st and 3rd quarters. Progress reports for grades 1-12 are sent home to parents halfway through each quarter. These informal reports are intended to keep parents informed about their student's performances between formal report cards.

## Report Cards, Transcripts and Diplomas

End-of-the-year report cards, diplomas, and transcripts will be handed out when:

- Library, athletic and classroom materials (including AR books) are returned or paid for.
- All fees and book repair/replacement fines have been paid.

- Your account at the Business Office is paid in full.
- All requirements of graduation are met, including Isaiah Project, academic, discipline, and financial requirements. The administration will make a final determination if these requirements are met in full.
- Report cards, final transcripts, and diplomas may be held until all the above requirements are satisfied.

## World Book Encyclopedia Online

Online reference resources are available free at the public library website: [www.ppld.org](http://www.ppld.org).