

# STUDENT LIFE

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## Chapel

- Chapel is held weekly at both campuses for the spiritual benefit of students, faculty, staff and administration. Although not formal worship services, Chapel is a time to come together as a covenant community in order to focus on God's holiness and faithfulness and to worship God with all reverence and honor through our Mediator, Jesus Christ.
- Students, local speakers, pastors and faculty members are featured in these services, which are open to parents and other guests. Parents and other guests are encouraged to attend Chapel and worship God with the student body and staff and are welcome to sit at the back of the chapel.
- Behavior during Chapel should reflect a worshipful demeanor, and students are expected to be attentive.

## Electronic Devices, Cell Phones

### Cell Phones, iPods, personal music players

- JH Students are required to keep their phones and smart watches in their lockers. Students are to use the last 10 minutes of lunch to check messages on their phones. As always, students may use the phone in the office or come to the office if they need to call home.
- If a student does bring a cell phone to class, he or she must (at the teacher's discretion) turn it off or place it on his or her desk or the teacher's desk. Cell phones used in class or the hallway without teacher permission will be confiscated and turned in to the office.
- Cell phone cameras will not be used on school property without administrator approval.
- A campus administrator will determine unacceptable cell phone usage which may result in examination of the cell phone, confiscation of the cell phone, suspension, or even expulsion.
- Any personal music device is not to be used on school grounds during the school day (8:00am to 2:45pm).

### Laptop computers, iPad, and other electronic note taking devices

These may be used in class for taking notes. If these devices become a distraction to any student in the class, then the classroom teacher has the authority to require the student to put the device away. If the electronic device continues to become a distraction, the classroom teacher, with the consultation of the administration may restrict the student from using the device in that class. Students using these electronic devices must:

- Only have them out when needed to take notes or completing class related work.
- Not use them for anything other than class work (no internet, unneeded applications, etc.)
- Students will not be permitted to use the wireless access code unless given permission by administration.

Since there are not enough outlets in classrooms to plug in multiple devices, and cords present a hazard for students and teachers walking in the classrooms students should assume that their electronic device will run on battery power only.

## Telephone Use

During school hours, students may make emergency phone calls from the office or come to the office to make a call on their cell phone.

## Daily Schedules

### Secondary:

- Homeroom 8:00am
- First Period 8:13am
- Dismissal 2:45pm

Secondary schedules showing the Daily, Chapel Day, Delayed-Start Day, Delayed-Start Chapel Day, Half-Day (Period 1-4/5-8), Half-Day (All Classes), and End-of-the-Day Assembly Schedules are distributed to families at the beginning of each school year.

## **Departure**

### **High school**

Students waiting to be picked up are to wait *only* on the ramp, on the grassy area to left of the ramp, in the airlock by the office entrance, or on the chairs by the school office. Students are not permitted to wait by the church youth offices; and parents are not to wait in that area either.

### **Junior High**

- Students must be picked up by 3:30pm, unless waiting for a practice or game that starts by 4:30pm or receiving after school tutoring with a teacher. Any students waiting for practices or games must be in room 115 by 3:00 pm and should be working on homework. Coaches should encourage students to use this time to complete homework and not to save it for after games/practices.
- Junior high students, with no senior high sibling, must wait by the lower gym doors, either on the bench, in the lobby area, or by the lockers. Junior High students waiting for an afternoon shuttle or being picked up upstairs must wait on the benches outside the school office, in the airlock, or on the ramp. They may not be in the halls or the parking lot. Students found repeatedly violating this rule, will be asked to wait in the office until their ride arrives.
- Students who are not picked up by 3:30pm, will be asked to call a parent and will be asked to wait upstairs by the office. Junior High students are not to be left at school unattended after 3:30pm, unless otherwise arranged with the Junior High Assistant Principal. Failure to follow this policy will result in a call home and a possible meeting with the Junior High Assistant Principal. This is to ensure the safety and security of each Junior High student.

Students remaining at school for extra-curricular events such as sport practices must wait in either Room 115 or the gym, at the discretion of the coach/sponsor, and are encouraged to study and complete homework.

## **Field Trips**

Any off-campus event requiring student travel to the event, with the exception of secondary physical education classes, is considered a field trip. Unless otherwise stated, field trips and class activities are planned for the entire class/group, and participation of all students is expected. ECA Standardized Dress Code is in effect for field trips unless otherwise stated. Students must turn in the written parental permission for each field trip taken during the school year by the date indicated on the form. Secondary students participating in an ECA-sponsored off-campus event may not drive to the event without written parental request turned in to the teacher/sponsor and approved by the administration prior to leaving for the event. Event sponsors may prohibit students from driving to specific events. Permission to drive to any ECA-sponsored off-campus event is for the individual student only; students may not drive other students (siblings excluded) to ECA-sponsored events.

## **Computer Use and Internet Access**

The networked computer system and Internet access is available to the students, staff and faculty of Evangelical Christian Academy. We believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Evangelical Christian Academy by facilitating resource sharing, innovation, collaboration, and communication. Within the context of our mission statement as a school, students will be educated about the efficient, ethical and appropriate use of Internet resources as they strive to meet the goals of our curriculum.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes the following provisions:

1. A reliable connection protected by censorship software blocking sites that are objectionable for content, language, or other things that the school has defined as inappropriate, such as releasing personal information.
2. Supervision of students by teachers while they are using the Internet.
3. An "Internet Contract" or agreement to use the Internet independently of direct supervision will be given only to use who personally agree to abide by ECA's Computer Use and Internet Access Policy, and have written parental permission to use the Internet.

**Note:** Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. If a student has **not** submitted a signed contract, he/she will always be under the **direct** supervision of a teacher. Students with an Internet Contract may use the Internet **without direct** supervision of a teacher. No student will be allowed to access the Internet without the censorship software in place unless under the **direct** supervision of a teacher for specific research. (Example: sites with tobacco or alcohol would be censored, but a student doing a report on such a topic would be able to access appropriate materials with a teacher present.)

## **Statement of Policy**

1. **Privileges.** The use of Evangelical Christian Academy's Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action.

- a. **Authorized Users:** Only school faculty, staff, and students and other persons who have received permission from the appropriate campus administrator may become an authorized user. Based upon the acceptable use guidelines outlined in this document, the IT Department will deem what is inappropriate use of the network and take appropriate action. The IT Department may suspend or close an account at any time as required. The administration, faculty, or staff of Evangelical Christian Academy may also request the IT Department to deny, revoke, or suspend specific user accounts. A user whose account is denied, suspended, or revoked may submit a written appeal to the IT Department and meet with the Administration and/or Principal. The decision of this meeting will be final.
- b. **Purpose of Use:** The use of any school computer system must be related to school business, including academic pursuits. Incidental personal use computer system may occur so long as such use does not generate a direct cost to the school or interfere in any way with official use.
- c. **Code of Ethics:** Since computer usage and Internet access for all staff and students is a privilege, users must agree to adhere to the following Code of Ethics in their behavior:

"I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Evangelical Christian Academy's policies on Internet access and will strive to apply Philippians 4:8 to my electronic communication, "Finally brothers, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute – if there is any excellence and if anything worthy of praise, let your mind dwell on these things."

2. **Security.** Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the ECA networks, you must notify the IT Department immediately. Do **not** demonstrate the problem to other users. Do **not** give your password to anyone. Attempts to log into the system as another user may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other systems may be denied access to the ECA networks.

3. **Reliability.** Evangelical Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. ECA cannot be responsible for: the reliability of a source received by a user (students must evaluate and cite sources appropriately); costs that the student incurs if they request a product or service for a fee; any consequences of disruption in service that may result in lack of resources (though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students); and guaranteed privacy of mail.

4. **Acceptable Use.** The purpose of Internet access is to support education at Evangelical Christian Academy by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and academic research and consistent with the educational objectives of Evangelical Christian Academy. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, or material protected by trade secret. Use for product advertisement, political lobbying, or illegal activities is not consistent with the purposes of Evangelical Christian Academy's Internet access. Using your Internet account to download and/or play games (including MUDs) is **not** acceptable use.

- a. **School Access.** The computer systems and all files therein are property of the school and as such, ECA reserves the right to access and disclose the contents of all users' computer files and electronic mail without the consent of the user, unless otherwise prohibited by law.
- b. **Monitoring.** The school will not routinely monitor computer files or electronic messages but may do so to the extent permitted by law to maintain the integrity and effective operation of the school's computer system.
- c. **Inspection and Disclosure.** The school reserves the right to inspect and disclose the contents of computer files or electronic mail messages, as needed:
  - during the course of an investigation for suspected misconduct or misuse.

- to protect health and safety.
- to prevent interference with the academic mission.
- to locate substantive information required for school business not more readily available by other means.
- to comply with court orders or other legal processes.

d. IT Department. The IT Department has complete access to all computer systems and is able to access and monitor all computer files and electronic mail messages when necessary to complete system maintenance, upgrades, troubleshooting, or other necessary duties in maintaining the computer systems.

e. Netiquette. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite, do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number, or the addresses and phone numbers of students or staff.
- Be aware that electronic mail (e-mail) is not guaranteed to be private.
  - System managers who operate email systems have access to all mail.
  - Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading large files during prime time; sending mass e-mail messages (spamming); annoying other users who are using the talk or write functions).
- All communications and information accessible via the network should be assumed to be private property.

5. Prohibited Use: Since access to ECA's computer system is a privilege, computers and the network system are to be used for the school related activities for which they were assigned. ECA reserves the right to limit, to restrict, or to extend computing privileges and access in any manner suitable to support its academic mission. Prohibited use includes, but is not limited, to the following:

a. Vandalism. Vandalism is defined as any attempt to harm or destroy equipment, facilities or data of the school or another user. This includes the downloading or creation of computer viruses or purposefully altering computer or network configuration.

b. Copyright infringement:

- No software is to be installed or downloaded without prior approval of the IT Department.
- All computer software residing on or used with the schools computer systems must be owned and/or properly licensed by ECA.
- All software must be used as agreed upon in the purchase and/or license agreement.
- The IT Department will maintain an inventory of all original software and licenses. Copies of disks and CD's will be provided to users, as necessary.
- Unlicensed and illegal software will be removed from the computer systems without notice.
- Licensed software programs will not be duplicated or forwarded via the electronic mail message in violation of copyright laws.

c. Personal use: Use of ECA's computer systems, including electronic mail for personal monetary gain or for commercial purposes that are not directly related to school business as well as use that creates a direct cost to the school are not allowed.

d. Against other users:

- The capture, storage, or display of other user's computer files or electronic files or electronic mail except for the IT Department while in performance of official duties.
- Use of any computer system in violation of any federal, state, or local law or regulation.
- Encryption: The use of a device to restrict or inhibit access to a user's computer files or electronic messages.
- Hacking: Attempting unauthorized access to computer systems and files or electronic mail messages or attempting to breach any security measures on any computer system, or attempting to intercept any electronic mail messages without proper authorization.
- Snooping: Obtaining access to computer systems and files or electronic messages of others.
- Spoofing: The construction of an electronic mail message so it appears to be from someone else.
- Use of the computer system, including electronic mail, to harass or intimidate others or to interfere with the ability of others to conduct school business or for any other unlawful or unethical activity.
- Use of the computer systems, including electronic mail to download, maintain and distribute any illegal or pornographic materials.

6. Disciplinary Action: Appropriate disciplinary action will be taken against individuals found to have engaged in the prohibited use of the schools computers or network. Access may be restricted or denied and/or monetary compensation accessed for damage to ECA's computers or network. Users are to be aware that under Colorado law, felony cases will be handled at the Discretion of the District Attorney.

1. Obtaining an Account: Any ECA student, staff, or faculty may apply for an Internet account after the Computer Use and Internet Access Contract has been returned with appropriate signatures to their School Office. Students at the Elementary campus in grades Kindergarten through 4 have access to pre-selected websites during library instruction and individual classroom research, but will never work without direct teacher supervision. All students in grades 5 through 12 must return a signed Student Contract to their school office prior to their use of ECA computers and network system.

# Isaiah Project

***“And if you give yourself to the hungry, and satisfy the desire of the afflicted,  
Then your light will rise in darkness, and your gloom will become like midday.  
And the LORD will continually guide you, and satisfy your desire in scorched places,  
And give strength to your bones, and you will be like a watered garden,  
And like a spring of water whose waters do not fail.” Isaiah 58:10-11, NASB***

Service to others, exemplified by the life of the Lord Jesus, is required of believers and should be a central theme of the Christian walk. However, given the constraints of busy lives, what should be a top priority is often relegated to low priority status.

The goal of the Isaiah Project is to instill in ECA students a heart for service to others that cannot be taught in Bible class nor infused with chapel rhetoric. It comes simply from "doing." Hopefully, as students participate in the Isaiah Project, they will discover their heart for service and continue to build on this foundation for the rest of their lives.

All High School students graduating from ECA are required to complete 70 hours of Christian service through their school, church, or community while giving the glory for all they do to the Lord.

## **Isaiah Project Requirements**

ECA requires 70 hours of Christian service through the school, church, or community over the four-year High School period. Transfer students' hours will be pro-rated and determined based on their start date and year entered ECA. Each year beginning in the 9th grade, each student is required to complete the following number of hours:

- |                            |                 |
|----------------------------|-----------------|
| • Freshmen                 | 10 hours        |
| • Sophomores               | 15 hours        |
| • Juniors                  | 20 hours        |
| • Seniors                  | 25 hours        |
| <b>Total for all years</b> | <b>70 hours</b> |

## **Christian Service**

Christian service is defined as any activity that witnesses to the Christian faith.

- Remuneration may not be received, in any form--monetary, merchandise or material gain, personal, class or organizational. Offers of hospitality (food and drink) may be accepted.
- Activities that may be required for a course grade will not be approved. For example, choir, ensemble or band concerts and appearances, yearbook assignments, etc. for which a course grade may be received are not defined as "service" and are not included.
- Expected behaviors and discipline will not be approved. For example, lunchroom duty and detention activities do not qualify as Christian service.
- Transportation of any kind by an ECA student will not be approved under any circumstance or condition as a project activity.
- Monetary gifts may not be given in lieu of performing service projects.
- Work done as part of a student's household chores (washing dishes, taking out trash, etc...) are not defined as service and cannot be included.

## **Guidelines**

- All Isaiah Project activities if not included on the official pre-approved list must be pre-approved in writing by both the administration and the parents.
- At least one half of the required yearly hours should be completed and the form(s) submitted to the office by the start of the second semester.
  - The "Isaiah Project year" begins June 1 and ends May 31.
  - Multiple activities done over the summer can satisfy the requirements for the year.
- All forms must be totally completed or they will be returned to the student.
- In order to be considered for the Isaiah Project Medallion award given during the senior year, the student must keep his/her Isaiah Project hours current and up-to-date from year to year by turning in his or her completed sheets. Each year's required hours must be fulfilled with a minimum of two (2) projects.

## **Administration**

- Organization, record keeping, and oversight will rest with the school's Isaiah Project Administrator.
- If a student (other than a senior) does not complete the required number of hours, the student may not qualify for the Isaiah Project medallion awarded during the senior year for extraordinary service. The remaining hours will be added to the student's required hours for the next year. These hours must be completed before graduation with current-year projects.
- If any student is not current with his/her Isaiah Project hours, that student's files, transcripts, and/or academic information will not be released until the hours are brought up-to-date.

## **Examples of Acceptable Service Projects**

The following list provides examples of acceptable Isaiah Project service activities. This list is not intended to be complete, but to serve as a source of possible ideas:

### **School-related ministries**

- Peer tutoring/ counseling
- Elementary campus tutoring
- Key Club projects
- Worship Team
- Janitorial services
- Organization and implementation of special activities (e.g., Angel Tree, Operation Christmas Child)
- Before- and after-school year volunteer activities

### **Church-related ministries**

- Mission trips/activities (time specifically spent working may be counted) sponsored by a church or Christian organization (including any pre-trip training)
- Sunday School teacher/aide
- Vacation Bible School
- Pioneer/Awana Clubs
- Church camps
- Leading Bible study (supervised by an adult)
- Nursery and childcare (volunteer status, supervised)
- Accompanied nursing home or hospital visitations
- Helping with sports camps offered by the church
- Grounds work for church, elderly, or disabled
- Set-up and clean-up duties for church activities
- Providing meals

### **Community ministry activities**

- Salvation Army, Goodwill, ARC
- Soup kitchens, shelters, and food pantries
- Children's daycare and day camps (volunteer status only)
- YMCA
- Senior centers, nursing homes, Silver Key
- Hospitals
- Colorado Springs Pregnancy Center
- Colorado Springs Parks and Recreation Department

## **Isaiah Project Recognition**

- Isaiah project hours can be checked online through Renweb. Students and their parents should check their hours to insure accuracy. Seniors who have completed their total service hours will receive a certificate of completion.
- Individual students completing their minimum 70 required hours and exceeding that requirement by 200% (a total of 140 hours) while keeping their hours current year to year, will receive an Isaiah Project medallion and will wear a gold cord of recognition at graduation. The Isaiah Project Coordinator and the President of the ECA Board of Directors will present the Isaiah Project medallions to qualifying students at graduation.

## Locks and Lockers

Students are assigned lockers for the school year. Locker changes may be made only with prior approval of the Administration. All students must use locks for their lockers provided by the school. No personal locks may be used on lockers unless given permission by the administration.

Lockers are to be kept clean and orderly with doors closed and lockers locked when not in use. Any personal locker decorations must reflect proper Christian character and be easily removable. ECA reserves the right to inspect lockers at any time. Open containers of any kind may not be kept in lockers.

Students will be financially responsible for the replacement and repair of any damaged school property. There is a \$5 lock replacement fee for lost or damaged locks. Students are required to keep their personal belongings and items in their lockers at all times and not on the floor in the hallway.

Students taking PE will be assigned a space in the locker room for their personal belongings. Money and valuables should not be taken to the locker room and should be locked in a student's school locker.

## Lunch and Breaks

Students:

- may bring lunches to school to eat *only* in the lunch room (Room 115) during their assigned lunch period.
- may order and purchase hot lunches; order forms are sent home monthly for the following month.
- must remain seated at their tables while eating lunch.
- must remain in the lunchroom until they are dismissed.
- during break, may eat only in tiled-floor areas.
- may not store open containers of beverages; unfinished containers of beverages must be discarded.

## Off-Campus Privileges

Only 12<sup>th</sup> grade students may have the privilege of leaving campus for lunch. Seniors must have a parental permission form on file in the office before this privilege can be granted.

This privilege may be revoked if a senior does not adhere to the following off-campus guidelines:

- Seniors may leave campus during their assigned lunch break and adjacent off period with proper parental permission on file in the school office and must return to class on time.
- Two tardy violations of the senior off-campus policy during a quarter will result in the automatic suspension of off-campus privileges. The administration may re-evaluate this privilege at the end of each quarter and reinstate the privilege for the next quarter.
- While on campus (including the buildings, grounds, and parking lots), seniors must remain in Room 115 for lunch or in study hall or designated senior lounge. Seniors may not loiter in halls or vacant rooms.
- Seniors may leave campus during their lunch period to purchase food elsewhere and return to campus to eat their lunch in room 115.
- Seniors who are on academic or behavior probation may lose off-campus privileges.

## Personal Property

- ECA will not be liable for damage or loss of personal property brought to school.
- Students are not to bring any of the following items into any school building or onto school property under any circumstances: knives, weapons of any kind, obscene or suggestive literature or material, alcohol, tobacco, or any drugs. **Any student in possession of these items is considered in violation of the standards of ECA and students are subject to appropriate disciplinary action.**

## Senior Year Events/Activities

Each year at the Senior Parent Meeting, all Seniors and their parents receive a Senior Year Planning Guide which includes, but not limited to, information on general procedures, Senior Class Committee, Senior picture requirements, Junior-Senior Banquet, Graduation Fee, and Senior year events.



## **Junior-Senior Banquet/Prom Guidelines**

1. The banquet is for ECA Juniors and Seniors, not for ECA Sophomores and Freshmen.
2. Formal attire is required and dress guidelines for ECA formal events must be followed by all guests. Gentlemen are to wear a coat and tie and ladies must be dressed modestly as defined in the dress standards for formal events.
3. The banquet consists of a dinner, program, and dance. The focus of the evening is for the Juniors to recognize and honor the Seniors as they complete their time as a student at ECA.
4. The Junior Class is responsible for organizing, funding, and planning the evening.
5. For all invited guests, a "Student Guest Request Form" must be completed and submitted to and ECA Administrator for his or her approval.

**Seniors and Guest:** Seniors who enrolled in ECA classes may invite any guest that he or she wishes.

**Juniors and Guest\*:** Juniors who are enrolled in ECA classes are allowed to invite any one of the following guest:

- A high school junior or senior who attends ECA or another school.
- Any family member older than a junior in high school
- Any individual who is only one year out of high school, but not older

\*The guest of Juniors are on a space available basis. In regards to space, first priority will be given to the guest of Seniors.

## **Vehicle Use – Secondary**

For the privilege of vehicle use on the Secondary campus, licensed students must:

- register all vehicles driven to or from ECA that may be parked on campus.
- display the ECA registration tag at all times when the vehicle is on campus (there is a \$3 replacement cost for any lost tags)
- pay a \$5 fine for failure to display the ECA vehicle registration tag.
- follow all ECA vehicle use and parking regulations.
- drive carefully and conscientiously on campus.
- not sit in, on, or near parked vehicles during the school day.
- not eat lunch in parked vehicles during the school day.
- not listen to the sound systems in parked vehicles during the school day.
- not exceed a speed limit of 15 mph at all times.

Vehicles must:

- be parked in designated student parking spaces only.
- not block entrances or exits to the buildings or parking lots.
- not hinder traffic flow in the parking lot.
- not take up more than one parking space.
- be locked.

Students failing to comply with the vehicles use and parking requirements:

- will pay a \$25 fine.
- will not be allowed to drive or park on campus at any time.
- must make other arrangements for transportation.
- must park off campus, but not in any part of the church parking lot.

Evangelical Christian Academy and the administration:

- may revoke the vehicle use privilege of any student violating any requirements.
- reserve the right to open and search any vehicle parked in a school parking lot.
- assume no liability for any damage to vehicles or contents left in the vehicles.