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ACADEMICS

Academic Awards and Recognition

At the end of each quarter, qualifying students will receive the following award:

Principal's Honor Roll: for students who receive an unweighted Grade Point Average (GPA) of 4.0 and meet or exceed all conduct expectations.

Academic Honor Roll: for students who receive an unweighted GPA of at least 3.5, with no grade lower than a C and meet or exceed all conduct expectations.

Merit Honor Roll: for students who receive an unweighted GPA of at least 3.0, with no grade lower than a C- and meet or exceed all conduct expectations.

To receive an Academic Letter, Pin, or Bar, students must be on the Principal's Honor Roll or Academic Honor Roll, with a minimum 3.5 GPA and no grade lower than a C, for three out of four of the current school year's quarters.

To receive an Academic Achievement Certificate, students must be on the Academic Honor Roll or Merit Honor Roll, with a minimum 3.0 GPA and no grade lower than a C-, for three out of four of the current school year's quarters.

Class Size Guidelines for Secondary Classrooms

There are a number of factors which determine the size of a particular class. The size of the classroom, the nature of the subject, the goal of the teacher, and the maturity of the students all contribute to the size of the class and the decision to limit the students in a particular class.

Ordinarily, classes do not exceed 24 students. Our computer classes are limited to 18 students as we only have 18 work stations. InDesign and Photoshop classes are limited to 10 students as we only have 10 sight licenses for students to use. We work to limit our advance English and writing classes to 15 students to allow for guided instruction in writing.

When needed, classes will either close or we will open another section to allow for additional students and a balanced class load.

Course Add/Drop Policy

Adjustments to the student's schedule may be made during the first two (2) weeks of each semester. Students who drop courses after this two-week period will receive a Withdrawn Fail (WF) or Withdrawn Pass (WP) on their transcript and will not receive credit for the dropped class. Parents and students should be aware that schedule changes might be impossible because of limitations within the schedule and limitations on class size. All withdrawals are permanently noted on the student's transcript.

Course Sequencing

Due to factors of academic preparation, course complexity, student maturity, and socialization, students are encouraged to follow the recommended course sequence. College entrance examinations test on materials given in a sequence for particular grade levels. Only in unusual cases would students be allowed to seek permission to take courses out of the normal sequence. Students are required to have permission from their parents, the course instructor, and the administration. To waive the normal sequence requirements, the following factors would be evaluated: academic preparation, course offerings, graduation requirements, and student maturity. Students will not be enrolled in a class that is more than one year ahead of their plan. Students who are out of sequence with their grade level may be required to attend summer school to realign themselves with their proper sequence.

Grades 7-8

The Junior High academic curriculum is designed to prepare students for High School course work. Students are expected to manage different classes and expectations as they switch classes and teachers throughout the day. Students need to develop organizational skills and initiative as they take personal responsibility for their educational success. Teachers and parents will monitor students through this process and guide and help them where appropriate. Junior High students will be trained logically and students who demonstrate competency can begin taking Algebra classes in the 8th grade which will count on their High School transcript.

Grades 9-12

High School students will be expected to build off their Junior High logic training. Students will be prepared to defend, explain, and summarize ideas and concepts learned in their classes. Students will build these skills with the intent of

preparing them for a post-secondary education. High School students must work towards graduation credit requirements while enrolled at ECA. Students who demonstrate competency in specific subject areas will have opportunity to receive college credit through Dual Enrollment and Advanced Placement programs.

Advanced Placement Guidelines

Advanced Placement classes are designed to prepare college-bound students of high academic achievement to take the national standardized Advanced Placement tests. Those students receiving a satisfactory score on the tests, a three or above of a five-point scale, may benefit in several ways depending on the policies of the college they plan to attend. They may be excused from several semester hours of a freshman-level class, receive college credit, or be placed in more advanced classes.

It is vital that students and parents understand the nature of these classes before enrolling a student in them:

- AP classes are taught as college-level courses and require a high degree of maturity as a student.
- They involve very challenging curriculum and considerable homework.
- Students must have a strong work ethic and be prepared to invest their time and energy in both class assignments and independent work.
- Students should have A's and B's their entire high school years in the department in which they hope to take the AP class.
- Excellent reading and writing skills are essential.
- In several of the classes, summer reading and study are required.
- Students must secure permission from the instructor before enrolling.
- AP Tests are optional and a student must indicate to the principal that they are interested in taking the test. Dual Credit with Colorado Christian University is NOT contingent on taking or passing the AP test. Students should consult the college of their choice to determine if AP test is required or recommended.
- Students who do not maintain a B average in these classes at the end of any quarter may be removed from the class.
- There is a cost associated with Advanced Placement Test and for the class materials.

Dual-Enrollment (for High School and College Credit)

ECA maintains a partnership with Colorado Christian University to provide college credit for students enrolled in CCU approved classes at ECA. There are approximately twelve classes that are approved for dual credit. Students will need to be enrolled in those classes at ECA and must also register with CCU. For additional information on classes offered and logistics associated with registration, check with the ECA guidance counselor/principal.

Exams

- Semester exams will be administered to students in 7th through 12th grades.
- Students will have a maximum of two exams per day for three days. These will be half days of school.
- The exams will be designed to cover one semester of material and will be approximately 90 minutes each for high school classes and 60 minutes for junior high classes. Exams are 12% of the semester grade for junior high classes and 20% of the semester grade for high school classes.
- Projects and take-home tests may not be substituted for written exams unless given permission by the principal.
- Exams will typically contain both factual recall and written essay questions.
- Students may bring only blank paper, pens or pencils, and approved calculators to exam testing periods. Electronics such as cell phones and smart watches are not permitted while students take exams. Students should have reading material if they finish an exam early (Kindle is permitted for reading).
- Students may not leave exam periods early.
- If a student does not take an exam during the regularly scheduled time, there will be a \$15 proctoring charge for each exam.
- Seniors may be exempt from second semester final exams in classes in which they have earned a "B" (80-89) or better for each of the final two quarters of the year.

Grading Scale

Numerical Grade	Letter Grade	Quality Points
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100 – 94	A	4.0
93 – 90	A –	4.0
89 – 87	B +	3.5
86 – 83	B	3.0
82 – 80	B –	3.0
79 – 77	C +	2.5
76 – 73	C	2.0
72 – 70	C –	2.0
69 – 67	D +	1.5
66 – 63	D	1.0
62 – 60	D –	1.0
59 and below	F	0

Grades received as an Office Aide or a Teacher’s Aide will be recorded as P for Pass or F for Fail. A passing grade (P) will receive credit. A failing grade (F) will receive no credit. Pass/Fail grades are not included in Grade Point Average (GPA) calculations and do not impact class rankings.

Progress reports are sent home halfway through each quarter to parents. These reports are intended to keep parents informed about their student’s performances between formal report cards.

Graduation Honors

ECA acknowledges a Valedictorian and a Salutatorian based on the following criterion:

1. Weighted Grade Point Average (GPA) – to the nearest one hundredth - with an additional weight of .5 for Honors courses and 1.0 for Advanced Placement courses.
2. Only ECA courses are considered for these honors.
3. Residence at ECA for at least their last two years is required.
4. Students planning to graduate early must declare this intention in writing at least three semesters before their planned graduation date in order to be eligible for Valedictorian or Salutatorian honors.
5. Students meeting the above criteria may not be excluded from these awards if the number of credits above the minimum of 52 required for graduation negatively impacts their GPA, provided they have received a grade of an “A” or “A-“ in each of these classes.

In addition, a lack of Christian testimony and service and/or a poor attitude and work ethic will be taken into consideration for exclusion from these honors.

Graduation Requirements

All High School students graduating from ECA must successfully complete a minimum of 54 semester credits. To be eligible for an ECA diploma, 12th grade students must be enrolled full time and are required to be enrolled in at least five courses during both semesters. All other applicable graduation requirements must be completed including the Isaiah Project.

Course Requirements	Semester Credit Requirements
Bible	8 Semesters
English	8 Semesters
Math	6 or 8 semesters*
Science	6 or 8 Semesters*
Social Studies	6 or 8 Semesters*
Physical Education	2 semesters**
Rhetoric	2 semesters
Band/Choir	1 semester
Art	1 semester
Foreign Language	4 semesters
Electives	6 semesters
TOTAL	54 semesters

* Eight semesters are required in two of the three designated courses.

** All students who are members of an ECA or CHSAA sponsored high school athletic team for an entire season will receive one (1) P.E. credit toward graduation requirements. A student may receive a maximum of two P.E. credits for such participation during high school. Eligible students will have participated in at least ninety-five percent of all of the team practices and will have been in attendance for all of the team's games unless prevented by illness or injury. Team managers are not eligible to receive this credit. The credit will be given as a Pass/Fail with no quality points.

*** For students electing band, choir, and/or hand bells, public performances and the Black Forest League clinics are a required part of the elective courses and are not optional activities.

Graduation with Academic Distinction

Graduates who complete the above requirements while completing 8 semesters of Honors or AP Courses will graduate with Academic Distinction.

Graduation with a Fine Arts Emphasis

Graduates who complete the above requirements and add an additional 6 credit hours in either music (Band and/or Choir) or the Visual Arts will graduate with a Fine Arts Emphasis.

Guidance and Counseling

The counseling ministry at ECA is committed to helping students develop their unique God-given talents. There are two general dimensions to counseling at ECA.

- Personal Counseling: The challenges of learning, growing, and living for Christ often confronts students. Students may need wise counsel to assist in wrestling with questions and situations that arise during their formal school years so that they are prepared for life.
- Academic, College, and Vocational Counseling: ECA students are challenged to achieve academically, attend college, or seek work according to their unique gifts for the purpose of glorifying God. To assist in the area, the ECA counseling department maintains a website with useful college information. There are also two yearly parent meetings dealing with financial aid, college scholarship information, class and graduation information, etc... One meeting takes place in the fall semester and one in the spring.

Students need direction and guidance in making these decisions; and parents, administrators, and faculty can provide input to assist students with these decisions.

Homework and Late Work Policy

Responsibility, self-discipline, good study habits, and time management are important skills to be learned. These skills are acquired through training and practice. When used effectively, homework can help develop these skills. Parents should support the development of these skills by encouraging and requiring their student to take responsibility for their homework. Parents should help students establish a regular study time in a place without distractions.

- Grades 7 – 8 60 to 75 minutes
- Grades 9 – 12 120 minutes
- AP and Honors May be more than 120 minutes

Exceptions may occur when special projects are assigned, during testing times, or due to excused absences. If a student consistently spends more than the recommended time on homework, parents should discuss it with the student and, if necessary, schedule a conference with the teacher and/or principal.

Since some of our classes meet on alternating days, homework can be assigned on Wednesday nights. Teachers will be mindful of church activities scheduled for Wednesday night. Every effort will be made to limit the number of tests a student may take in any given day to two.

Students in grades 7 – 12 are expected to be responsible for recording and completing their assignments.

Guidelines for projects and papers as well as instructions for larger assignments may be provided for parents as a tool to oversee and monitor their junior high students' progress, but students in grades 7 and 8 will be responsible for their own work. In high school (grades 9-12), students will receive guidelines and instructions as they will be responsible for their work and monitoring their progress.

Late Work

Grades 7-8

Homework/Classwork is due when the bell rings to start class. **Any homework turned in after the due date will be given a 50% deduction and will be accepted until the next test. Work turned in after the test will receive no credit.** Students who miss tests or quizzes will be required to make them up on the day they return provided they knew of the test prior to their absence (otherwise test makeup date is at the discretion of the teacher). Credit for long term assignments such as papers and projects will be deducted 10% for each day late.

Grades 9-12

Homework/Classwork is due when the bell rings to start class. **Any homework turned in after the time will be given a 50% deduction if turned in by the following day. Assignments not turned in by the next day will receive no credit.** Students who miss tests or quizzes will be required to make them up on the day they return provided they knew of the test prior to their absence (otherwise test date makeup is at the discretion of the teacher). Credit for long term assignments such as papers and projects will be deducted 10% for each day late.

Summer School and Failed Courses

Junior High Students: Grades 7 and 8

- Students must complete passing work for promotion to the next grade level.
- Students receiving a failing grade in any of the core academic disciplines (Bible, Language Arts, Mathematics, Science, or Social Science) must successfully repeat the course through a summer school program approved by the school administration.
- A maximum of two subjects may be repeated during summer school.
- Severe deficiency will require the repetition of the grade. Severe deficiency is defined as failing three or more of the academic disciplines.
- Failure in elective classes will not be considered in promotion or retention decisions. Parents will be advised through a conference with school administration.

High School Students: Grades 9 - 12

- Students receiving a failing grade in any subject must successfully repeat that class before credit can be granted.
- It is encouraged that any subject failed be retaken in a summer school program approved by the school administration. If the class is approved and passed in summer school, the credit can be awarded. Forms for administrative approval may be obtained in the front office.

Textbooks

To instill the importance of stewardship and to extend the life of school materials, all textbooks must be maintained in proper condition and be covered throughout the school year:

- Students sign out their textbooks on Book Inventory Sheets which include the barcode and condition of each book and must turn in their textbooks at the end of the year in the same condition in which they received the book, less normal wear and tear. If there are questions regarding the condition of a student's book when issued, he/she may bring the book to the school office and the inventory sheet will be amended. Students will be issued fines for books that have been damaged or lost.
- If a textbook or manual is lost during the year, the student is charged the replacement cost of the book. Upon receipt of the replacement cost, the student is issued the replacement book and the inventory is marked accordingly. If the book is found later, a refund is issued less a \$5 service fee.

ATHLETICS AND CO-CURRICULAR ACTIVITIES

Academic Policies and Eligibility

Athletics, Drama, Matchwits, Praise Team, Student Council, and Class Council

Secondary Requirements

The Athletic Director and Secondary Administration will determine ECA's academic standards for participation in athletics. These standards may be more stringent than those of the Colorado High School Activities Association (CHSAA).

- Academic eligibility for student participation in school-sponsored athletics will be reported to the Athletic Director.
- Athletes on academic probation may be prohibited from practicing with the team or from participating in competitions.

ECA Secondary Requirements

Students placed on academic probation will be subject to the following measures and/or restrictions:

- Probationary status will carry over from one academic year to the next year, one semester to the next, one quarter to the next, and one progress report period to the next.
- Students placed on academic probation for the first time will receive a warning, meaning that the student has one week of grace in which he/she may participate in co-curricular activities (students placed on academic probation for the first time at the end of a semester may be given grace for more than one week).
- This week of grace will give the students an opportunity to raise their grade(s) in the subjects contributing to academic probation.
- Any week after the first warning, if a student receives two D's or one F, he/she will not be allowed to participate in co-curricular activities for that week.
- Students placed on academic probation for a second non-consecutive time will be immediately ineligible to participate in co-curricular activities for that week.
- Students placed on academic probation for a second consecutive published report will be ineligible to participate in co-curricular activities until the next formal grade report.
- Students on academic probation may not be excused from any academic class or study hall to be involved in co-curricular activities. Responsibilities and obligations related to another class in which the student received a grade will be permitted; i.e. drama, ensemble, band, or choir performances.
- Students placed on probation may have to relinquish student leadership positions during the probation including but not limited to class offices, Student Council positions, positions as team captains, and/or club offices.

Colorado High School Activities Association Requirements

The Colorado High School Activities Association (CHSAA) rules require the following:

- In the judgment of the administration of the student's school, he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship.
- During the preceding semester of attendance, the student must not have failed more than one credit.
- During the period of participation, the student must be enrolled in courses offering a minimum of five credits per semester and must not be failing more than one credit.
- A student may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10 for the second semester. (Winter sport athletes who have been declared ineligible for the first semester and did not participate in a fall sport shall use the formal grading period closest to the beginning of winter practice to determine if eligibility is regained.)

Athletic Participation

The opportunity to participate on ECA athletic teams is open to the following:

- All ECA and Collegium students
- Christian home-school students whose family controls the student's transcript, and who register the student with School District 11 as a home-schooled student.

- Christian school students whose school does not offer athletic programs or does not offer a sport that ECA offers, and whose district of attendance or district of residence is within the boundaries of School District 11.

Students who attend and/or receive a transcript from a public or charter school are not eligible to participate. In addition, students who withdraw from ECA to attend another school (regardless of whether it is a Christian school or not) are immediately ineligible to participate on ECA athletic teams for the remainder of the withdrawal year as well as for two full, subsequent school years, beginning with the start of the next school year after withdrawal.

Co-Curricular Programs

Theatre

The drama program gives ECA students the opportunity to be involved with drama productions throughout the school year. Students will be involved with all aspects of the production from acting to stage management.

Matchwits

Matchwits is an academic team with competitions held among schools in the Black Forest League (BFL) and is eligible to participate in regional and state competitions based on success at the league level. ECA competes in five meets from October through February at the high school level (grades 9-12).

Matchwits competition is also available to ECA junior high students (grades 7 and 8), and the three monthly meets are in January, February, and March.

The ECA Matchwits teams are made up of students chosen by the sponsor based on faculty recommendation, and students who participate in Matchwits on the high school level are eligible to earn a letter.

Matchwits is dependent on student interest and sponsor availability.

Praise Team

Interested students may audition for the ECA praise team. The praise team will assist in chapel worship and may be invited to assist in worship in various capacities throughout the year.

Student Council

The Student Council serves:

- to aid in the development and oversight of activities and events relevant to the student population subject to the oversight of administration.
- as a means of policy representation and application for students in relation to administration.

The Student Council:

- maintains central involvement in the promotion of spiritual and academic development within the student population.
- is responsible for student elections and campaigns for student offices.
- is responsible for regulation of all class functions under the overall supervision of the Administration.
- Student Council provides leadership opportunities for 9th-12th grade students through elected class officer positions.

General Requirements for Secondary Letter Awards

- ❖ A block-style chenille letter is presented by the school to each participant the first time he/she earns a letter (athletics or academics).
- ❖ An insignia symbolic of the sport in which the participant lettered is provided by the school and may be worn on the letter.
- ❖ The athletic letter is to be worn on the upper left front of the letter jacket.
The academic letter is to be worn on the upper right front of the letter jacket.

1. Letter winners must be members of the varsity team in good standing upon the completion of the season.
2. Letter winners must be eligible under the rules of CHSAA in addition to scholastic, citizenship, and any other rules as set forth by ECA.

3. A varsity letter may be awarded to seniors who have been regular members of a squad for four years provided they have not been awarded a letter in that sport before.
4. A varsity athletic letter may be awarded to any participant who is injured while participating on a varsity team, or who is forced to discontinue varsity competition because of circumstances beyond his/her control, and who in the opinion of the coaches and athletic director would have earned a letter had these circumstances not arisen.
5. Varsity athletic letters may be awarded to athletes who participate in state level competition (see below for more details).
6. Varsity participants who do not letter will receive a Varsity Certificate of Participation.

Sport-Specific Requirements for Secondary Letter Awards

In addition to the above general requirements, the participants must fulfill specific requirements under each varsity sport as listed below. Each head coach will submit to the Athletic Director which team members satisfy the specific requirements for a letter award.

BASEBALL – Play in 1/3 of all innings that the team has completed. Pitchers may receive special consideration because of rules regulating the number of innings they can pitch. Also, each team member who is on the roster for the final weekend of competition (Final 4) will also letter.

BASKETBALL – Play in 1/3 of all quarters that the team has completed. Also, each team member who is on the roster for the final weekend of competition (Great 8) will also letter.

CROSS COUNTRY – Must run in 2/3 of all meets, and must achieve the following once: girls run under 25:00; boys run under 21:00. Also, runners who qualify for the state meet (top 15 individually; top 40% teams) will also letter.

SOCCER – Play in ½ of all the halves that the team has completed. Also, each team member who is on the roster if the team advances to the State Quarterfinals will also letter.

TRACK – Earn an average of at least 2 points in each of the regularly completed meets during the season. Also, student-athletes who qualify for the State Meet will also qualify.

VOLLEYBALL – Play in 1/3 of all the sets that a team has completed. Also, each team member who is on the roster for the final weekend of competition (Final 12) will also letter.

Travel – Secondary Athletics

- Behavior in school vans is to be no different than the behavior expected while on school grounds.
- Athletes are required to travel to and from games with the team.
- Athletes may travel home with their parents if they have permission from their coach. Coaches do have the option of requiring players to travel home with the team.

ATTENDANCE AND TARDINESS

Attendance

In accordance with Colorado State Law, ECA must operate for 172 instructional days each year. If an Elementary student is absent from school, parents should notify the Elementary school office by 9:30am to request homework. If a Secondary student is absent from school, will be late to school, will be leaving school for an appointment and returning to school, or will be departing school early, parents are to notify the Secondary school office no later than 8:15am. Regular attendance is expected of all students and is necessary for success in school. However, parents are requested to keep students at home if they show any symptoms of illness. Exhibiting symptoms of a common cold is sufficient reason for keeping a student home, since more serious diseases often begin with cold-like symptoms.

Junior High School

Any Junior High School (grades 7 and 8) student who misses more than twenty (20) days during the school year may be retained in his or her present grade. Excessive absences (which may be evaluated each semester) may be occasion for a student's retention in the present grade according to the discretion of the school administration or may result in the expulsion of the student.

High School

Excessive absences may be occasion for a student's removal from a class or classes at the discretion of the Secondary Principal. Any student who misses more than thirteen (13) class periods of a given class during a semester may not receive credit for that class. It is for this reason that parents are strongly encouraged to plan family trips outside of the school year.

Excused Absences and Tardiness

- Illness or injury - If a student is ill or injured, the school office is to be contacted by 8:15am. Parents may leave messages on the school answering machine or speak with office personnel stating the specific reason for the absence or tardiness.
- Death in the family - If a death in the family occurs, the student's absences are excused.
- Physician or dental appointment - Although excused, we encourage students or parents to schedule these appointments outside of school hours.
- Prearranged - For a prearranged absence, a parent must obtain a Request for Pre-Arranged Absence form from the Secondary school office to be completed and submitted to the administration for approval at least **3 days prior** to the absence. During any absence, students are responsible for all work missed during the absence. It is the student's and parent's responsibility to obtain assignments missed during absences.

For all absences students have one day for each missed day to complete the assigned work, unless special arrangements are made with the teacher and administrator.

Unexcused Absences and Tardiness

- Any absence without a written or verbal explanation from a parent or guardian within 24 hours is automatically determined to be an unexcused absence.
- In the event a student's absence is unexcused, the student will be required to make up all missed work and receive a deduction in their grade (as explained in the ECA Discipline Procedure detailed in the Conduct and Behavior Standards section)
- For an excused tardy to be granted, the parent must accompany the student to the office or send a written note stating the specific reason for the tardy arrival.
- Students can be tardy four times a quarter without consequence. We understand there are times students are running late to class or school and this allows for some of those life situations which results in tardiness. Tardiness does disrupt the learning environment and student progress, so excessive tardiness will result in appropriate student discipline.
- Examples of unexcused tardiness are:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Failure to provide a written or verbal explanation by the parent for a tardy that would otherwise be excused

Partial-Day Absences

- In cases of late arrival, students must turn in work and receive missed assignments.
- Students who leave early must turn in work and get assignments for classes to be missed prior to leaving school.
- Students must be in attendance for a minimum of one half of that school day to participate in any co-curricular activity or event.
- Students absent from the entire school day are ineligible to practice or participate in athletic events or other student co-curricular activities on that day, unless the Administration approves the absence in advance.

Leaving School During the School Day

- All students must report to the office before leaving campus. Parents must be notified before action is taken.
- A student who must leave campus during the school day will present a parental note to the school office upon arrival at school. For students in 11th grade and below who do not drive, a parent must be present to sign the student out before leaving campus. Students shall also report to the office to receive an admittance pass upon returning to school.

Hall Passes

Students in hallways during class time must have appropriate hall passes. Only passes given by faculty or staff members are acceptable for hallway privileges. Students arriving late to a class must obtain a tardy pass from the previous teacher or, if no teacher was involved in the tardy, the student is to proceed to his/her next class and be assessed an unexcused tardy by the receiving teacher

Off-Campus Instruction Days

- It will be announced at lunch that students should plan to take their books home with them that afternoon. If school is cancelled the following day, the Renweb Parent Alert will be activated and the prompt on the television should read **Evangelical Christian Academy NO SCHOOL, Off Campus Instruction Day**.
- For secondary students, work will be posted on Renweb by 9:30am. Students are responsible to **complete these assignments and bring them to class on the next scheduled school day**. We ask our teachers to be available during the morning of the OCID (9:30am to 12noon) for email questions. (Their addresses are the first initial, last name @ecaeagles.org (like mjones@ecaeagles.org if Mark Jones was a teacher). Students have been reminded to take their school books home if the weather forecast appears conducive to an OCID.
- With Google Classroom, Secondary Student may be required to log into each of their classes at the normal class times to be considered present for the day. Teachers may use their class time for instruction or to explain and assign work for students.
- **If we have a normal day of school or a delayed start, classes will go as scheduled and assignments/work will be given in class.**

CONDUCT AND BEHAVIORAL STANDARDS

Behavior Expectations

Teachers and administrators have the responsibility to respect students as individuals and to treat them fairly without prejudice or bias at all times. Because the classroom dynamics and environment may differ depending on the subject or even from day to day within a given course, it is the teacher's responsibility to communicate to clear classroom behavioral expectations. A teacher's expectations for student conduct shall be consistent with the administration's overall conduct expectations. The teacher, as the recognized authority in the classroom, has the responsibility to provide classroom discipline consistent with a positive learning environment.

The Secondary Behavior Policy exists to:

- provide an environment that will enable ECA students to succeed in their academic programs.
- maintain high standards of Christian character as directed in the ECA Vision Statement.
- provide a structure for parent–teacher communications relative to their student's behavior in the classroom.
- elicit change in a student's behavior and restoration of the student as a positive and productive member of the class.

Although a part of the discipline policy of the school, this policy is meant to address those behaviors within the classroom that directly impact the learning environment for the individual student and/or the entire class. It is to be implemented only after a teacher's specific classroom discipline policy is ignored by students, is no longer effective, or if the student behavior is so blatant that it needs immediate attention.

Discipline Procedure

For those students who are a discipline problem in the classroom, the following steps typically apply:

1. The student will be corrected by the teacher. Teachers will be expected to have clear, communicated rules and expectations for classroom behavior and consistently enforce those expectations. If a student is showing signs of becoming a behavioral problem, a phone call or email home from the classroom teacher is expected.
2. If a student does not correct his/her behavior, that student will be sent to the office and will miss the remainder of the class. Students who miss any class time for discipline will be required to make up missed daily work and quizzes but will receive a 40 percent deduction on the grade. Students will be allowed to make up test and projects but will receive a 25 percent deduction on their grade. Final or quarter exams will be given a 15 percent deduction on their grade. A phone call home to parents from the administration will accompany this step. Students will return to their next class once the bell rings.

If a student's misbehavior continues and the student is again removed from class, appropriate discipline will be decided by the administration.

Academic Probation Purpose and Definition

The Secondary Academic Probation Policy exists to:

- Enable ECA students to succeed in their academic programs.
- Maintain high standards of academic achievement as directed in the ECA vision Statement.
- Provide a structure for parent-teacher communications related to the student's academic performance.

ECA students receiving two D's or one F on a published report (e.g., progress report or report card) fails to meet minimum academic standards for ECA and will be considered for academic probation until the student shows improvement. Students on academic probation who fail to demonstrate effort and improvement in deficient areas may jeopardize their enrollment at ECA.

Academic Guidelines

To ensure continued student academic progress and success, the following academic guidelines have been identified:

- The progress of students on academic probation will be monitored. Parents can follow their student's progress on Renweb. It is recommended that students on academic probations should:

- use a student planner or an assignment book.
- complete all assignments on time regardless of credited value.
- Automatic progression to the next level of a foreign language will require a grade of C- or above. At the discretion of the instructor, a student with a grade below a C- may be allowed to progress to the next level on a probationary status.
- Automatic progression to a higher level of math will require a grade of C- or above. At the teacher's discretion, a student with a grade below a C- may be allowed to progress to the next level on a probationary status. Students may be able to take another math course, but they cannot progress to a course that is based on mastery of the failed prerequisite information.
- Continued participation in co-curricular activities requires students to be in good academic standing. Students on academic probation for two consecutive quarters may be asked to withdraw from the program or activity at the end of the semester.

Consequences of Academic Probation

Students placed on academic probation will be subject to the following measures and/or restrictions for the next grading period.

- Probationary status will carry over from one academic year to the next, i.e., a student placed on academic probation for grades received for the fourth quarter will be on probation to be determined by the administration.
- Students on academic probation may not be excused from any academic class or study hall to be involved in special, co-curricular, or sports activities, except with the approval of the administration.
- Students placed on academic probation will relinquish any student leadership position during the probation period and may be prohibited from participation in school-sponsored co-curricular activities. This includes, but is not limited to, Chapel leadership, class offices, Student Council positions, positions as team captains, and/or club offices.
- Co-Curricular:
 - The Athletic Director and Secondary administration will determine the ECA academic standards for participation in co-curricular activities. These standards may be more stringent than those of the Colorado High School Activities Association (CHSAA).
 - Academic eligibility for student participation in school-sponsored athletics will be reported to the Athletic Director.
 - The Athletic Director and/or administration will determine student participation in practices/competition.

Continued Enrollment - Secondary

The Administration will review the status of all students who have been on either academic or classroom behavioral probation for two or more grading periods during the academic year. Recommendations for continued enrollment will be based on the student's abilities, attitude, and potential for success in their individual course of study.

DRESS CODE - SECONDARY

All apparel must be neat and clean, modest in design, and worn in an appropriate manner. Clothing, jewelry, or other items with reference to rock groups, gangs, New Age, drugs, alcohol, Satanism, death, immorality, racially/religiously inflammatory language or other worldly expression in lettering or pictures are unacceptable for a Christian school and may not be worn at any ECA activity. ECA's dress standards may not always be required for some after school activities and events; however, neatness and modesty are still expected at all school related activities. The school administration will have the final determination as to whether or not specific standards of neatness and modesty are being met, and/or whether certain apparel is in violation of the dress code

General Standards

- All apparel must be clean and neat (free from rips, tears, holes, cuts or hems that are frayed)
- Properly sized (not form-fitting, tight or oversized)
- Worn appropriately (buttoned or zippered), with undergarments not visible
- Not draw undue attention to self or be distracting for others

Tops

- All shirts, tops, blouses, polo shirts, dresses, and dress shirts must be collared (button shirt with fold down collar, no T-shirts). Buttoned shirts may have the top two buttons unbuttoned.
- Short sleeve, 3/4-length sleeve or long sleeve
- Tops/Shirts may be worn untucked if it does not go past the hipline(the line formed by measuring the hip at its greatest point)
- T-shirts, midriiffs, tank tops, tube tops, camisoles, or sheer or lacey fabric with visible undergarments may not be worn as outer shirts and must be tucked in.

Jackets/Sweaters/Shawls

- Sleeved sweaters, vests, and sweatshirts, and hooded pull-over sweatshirts are permissible
- Sweaters and sweatshirts should be plain or may have an ECA logo.
- All sweatshirts and sweaters must be worn with a collared shirt underneath
- Zip-up jackets (fleece, sweater, or sweatshirts) with or without hoods (if logoed, it must be ECA) may be worn over a collared shirt.

Outerwear

- Cold weather coats/gloves/headgear may be worn outside, but must be kept in lockers during the school day
- Only ECA letter jackets permissible in classrooms
- Caps, hats, and sunglasses may not be worn inside the school building during school days

Bottoms

- Properly fitting (skin tight or oversized is not acceptable) modest pants (no neon)
- Must be worn securely around the waist and properly hemmed or cuffed ankle-length pants
- Skirts, jumpers and dresses must be hemmed and lay no higher than four inches above the knee when student is kneeling erect on the floor. Walking slits may extend no higher than four inches above the knee
- Shorts and capris may be six inches above the knee
- Camouflage, bellbottom, sweatpants, warm-ups, wind pants, hip-huggers, jeggings, yoga pants, spandex, baggy, low-riders, low/short rise, drawstring, overalls or blue jeans may not be worn.
- Blue jeans may only be worn on specified "School Spirit" days only with **ECA wear (ECA shirt, sweatshirt, or royal or white polo)**. **ECA wear can be purchased online, follow the link the ECA Website or follow this link: <http://www.mylocker.net/colorado/colorado-springs/evangelical-christian-academy/in/index.html>**

Shoes

- May be dress shoes, sandals, athletic shoes, or boots and must be worn at all times during the day.
- For safety reasons, shoes must be tied, or firmly secure, with a back strap over the heel.

- Plastic, rubber shower-shoes, flip-flops or slippers may not be worn.
- Shoes may be worn with socks, leggings, tights or hosiery (no fishnet or lace stockings).

Jewelry/Body Art

- Piercing hardware may not be worn
- Belt chains, dangling key chains or long necklaces may not be worn
- Earrings that are moderately sized may be worn by females
- Tattoos in any visible form are not acceptable, including temporary tattoos. Should a student have a tattoo, they must wear clothes to cover.

Hair

- Hair should be a natural hair color
- Neat, clean, groomed and of appropriate length and style for school activities

Exceptions

- Physical Education classes require a specific ECA athletic t-shirt with appropriate sweatpants or shorts
- Extra-curricular activities require specific ECA dress (team uniforms, formal choir attire, etc.)
- Blue jeans (no frays, rips or legs cut off) are only acceptable on School Spirit Fridays, **ONLY if an ECA shirt or sweatshirt is worn.**
- During school spirit week students may wear specific theme related clothing within the dress guidelines

If questions arise concerning the appropriateness of a student's apparel, the administration will be the final judge.

Secondary After-School Activities and Functions

When students represent ECA in an official, off-campus capacity, standardized dress may be required. Examples include: Matchwits, Student Council, Isaiah Projects, field trips, and class trips

The principles of modesty and neatness in dress are to be upheld at all ECA school functions including, but not limited to athletic events, school field trips, student functions, etc...

Secondary Dance Dress Guidelines

- The dress or top must cover bra straps and be modestly covering undergarments.
- No more than a hand width from the clavicle to the top of the dress (i.e. modest neckline). No strapless or one strap dresses are permitted.
- Skirt length must meet the ECA dress code standard described above even with hands raised
- There should be sufficient ease in the fit of the dress so that figure form is modest and respectable. The dress should not be excessively tight.
- Two piece dresses are not permitted unless the midriff is covered even when hands are raised.
- Open back dresses are not permissible (dress should cover lower mid and lower back).
- If a covering is worn that makes the dress acceptable (and it is not acceptable without the covering) it must be worn for the entire evening.

Secondary Physical Education Dress Code

- Students must purchase an ECA T-shirt for Physical Education (PE) class.
- Only ECA T-shirts with sweatpants or shorts are acceptable for PE.
- PE shorts should be one color and should not hang below the knees.
- Extremely short or tight shorts are not allowed.
- Students who are not dressed appropriately will receive a "0" for participation that day.
- Students who are not dressed appropriately and not excused from PE may be required to write a report on an assigned topic for that day.

ENROLLMENT AND WITHDRAWAL POLICIES

Homeschool Student Policy

The Secondary campus of Evangelical Christian Academy may screen prospective Secondary students for proficiency in Mathematics, Language Arts, Science and Social Studies/History. These evaluations may include but are not limited to: written math and language arts exams, and minimally, oral interviews covering Bible, science and history. Appropriate academic records providing documentation consistent with the State of Colorado statutes regulating home school students are required from home-schooled families. These records include but are not limited to attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903 C.R.S.

In order to maximize student academic success, ECA reserves the right to place all students at a grade level consistent with their abilities. The Secondary Principal will be the final authority regarding placement and acceptance of students.

Transfer of home school coursework for credit towards a high school diploma from Evangelical Christian Academy must be documented and must comply with all State of Colorado statutes. These records include but are not limited to attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903 C.R.S. Credits will be evaluated based on the number of instructional hours AND on the amount of material covered. Non-traditional courses may not meet minimum academic requirements for graduation, but upon review, may be accepted for elective credit. Homeschool coursework should have course outlines detailing scope and sequence of each class in order to transfer in credits with quality points. If this information is not provided, then credits can be transferred in as a passing grade with no quality points. The Secondary Principal will be the final authority regarding placement and acceptance of students. A pre-approval/final approval form for alternative and homeschool credits may be obtained in the secondary school office and must be filled out prior to starting the course.

WITHDRAWAL FROM ECA

Should a student be withdrawn from school for any reason during the academic year, the following procedure should be followed:

No later than the student's last day of attendance, the Student Withdrawal Form (available in the Secondary office) must be completed:

- The student must present the withdrawal form to each of his/her teachers for an exit grade and signature; to the librarian to initial and verify that all library books and materials have been collected and fines or dues have been paid; and to the Business Office to verify any outstanding obligations.
- All textbooks must be listed on the withdrawal form and turned in to the school office, and the withdrawal form will reflect that this has been completed and all damage/loss fees, if any, have been paid.
- The student must empty and clean his/her desk or locker and pass inspection by Administration, to be reflected on the withdrawal form.
- The parent must submit the completed withdrawal form and a written letter of explanation for the withdrawal to the administration before departure.
- Student fines, fees, tuition, and obligations must be paid before leaving. Student records (except for medical/shot records) cannot be released until all outstanding obligations are paid.
- Annual tuition for foreign exchange students is non-refundable.

SAFETY

INCLEMENT WEATHER

Delayed Start

Delayed start will be called no later than 6:00am. A delayed start means that school will begin 2 hours later than normal at both the Elementary and Secondary campuses and that Pre-Kindergarten will be cancelled at the Elementary campus. On delayed-start days, Elementary students should arrive at the gym no earlier than 10:00am. After 3 Pre-K cancellations, the teacher will schedule make-up days.

Delayed Start on Wednesday (Chapel Day):

At the Elementary campus, if Chapel focus is a speaker, Chapel will be cancelled for that day. If Chapel focus is a class program (other than Pre-K), then Chapel will be held at 1:00pm that day. At the Secondary campus, the specific Chapel time will be determined at the beginning of each school year.

Shuttle Service on Delayed Start Days:

It may be in the best interest of ECA as a whole to hold school even when some of our surrounding school districts are having inclement weather. In these rare cases, we may cancel the shuttle service and still elect to hold school. The shuttle cancellations will likely be due to dangerous conditions for "high profile vehicles", like our bus and shuttle fleet. On these occasions, parents will be responsible to get their children to school if the conditions are safe enough for them to travel.

Cancellation (No School)

Cancellation will be called no later than 6:00am. If a late start has already been called and the weather conditions continue to deteriorate, every effort will be made to call a cancellation prior to 7:00am.

Early Dismissal

- On a day when school is in session and the weather becomes questionable, parents should expect a Renweb Parent Alert call and can check with the ECA website for updates on school closures. An early dismissal, if called, will be called by 10:00am. Early dismissal means that classes at the Secondary campus will end at 11:30am and that the Elementary campus will close by 12:00 noon.
- Parents should review the procedures with their children to make sure they know what to do and where to go if school is dismissed early or if the weather looks bad for the day. It is very important to listen to the radio, TV, or check the above website on stormy days.
- If the parent is concerned about the weather conditions, students may be picked up at any time. Secondary students who drive to and from school may be excused to leave school at any time only if the parent has phoned the school office to request the departure.

Secondary

- A student driver should have clear directions from his/her parents as to whether he/she should drive in poor weather conditions.

TRAFFIC PATTERNS (see maps below)

From 7:30-7:55am, all vehicles are required to enter the campus from North Carefree Circle and exit onto Nonchalant Circle South or return to North Carefree Circle. It is of utmost importance that no one enters the campus from Nonchalant Circle South during these times. When dropping off your student, pull forward as far as possible before allowing your student to exit the vehicle and do not enter the ramp. High School students arriving before 7:50am are to wait quietly *by their lockers or in the hallway*. Junior High students dropped off before 7:50 a.m, should wait in Room 115 (Lunchroom) until dismissed to go to their lockers.

From 2:45--3:15 pm. All vehicles picking up High School students or Junior High students with High School siblings are required to enter the campus from North Carefree Circle and exit by returning to North Carefree Circle When picking up

students, form a single-file line along the building and do not enter the ramp. *All* students waiting to be picked up are to wait *only* on 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; parents are not to wait in that area either.

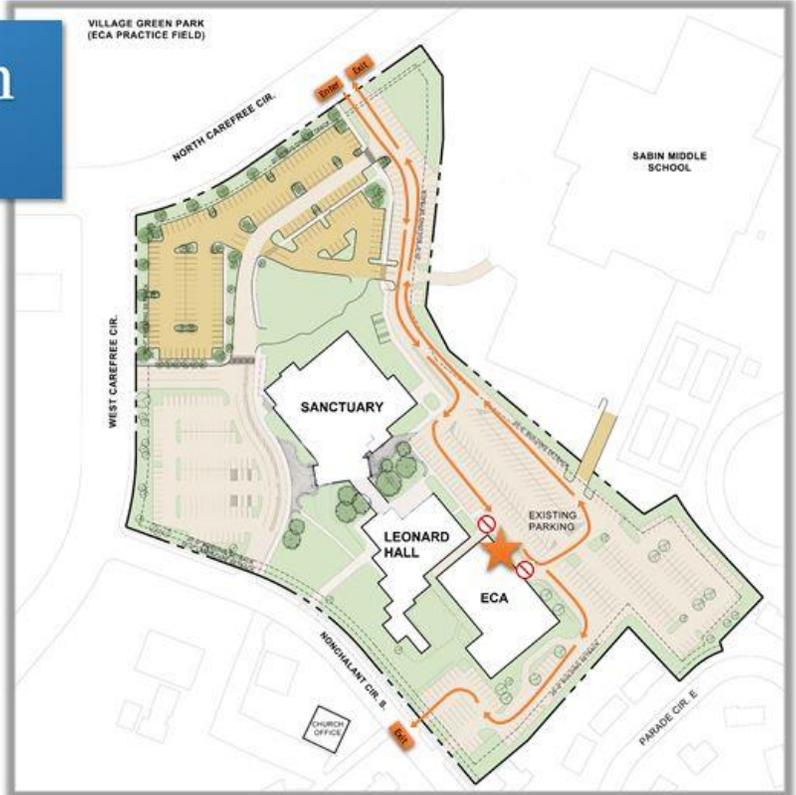
From 2:45--3:15 pm: All vehicles picking up ONLY Junior High students should enter and exit off Nonchalant Circle South. Students will be picked up in the ½ circle by the lower gym entrance. Junior High students picked up at the lower gym entrance should wait in the area outside the library until their ride arrives.

Evangelical Christian Academy

Secondary Campus Drop-Off Plan (7:30 AM – 7:55 AM)

★	All Students Drop-Off Location	Drop-Off route is in orange
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⊘ Please do not enter the ramp near the front ECA entrance (orange star). The ramp is for the shuttle only.



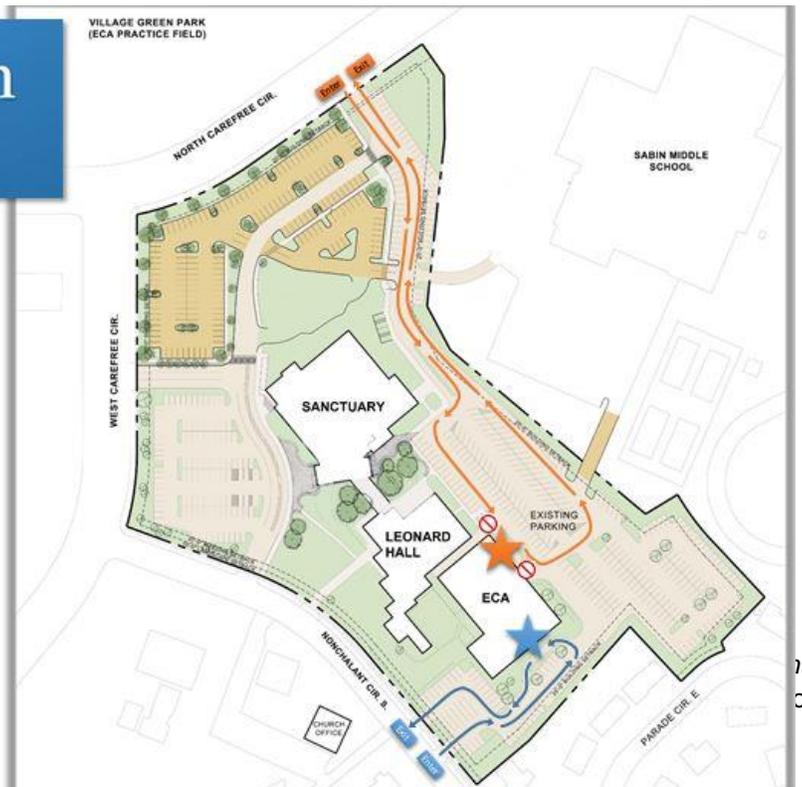
Evangelical Christian Academy

Secondary Campus Pick-Up Plan (2:45 PM – 3:15 PM)

★	Senior High Pick-Up Location	Senior High route is in orange
★	Junior High Pick-Up Location	Junior High route is in blue

If you have children in both senior high and junior high, please use the senior high pick-up location.

⊘ Please do not enter the ramp near the front ECA entrance (orange star). The ramp is for the shuttle only.



SECONDARY FEES

Secondary Athletic Fees

- Enrolled students: An athletic fee of \$210 is charged each time a student tries out for an athletic team. This fee helps support the athletic programs at ECA as well as support transportation costs.
- Collegium students: An athletic fee of \$210 is charged each time a student tries out for an athletic team. This fee helps support the athletic programs at ECA as well as support transportation costs.
- Non-enrolled students (including home-school students and students from other Christian schools): An Athletic fee of \$455 is charged each time a student tries out for an athletic team of which \$225 helps support the athletic programs at ECA (equipment, uniforms, officials, facility, etc...) and \$230 provides for athletic administration, transportation, and required processing and paperwork beyond the required paperwork for enrolled students. Students not making the team will have their fee refunded.
- Once the activity has started but not yet 50% complete, the student withdrawing can be credited 50% of the fee.
- A non-refundable \$10 late fee will be billed to the family's ECA account, in addition to the replacement cost of any uniform or equipment not returned promptly, laundered and in good condition, within one week of the end of the season.

In order to enable non-ECA students to become better acquainted with our student-body and to enable them to be informed representatives of ECA, regular chapel attendance is highly encouraged.

Secondary Student Fees

Athletics (per sport)	\$210
Theatre Cast / Crew	\$210 cast/\$140 crew
Physical Education T-Shirt (required)	\$11
Band Instrument Rental (per semester)	\$60
Advanced Placement Courses (per class)	\$105
Graduation Fee	\$115
JH and HS Matchwits	\$30
Student Activity Fee (yearly admission to all regular season athletic contests)	\$11

STUDENT LIFE

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 and inventory 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.

7. 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 |
| Total for all years | 70 hours |

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 online at www.myhotlunchbox.com
- 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 12th 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 an 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.