

# STUDENT PARENT HANDBOOK – GENERAL SECTION

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# **An Introduction to the Student Parent Handbook**

The Student Parent Handbook of Evangelical Christian Academy is designed to be a helpful document which is intended to make clear the policies and procedures of the school that impact parents and students. Each parent is expected to read this document, abide by it, and promote adherence to it by each parent and student in the family. We ask that you pay special attention to the Statement on Marriage, Gender, and Sexuality and the Final Authority for Matters of Belief and Conduct found under Beliefs and Principles on page 4.

The Handbook is now accessible as an online document. For understanding and ease of access, the Handbook is organized in major categories (General, Elementary, and Secondary) for convenient access to smaller sections which address specific issues.

A set of rules is necessary in a school like ours to maintain order and clarity. Willing cooperation with the guidelines of this Handbook is expected and appreciated.

While the majority of the Handbook has been around for years, updates are made to it periodically. If a topic is addressed that might have serious implications for a families enrollment at ECA, we attempt to provide clarity to those sensitive subjects prior to the enrollment cycle for the upcoming year. The school reserves the right to add, subtract or modify portions of this Handbook at any time.

If you find that you have a question about any policies, guidelines or their interpretation, please contact the administrator, faculty or staff member closest to the issue. Our hope is that concerns can be quickly and efficiently addressed in this way. The Handbook also addresses other ways to address specific concerns that might arise.

We hope and pray that every student, parent and family can find their special place within the ECA school system. We represent a rare place in society that promotes a Bible-based Christian culture of people committed to "training up children to pursue their purpose in Christ."

## **"Train up a child..."**

As modern psychological theories penetrate more deeply into popular consciousness, there is growing recognition of the crucial character of early childhood experiences. It has long been an established fact that a child's diet determines to a large extent his physical wellbeing in later life. More recently, it has been recognized that unpleasant emotional experiences in childhood often reappear at a later time in the form of both physical and mental illness.

All of this has resulted in a tremendous emphasis on childcare and child psychology. Parents have at their disposal a vast amount of literature to tell them what the best foods for their children are at every age. They are confronted with numerous warnings of the disastrous consequences of the wrong kind of experiences to which they may subject their children. It is a foolish parent, indeed, who completely ignores the advice of those who are recognized as the experts in childcare and training.

Impressed as men are by the new theories of nurture, they are often singularly heedless of the precepts of Scripture concerning child training. Long before modern psychology began to teach the importance of early childhood experiences, the Word of God had this advice to offer:

"Train up a child in the way he should go: and when he is old, he will not turn from it."

Proverbs 22:6

Or again,

"Fathers, do not exasperate your children;  
instead, bring them up in the training and instruction of the Lord."  
Ephesians 6:4

To neglect the instruction of children in the Word of God is just as disastrous as to fail to give them a proper diet. The lack of the one may deform the body, but the lack of the other will destroy the soul. Nothing can substitute for the fear of the Lord from the earliest years of life. Without the firm direction of the Law of God, the child is left to wander through a maze of conflicting experiences that can only end in bewilderment and frustration. Without the promises of God's covenant of salvation, a child is bereft of the sense of security and belonging so important to his stability and maturity.

Teaching the Word of God in the church and in the home occupies a place of importance in child training which is second to none. How are you discharging your responsibility to the children who will be tomorrow's men and women?

**"Train up a child in the way he should go: and when he is old, he will not depart from it."  
Proverbs 22:6**

Adapted from Great Commission Publications

## **Beliefs and Principles**

### **Organization**

Evangelical Christian Academy is a Colorado non-profit 501(c)(3) corporation. The Board of Directors consists of between 8 and 13 members, with specific classes of board representation including elders and members of Village Seven Presbyterian Church, as well as some at-large members who come from other churches with children enrolled at ECA. All members of the ECA Board are first approved by the Session of Village Seven Presbyterian Church as afforded them in the ECA Bylaws. The church office is located at the following address:

Village Seven Presbyterian Church  
4055 Nonchalant Circle South  
Colorado Springs, CO 80917

The Superintendent of ECA serves as an ex-officio member of the ECA Board. The Superintendent is the primary conduit between the ECA Board and the school administrators, faculty and staff. The Superintendent oversees the Principals of the each school and the business office manager.

The faculty members work under annual contracts which are approved by the Board and administration.

### **Mission Statement**

Evangelical Christian Academy exists to partner with parents and their church to educate, equip, and empower students to pursue their purpose in Christ.

## **Vision Statement**

Evangelical Christian Academy seeks to affect the Kingdom of God, by the power of the Holy Spirit, through students who are mature in their Christian faith and effective in their church, family, work, and world for the glory of God.

## **Statement of Faith – Revised: May 2019**

- We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
- We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.
- We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.
- We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.
- We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.
- We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises.
- We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.
- We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.
- We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.
- We believe that God has defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.
- We believe that God immutably creates each person to reflect His image as male or female.

## **Statement on Marriage, Gender, and Sexuality**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1Cor. 6:9-10)
- We believe that in order to preserve the function and integrity of Evangelical Christian Academy as the local Body of Christ, and to provide a biblical role model to all students and parents of the

ECA community, it is imperative that all person employed by ECA in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1Thess. 5:22)

- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1Cor. 6:9-11)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Evangelical Christian Academy.

### **Final Authority for Matter of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Evangelical Christian Academy's faith, doctrine, practice, policy, and discipline, our board of directors is ECA's final interpretive authority on the Bible's meaning and application.

## **Partnership of the Home, Church, and School**

The Bible is filled with examples and guidelines for parents. The Scriptures clearly establish parents as having the responsibility to teach and train (educate) their children (Deuteronomy 6:4-9, Deuteronomy 31:13, Psalms 78:5-8, Proverbs 22:6, Isaiah 28:9, Isaiah 38:19, Ephesians 6:4). There are numerous options available to achieve educational goals, and ECA exists to assist parents in this endeavor. The home, church, and school should complement each other, integrating the student's spiritual, academic, social, and physical development. The home, church, and school are in a partnership. Evangelical Christian Academy strives to provide its students with a Christ-centered education of high academic quality so that they may be prepared to take an active, vital place in the home, church, state, and in their future vocation by applying Christian principles in a Biblical manner that is glorifying to God.

By enrolling their student at ECA, parents and/or guardians have agreed to support the school in the education of their child and to participate in the life of the school. Enrollment at any educational institution represents a transfer of authority from the parents to the school for the period of time the child is under the care and nurture of the school. All ECA parents/guardians are required to read and agree to adhere to ECA rules and policies, including but not limited to the policies concerning: academic and graduation requirements, dress code, discipline, academic and behavioral probation, and requirements for athletics and co-curricular eligibility. ECA reserves the right to dismiss a student from enrollment when there is refusal to adhere to this Handbook on the part of the student and/or their parent, guardian, or host. Parents should discuss any questions or disagreements concerning school policy with the administration prior to enrollment.

## **Accreditation, Associations and Memberships**

ECA (K – 12) is accredited by the following organizations:

- **Association of Christian Schools International (ACSI)**
- **National Study of School Evaluation (NSSE)**
- **Association of Classical and Christian Schools (ACCS) – 2016 Accreditation Candidate**

Evangelical Christian Academy is a member of the following associations:

- **Association of Christian Schools International (ACSI)**
- **Association of Classical and Christian Schools (ACCS)**
- **Colorado High School Activities Association (CHSSA)**

ECA must comply with all bylaws and directives set by CHASSA

- **Black Forest League (BFL)**

For High School sports including: girls' volleyball, basketball, boys' baseball, track, Junior High girls' volleyball, basketball, and track and field.

- **Christian School Athletic League (CSAL)**

Elementary and Junior High soccer, Elementary basketball, Elementary girls' volleyball, Elementary boys' wrestling, and track and field

- **Tri-Peaks League**

High School soccer and cross-country

# ACADEMICS

## Academic Standards

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

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

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

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

## Curriculum

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

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

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

## Grading Periods

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

## Report Cards, Transcripts and Diplomas

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

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

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

## World Book Encyclopedia Online

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

# ATHLETICS AND CO-CURRICULAR ACTIVITIES

## Athletic Program Mission Statement

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power forever and ever. Amen.” (1 Peter 4:10-11)

ECA athletics are considered to be an extension of the classroom and are used to educate the student-athlete and enhance his or her God-given talents. Student-athletes are considered ambassadors for Jesus Christ and representatives of ECA and will be held accountable for that role (2 Corinthians 5:20). The goal is to train these athletes to perform to the best of their God-given ability while displaying a Christ-like character (Colossians 3:23). Athletes, coaches, and administrators will strive for excellence on and off the playing field while maintaining a spirit of self-control, discipline, respect and perseverance (1 Corinthians 9:24). Competing on an interscholastic team is a privilege and not an automatic right.

Each student-athlete will be held accountable for actions on and off the court. The following is a list of Biblical principles that must be practiced by ECA student-athletes. Through athletic participation at ECA, it is the goal that these qualities will become increasingly evident in each student’s life:

- Desire to serve and give all glory to the Lord (1 Corinthians 10:31)
- Positive attitude (1 Thessalonians 5:16-18)
- Respect for authority: coaches and officials (Romans 13:1-5, Hebrews 13:7, 1 Peter 5:5)
- Self-control (Galatians 5:22, Titus 2:1-8, James 3:1-12)
- Discipline (2 Timothy 1:7, Hebrews 6:12, 1 Corinthians 9:24-27)
- Teachability (Proverbs 10:13-14)
- Desire for excellence (Colossians 3:23, 1 Corinthians. 9:24-27)
- Teamwork (Romans 12:3-5)

This list is not all-inclusive, but failure to adhere to these principles or the standards put forth by the coach may lead to suspension from the team.

All athletic policies are reviewed and approved by the Athletic Director.

## Athletic Forms

All forms required for interscholastic team participation are available in the school office. A separate form must be filled out for each student-athlete, completed and returned before the first practice.

### **Parental Permission Slip**

Parents of student-athletes must complete and return a permission form before the first practice. One permission form may be signed for multiple sports for one student-athlete. This form must be on file in the office before the student may participate in try-outs, practice, or contests.

### **Emergency Information Form**

It is extremely important to have an updated emergency form on file at all times. In the case of injuries or emergencies, the emergency form may be the only guide to getting a student athlete the proper medical care. A new form does not need to be filled out for each sport; however, if information changes, the form should be updated as soon as possible.

### **Physical Examination Form**

CHSAA and CSAL require a current physical examination form to be on file with the school for any student participating in interscholastic activities. No student will be allowed to participate in a sport until the physical examination form has been turned in to the office. A physician must sign the form.

**Note: All forms must be turned in before the student may begin practice.**

# Expectations of Athletes

## **School Attendance**

- Students absent from school for the entire day are ineligible to practice or participate in athletic events on that day.
- Students must be in attendance for a minimum of one half of the school day to participate in any athletic activity or event, including practice.
- Exceptions will be made **only** for medical appointments or a similar need and then only when prior approval has been obtained from the administration.
- It is the student's responsibility to contact his/her teachers in advance to 1) obtain all assignments and 2) to make arrangements for any quizzes or tests missed because of the absence. All assignments are to be completed and turned in by the next class time after the absence.

## **Standards for Participation**

Athletic participation is a privilege and a responsibility. Athletes are constantly in the spotlight and are held to the same standards expected of every ECA student. Below is a list of standards that each athlete is required to follow in the classroom or on the field. Failure to follow these standards may result in dismissal from the team.

- Respect for opponents and other athletes
- Mentoring and nurturing younger players (hazing and bullying of any sort will not be tolerated)
- Respect for facilities (Luke 12:48)
- Attitude (Philippians 2:3-5, 1 Thessalonians 5:16-18)
- Strong work ethic (Colossians 3:23, 1 Corinthians 9:24-27)
- Self-discipline and self-control (Galatians 5:22, 2 Timothy 1:7, James 3:1-12)
- Attentive and willing to be coached (Proverbs 10:13-14, Romans 13:1-5)
- Athletic skills
- Academics: Please see Co-Curricular Activities, Academic Policies on Eligibility, page 48.

God has blessed everyone with individual talents, and the ECA athletic department encourages the use and development of those talents. ECA coaches work hard to place athletes on a team that will best suit their talents and help them develop and improve. At the Elementary and Junior High levels, coaches will not dismiss athletes based on athletic skill. At the High School level, there may be a tryout for team participation. Athletes will not be dismissed solely because of athletic ability, but it may be a factor with the other standards listed above.

**Note: Coaches and administrators reserve the right to suspend or dismiss an athlete at any time during the season for failure to follow the standards listed above.**

# Expectations of Coaches

## **Bench Coaching**

The expectations placed on ECA student-athletes are similar to those expectations placed on ECA coaches. ECA coaches are held to high levels of accountability. ECA coaches are required to maintain a professional and Christ-like attitude at all times. They are to be exemplary role models to the athletes, parents, fans, and other schools. These standards must not be compromised even in the heat of a game.

## **Team Devotions**

Coaches are responsible for incorporating the Word of God into their sport. Coaches will hold regular team devotions to communicate that everything done is to be honoring to the Savior because He gives the unique talents and abilities. ECA coaches are committed to this top priority.

### Team Management

Coaches are expected to manage their teams in a manner that is organized, enthusiastic, caring and, above all else, honoring to God. The coach is responsible for all aspects of the team (equipment, uniforms, practice plans, supervision of athletes, devotions, etc.). Coaches strive to make ECA athletics the best it can possibly be.

## Expectations of Parents and Fans

### Sportsmanship

CHSAA and CSAL are concerned with the decline of sportsmanship among their athletes, coaches, and spectators. At ECA, sportsmanship is taken very seriously, but probably not for the same reasons as the public schools. Christians are called to glorify the Lord in everything they do (1 Corinthians 10:31) and that includes attitudes and behaviors during an athletic contest.

### Behavior as a Spectator

ECA students are expected to behave in a godly manner before, during, and after an athletic contest, and the same is expected of the parents and spectators. To encourage everyone at ECA athletic contests, the following list offers several suggestions:

- Spectators are at a contest to support and encourage the team and to enjoy the skill and competition.
- School athletics are learning experiences for students. Mistakes will be made. Praise the student-athletes in their attempt to improve themselves as athletes and students.
- Learn the rules of the game to understand and appreciate why certain situations occur.
- Show respect for the opposing players, coaches, and spectators. Treat them as guests.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for outstanding play by either team.
- Use only those cheers that promote and uplift the teams involved.
- Be a positive role model through actions and by censuring those nearby whose behavior is inappropriate.

### Hazing Policy

Hazing is defined as any act, physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her or which may in any fashion compromise his or her inherent dignity as a person. In keeping with its commitment to provide for a community rooted in Christian ideals, ECA unconditionally opposes any situation that will, as a result, produce mental or physical discomfort, embarrassment, harassment or ridicule. Freedom from the humiliation and danger of hazing is guaranteed to every member of the ECA community.

# ECA CONDUCT AND BEHAVIORAL STANDARDS

The goal of discipline at ECA is to apply principles, graciously and lovingly, to help develop disciplined behavior. Each case is treated separately and uniquely from an investigative viewpoint. Every attempt is made to avoid harsh or rude discipline or punitive measures that are meant to punish a student apart from the essence of grace found in Christ. Instead, discipline and consequences are to be administered in ways that build, nurture, and uplift the student toward godliness and that appropriately demonstrate prudent judgment according to Biblical principles.

Every attempt is made to administer discipline fairly and consistently. Administrators and teachers request parental support in seeking to minister to students and their families with discipline and consequences as necessary.

## Discipline

ECA's philosophy of discipline is based on explicit principles for behavior found in Scripture and on the unique student–parent–educator relationship found in Christian school education. As partners in the education of students, entrusted with responsibility to provide discipline in the Christian school setting, ECA views discipline as a partnership built on trust and proper respect for authority within all school circumstances.

Hebrews 12:9-10 reflects the essence of the ECA philosophy of discipline: “Moreover, we have all had human fathers who disciplined us, and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness.”

- **Integrity - Ephesians 4:25**

Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.”

- **Purity - Philippians 4:8**

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

- **Respect and Obedience - Romans 13:1-2**

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.”

- **Stewardship - I Corinthians 10:31**

“So whether you eat or drink or whatever you do, do it all for the glory of God.”

- **Courtesy - Ephesians 4:32**

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

- **Modesty - Titus 2:11-12**

“For the grace of God that brings salvation has appeared to all men. It teaches us to say “no” to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age.”

ECA requests that students and parents embrace the following behavioral principles as they are administered:

## General Behavioral Guidelines

Evangelical Christian Academy is in “partnership with parents” in all aspects of the school operation. Students are expected to adhere to the behavioral guidelines expressed in this document. The ECA administration, staff, and volunteer sponsors endeavor to uphold these guidelines while students are on our property and in our care. Behavioral issues that occur while out of our care shall be referred to the parent for appropriate follow-up. It should be noted that in certain circumstances, namely the withholding of school leadership positions and awards, even if the behavioral issue occurred while off of our property or out of our care. In such cases, the ECA administration and the parents shall work in close partnership while working toward the discipline and restoration of the student.

### **General Principles of Courtesy, Respect, Obedience, and Stewardship**

Regarding general principles of courtesy and stewardship, the following specific rules have been established in implementing the ECA philosophy of discipline, subject to administrative interpretations. The following behaviors are not acceptable:

- physical fighting or verbal intimidation
- hazing, bullying
- foul, obscene, or unwholesome language or behavior, both on and off campus
- romantic or public displays of affection (no physical contact with opposite gender)
- defacing of property
- the use of cell phones, camera phones, beepers, tablets, radios, CD players, MP3 players, headphones, and electronic games in school buildings during the school day
  - Use of the above mentioned electronic equipment is not allowed on school property at the elementary campus unless approved by administration or classroom teacher for specific reading activities.
  - Bus students are allowed to use electronic devices but elementary students must store this equipment in backpacks during the school day.
- running in the halls
- throwing rocks or snowballs on school grounds
- It is a major violation of ECA's discipline code to possess any weapon; i.e. gun, knife (including pocket knife), etc., or any item giving the appearance of a weapon, drugs, alcohol, tobacco, or pornography on school property or at school functions. Any violation of this rule may lead to immediate suspension or expulsion.
- The appearance of evil or actions which would bring dishonor to Jesus Christ, my parents, or Evangelical Christian Academy, both on and off campus
- Any illegal or immoral activities such as underage drinking, drug use (tobacco included), sexual immorality, profanity, both on and off campus

## Classroom Behavior

Regarding specific classroom behavior, the following behaviors are expected. Students should:

- speak and act in ways that demonstrate respect for adults and fellow students.
- remain seated until given permission to leave their seats.
- speak out in class only when given permission.
- obey the classroom rules for each teacher.

## Love and Logic

Love and Logic is a method of working with students which was developed by educational expert Jim Fay, child psychiatrist, Foster W. Cline, M.D. and Charles Fay, Ph.D. Love and Logic has many tools for educators that promote healthy parent/teacher and teacher/student relationships and positive school wide discipline. Training for Evangelical Christian Academy's faculty and staff is ongoing. Love and Logic helps educators, administrators and counselors in the following ways:

- Set limits in the classroom without anger
- Provide underachievers hope and willingness when the going gets tough
- Raise the odds for kids to stay in school
- Build strong connections between home and school
- Improve attendance
- Manage disruptive students
- Make teaching and learning more fun and productive
- Immediately handle disruptive students
- Get and keep students' attention
- Build positive student-teacher relationships
- Help students own and solve their own problems
- Bully proof children, diffuse power struggles, and handle difficult people

### **It works because:**

- When adults take care of themselves, they hand the problem back to the student who created it.
- When students have to solve the problem, they have to think.
- When students have to think, they learn that decisions have consequences.
- When students have to deal with consequences, they learn to think.
- When we allow students to deal with the consequences, they learn to think before they cause a problem.
- When students learn to ask themselves, "How is my behavior going to affect me or others?" they have learned self-control.

## Behavior Probation

A student will be placed on behavioral probation whenever there is clear evidence that the student's behavior is below minimum standards.

Appropriate behavior for all Christians is exemplified by the following values:

- A servant mentality (Philippians 2:4-7).
  - All Christians are to be examples of Christ's standards (1 Peter 5:1-4).
  - All Christians are to have an attitude of willingness to serve others in humility and obedience (Mark 10:41-45).
- Christian conduct (The Ten Commandments, Exodus 20, Deuteronomy 5), holiness (1 Peter 1:15-16), and character (Fruits of the Spirit, Galatians 5:22-23) will be exemplified in all behaviors. Manifestations of this behavior include, but are not limited to: submission to authority, demonstration of honesty and integrity, and respect for others.
- Before the Lord, and as a community of believers, we will hold one another and ourselves accountable (Hebrews 13:17, Hebrews 10:24-25, Galatians 6:2).

To ensure a classroom environment conducive to learning for all students, the following behavioral guidelines will apply:

- Confirmed cheating or copying of another student's answers or work on tests or homework will result in behavioral probation for the remainder of the semester or the next semester. Any second offense may jeopardize the student's enrollment at ECA.
  - Any student who willingly collaborates with another student who is cheating or copying will be placed on behavioral probation.
  - Students will receive a "0" on the assignment.
  - The teacher, with the Principal, will determine if the incident constitutes confirmed cheating.
- Plagiarism of any sort, including but not limited to written words or an individual's ideas, without giving proper credit to the author or individual, will result in behavioral probation for the remainder of the semester or the next semester and the student will receive a "0" on that assignment. Any second offense may jeopardize the student's enrollment at ECA. The teacher, with the Principal and media specialist, will determine if the incident constitutes willful plagiarism.
- Disruption of the learning environment of the classroom in any form will not be tolerated.
- Disrespect, including but not limited to inappropriate and/or offensive speech, body language, gestures, or coarse joking (Ephesians 5:4) directed at peers or adults is not acceptable.
- ECA students involved in co-curricular activities or athletics will be held to the same standards of conduct expected in the classroom.

### **Consequences of Behavior Probation**

- The Athletic Director and/or Administration will determine the students' participation in co-curricular or athletic practices and competitions as well as their role in student leadership positions.
- Depending on the offense, students and their parents may be required to meet with the administration. Such offenses may include but are not limited to those involving commission of a deliberate sin, blasphemy, mockery, insensitivity, and/or demeaning actions or language toward any individual.
- If a student does not show improvement in the areas of behavior and attitude so as to comply with the standards of ECA, upon administration recommendation, the Board of Directors shall prayerfully consider the student's continued enrollment at ECA.

## **Bullying and Harassment**

Students are expected to demonstrate grace to one another. In all instances, students are required to be respectful and recognize that each person is an Image Bearer of God. ECA believes that every student has the right to attend school and school-related activities free from all forms of discrimination including sexual, verbal, and physical harassment. The administration considers harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected: to treat one another courteously with respect for the other person's feelings; avoid any behaviors known to be offensive; stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct. This prohibition applies whether the conduct is by word, gesture, or any other intimidating conduct. An act of disrespect, school-related, on or off the campus, verbal or non-verbal, is a serious breach of conduct standards.

**Any student behaving in a harassing manner is considered in violation of the standards of ECA and at this level students are subject to appropriate disciplinary action.**

## **Sexual Orientation and Gender Identity**

(As stated under The Statement of Marriage, Gender and Sexuality found in Student Parent Handbook - General Section -1 Handbook Overview and Intent.)

- Students must dress in conformance with one's biological sex, in accordance with ECA standardized dress code policies.
- Students must use the restrooms, locker rooms, and changing facilities conforming to one's biological sex.

- Students are to abstain from all intimate sexual conduct.

## Matthew 18 Principle: Resolution of Sin

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” Matthew 18:15-17

The principle in Matthew 18 describes the Biblical approach Christians are to use to resolve conflicts between believers when there has been a sin committed by one child of God against another. This passage describes the process to be followed, with the goal of seeking to restore the relationship between the two individuals in a God-honoring manner. ECA desires to adhere to this principle in resolving matters of sinful behavior within the Body of Christ at ECA. This principle applies to all members of the ECA family: students, parents, teachers, staff, administrators, and Board members. The person who has been offended is responsible to go to the person who has committed the offense. This Biblical approach to matters of sin offenses between members of the Body of Christ at ECA should provide resolution and restoration to any damaged relationships as quickly and gently as possible. Appeals to a higher authority should not be pursued until this principle has been followed.

The Matthew 18 principle is intended to deal with sin, not personality conflicts or differences in opinion, and should not be used as a substitute for common courtesy and mutual respect between believers. Believers are required to “love one another,” always putting others first. If there is no sin involved, believers are to express their concerns in a loving and open manner with the parties directly involved. Believers are to avoid the temptation to gossip by discussing the matter with others who are not involved in the situation. Clear communication is critical and, if used with a spirit of gentleness and respect, will resolve most issues. However, if attempts to resolve differences have not been successful, both parties should jointly and humbly seek the counsel of a higher authority, i.e. Principal. (See also Problem Resolution, page 8.)

## Problem Resolution

ECA desires to honor God through all that is done, including how all members of the ECA family relate to each other as well as how potential misunderstandings, miscommunication, disagreements, and issues involving interpersonal conflicts are resolved. There are Biblical principles relating to all areas of interpersonal relations, and there are godly ways to handle problems or concerns between people relating to our school that are obedient to Scriptures and profitable for God’s people.

**Begin to Solve Problems through Prayer** – When you become aware of a problem that you are having with someone else, we recommend that you take an appropriate amount of time to pray through the issues. Through prayer and introspection, you may find that you need to change your approach to the people or the issue in a way that is more pleasing to the Lord. A humble and patient approach to your communications with others involved in the problem is more likely to lead to resolution.

**Take a Direct Approach Whenever Possible** – It is recommended that answers to questions, discussions about teacher and classroom concerns, and resolution of problems be handled as close to the source as possible. With this concept in mind, the Board and administration request that parents first discuss any questions or concerns regarding their student with the teacher or coach with no repercussions to the student.

**Take a Loving Approach, Avoiding Gossip** – Believers are to express their concerns in a loving and open manner with the parties directly involved and are to avoid the temptation to gossip by discussing the matter with others who are not directly involved in the situation. Clear communication is critical and, if

used with a spirit of gentleness and respect, will resolve most issues. The teacher or coach will be expected to answer questions factually and promptly.

**Use the ECA Chain of Authority, When Necessary** – If talking with the teacher, coach or club sponsor does not resolve the concern, the next step is for the parent to request a meeting with that person and the administrator (Principal or Athletic Director, as appropriate). The administrator will meet with both parties for the purpose of understanding the concern or problem. Following this discussion, the administrator will determine the appropriate response and communicate it clearly to the parent. If the situation is not resolved satisfactorily, the parent should then present the issue to the Superintendent, who will then confer with those involved to resolve the problem. If, after all of these steps there is still no satisfactory resolution, the Board Chairman may be contacted about the appeal process. This process should allow most questions and issues to be resolved quickly and effectively. It also provides an escalation process to ensure that issues and concerns are resolved in an appropriate and effective manner.

**Use of the Online ECA Administrator Hotline**– In a few select cases, the process described above can prove to be rather daunting. For this reason we have created a feature on the ECA website entitled the “Online ECA Administrator Hotline.” This reporting method enables parents to voice their ideas, suggestions or complaints using a simple online survey. If a response is requested, the appropriate administrator will respond to the request within 5 business days. The administrators plan to respond to each case with one of three potential responses – 1. will execute this idea in some similar form in the near term; 2 – will consider this idea for potential implementation in some form in the future; or 3. will likely not implement this idea right anytime soon. This will clarify to the one making the suggestion the administrator’s level of receptivity to the idea and indicate the appropriate next step of action. Again, our preference is for issues to be handled privately and as close to the action as possible. However, this Online ECA Administrator Hotline is designed to receive ongoing concerns.

**Follow-up with Administrators** – Parents should attempt to contact administrators and teachers during school hours if follow-up dialogue is necessary. ECA encourages a spirit of mutual respect among all affected parties as these matters are worked through prayerfully and to God’s glory.

# FAMILY INVOLVEMENT

## Fundraising

Tuition covers about 70% of the cost of educating a child at ECA. We are thankful for the support of our founding churches for their provision of facilities, utilities and custodial services that help make tuition affordable for families. In addition to the supporting churches, approximately 10% of other essential expenses are covered through charitable donations. We are thankful for the Leonard ECA Foundation, friends of ECA, and many ECA families who go above and beyond their obligations to support this viable ministry. Each ECA family is also strongly encouraged to fully support the following school-wide fund raisers as they are able. Any budget shortfall will likely result in increased tuition, so your participation (and that of your “network” of friends and families) actually helps to keep your costs down.

### **School-wide Fund Raising Plan:**

In recent years we have successfully been able to rely upon donations to cover the remaining gap. ECA has tried many forms of school-wide fundraising over the years. During the past several years we have asked each ECA family to help us prospect for \$1,000 in donations. The form for these commitments is now found in the enrollment packet. Often, the family would rather give than seek donations from others in order to help the cause. Those families who wish to donate themselves may do so in the following ways: 1) credit card through Paypal on the ECA website; 2) write ECA a check; 3) contact the ECA Business Office to set up a smaller, yet monthly payment through FACTS. Those families who wish to have others help may do so in the following ways: 4) others can give through methods 1 and 2 listed above; 5) ask their church to make a donation; 6) donate through the Leonard ECA Foundation ([www.lecaf.org](http://www.lecaf.org)); 7) send letters soliciting friends to give to ECA (ask the ECA Business Office for these letters – either hard copy or e-mail format); 8) give SCRIP proceeds to ECA; or 9) make a designated or gift-in-kind donation to ECA (please confirm suitable gift first).

Note: Some clubs, classes, teams and other groups will be conducting fund-raising activities during the school year. Please be as supportive as you are able of those who are attempting to keep the costs of participation low!

## Newsletters

The Eagle’s View Monthly school newsletter is issued monthly and posted on the ECA website. Additional copies are available in the school offices. Parents and students should review this newsletter for upcoming events, and information. A school calendar of events as well as daily and weekly announcements is available on RenWeb.

## Parent–Teacher Conferences

Formal parent-teacher conferences are scheduled for the last week of October and optional elementary parent-teacher conferences in March. In October, elementary parents are required to meet with teachers to receive and review their student's report card. Prior to this time, parents will receive a notice of their scheduled meeting time with their student's teacher(s) to discuss spiritual values and academic progress.

Informal parent–teacher conferences may be held at any time. Parents should contact the teacher to set up a conference. A teacher may also request a conference with parents. All parents are strongly encouraged to attend the Elementary and/or Secondary open houses held at the beginning of each academic year to begin establishing relationships with teachers.

## Parent Visits

After the first week of school, parents of ECA students are welcome to visit the classroom to observe the educational process, if desired. With any classroom visit, parents are required to:

- prearrange the visit with the teacher, (suggested visit no longer than 30 minutes).
- not disrupt or alter any planned classroom activities.
- sign in with the office when they arrive on campus and sign out when they leave.
- not bring young children to school during the visit.
- arrange for a conference to be scheduled for a later time, if there are questions for the classroom teacher or administrators as a result of the visit.

## Volunteers

Parents and relatives of ECA students are encouraged to volunteer their time at ECA. Please request information from the teachers or school office about areas of need. All volunteers must sign in and pick up a visitor's badge, then return the badge and sign out at the appropriate school office each time they are on campus.

# ENROLLMENT AND WITHDRAWAL POLICIES

## Admissions Standards

ECA reserves the right to select students who fit the prescribed standards as set forth by the Board of Directors.

Parents and students should understand that new students must meet the behavioral and academic standards of ECA. If incoming students do not meet these standards, they can be removed at any time. ECA does not have the resources to meet the needs of all students, but every effort will be made to make a determination before a student is admitted. ECA holds the right to deny a student's re-enrollment to the school for successive school years.

Attitude and cooperation of both student and parents, in addition to academic performance, are important factors in admissions and re-enrollment decision-making. ECA does not discriminate on the basis of race, color, national or ethnic origin, or on any other prescriptive factor such as personality, gender, or socio-economic status. ECA reserves the right to select students according to its own criteria given for each individual admissions decision. ECA requires that at least one parent of a student must profess faith in Jesus Christ as their personal Lord and Savior.

The school administrator reviews all applications and makes admissions decisions within three days of an applicant's interview and screening of a completed application packet. The campus administrator holds the final decision in all admission decisions. Admission to ECA is based on a number of factors, including the following:

- Christian character and commitment
- Grades
- Standardized exam scores
- Pastor's recommendation
- Church attendance
- Class availability
- Effort demonstrated in previous academic situations
- Co-curricular activities and participation
- Willingness to cooperate with school directives
- Parental support and involvement
- Enthusiasm for ECA
- Academic and behavioral needs of students
- Academic success in previous academic settings

Admission packets are available from either school office or online at [www.eaceagles.org](http://www.eaceagles.org) and contain all necessary information to apply for admission to ECA.

## Enrollment Fees

### **Enrollment - Application Processing Fee**

- The application-processing fee must be paid for students enrolling for the first time, including siblings of current students. Previous students reapplying for enrollment at ECA, who are not currently enrolled, must also pay the application fee.
- Only applications that are received with this fee will be considered.
- The application-processing fee is non-refundable and not subject to any discount.

- The fee is \$70 per student.

### **Enrollment - Screening/Testing**

- The screening/testing is for students enrolling in Kindergarten through 6<sup>th</sup> grade for the first time, including siblings of current students. Previous students reapplying for enrollment at ECA, who are not currently enrolled, must also be screened/tested.

### **Enrollment - Registration/Re-enrollment Fee**

- All students enrolling and re-enrolling at ECA must pay the registration fee.
- The registration fee must be paid by the annual deadline, or the student's reservation for the next academic year may be forfeited. If the fee is paid after the deadline, the student may retain a position, subject to availability.
- For students not enrolled at ECA during the previous year, including siblings of current students, the registration fee is due upon notification of acceptance at ECA.
- The registration fee is non-refundable (in most cases) and not subject to any discount. Refund of the full registration fee is permissible in the case of a family move away from the Colorado Springs area or the school is unable to provide the tuition assistance requested by the family.

## **Tuition Refunds**

- If a student leaves ECA, refunds are calculated according to the following table:

<b>% of Earned Tuition</b>	<b>Month and Day</b>
10	1 Month following start of school
25	End of 1 <sup>st</sup> Quarter
50	End of 1 <sup>st</sup> Semester
75	End of 3 <sup>rd</sup> Quarter
100	N/A

- Earned tuition is calculated by multiplying the full tuition, less applicable discounts, by the earned percentage. After calculating earned tuition, any excess tuition received by the school may be refunded.
- If all earned tuition has not been received, ECA will bill the responsible party. Any fees paid will not be refunded.
- If a student begins the year after school has begun, the first month's tuition will be prorated in half-month increments. The balance of the tuition will be paid monthly through April, May, or June.
- The annual tuition for Foreign Exchange Students is non-refundable.

## **Withdrawal from ECA**

The Registrar will forward student records and/or transcripts to the new school when requested in writing by the school. All obligations, including financial, must be met prior to the release of any records.

If applicable, tuition refunds are processed by the Business Office in accordance with the tuition policy of Evangelical Christian Academy.

# SAFETY

## Closed Campus

The following general rules apply to the closed-campus concept at ECA.

- ECA students may not leave campus without a parent's and administrator's approval.
- All visitors must "sign in" and "sign out" and obtain a visitor's badge at the office on either campus.
- Non-ECA students or friends may not visit on campus at any time without prior approval from the Elementary or Secondary Administration.
- Students from other schools who wish to visit ECA students or teachers on campus before or after school hours must receive prior approval from the Elementary or Secondary Administration, must sign in at the school office, and must wear a visitor's badge.
- Loitering is prohibited.

## Emergency Information Forms

The school office keeps an up-to-date emergency form on each student. Parents should notify the school immediately of any change of address, occupation, alternate contact, telephone numbers, or medical information.

## Health and Safety

### First Aid

If an injury occurs at school, limited first aid will be administered. However, no internal medical treatment will be given without parental permission. This is notated on the Emergency Medical Information form submitted with the yearly application.

### Medication

If a student must take any medication, prescription or over-the-counter, during school hours, the school must have written instructions including the following information: student's name, name of the medication, dosage, time medication is to be administered, and how long the student is expected to be on the medication. All medication must be in the original bottle and will be kept in a locked cabinet in the school office, except for inhalers and epipens. Inhalers may stay with the student if needed and epipens must be with the student's teacher. **STUDENTS MAY NOT HAVE IN THEIR POSSESSION ANY OTHER OVER-THE-COUNTER OR PRESCRIPTION MEDICATION.**

### Health Records

Title 25-04-901 et. seq. and the "1993 Rules of Colorado Board of Health pertaining to the immunization of students attending school" require that each student's health file contain a current Certificate of Immunization or statement of medical, religious, or personal exemption. Students without proof of required immunizations or the statement of exemption are not allowed to attend classes.

### Asbestos

In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law requiring all non-profit public and private schools (K-12) to inspect for the presence of Asbestos Containing Building Materials (ACBM). ECA has completed the initial inspection on all buildings and continues to monitor the status of any materials found during the inspections. A copy of the inspection, subsequent re-inspections, and the Management Plan devised to keep in compliance with applicable regulations can be viewed in the school office.

## **Radon**

Inspection reports are available to view in the school offices.

## **Inclement Weather**

Since ECA serves the entire greater Colorado Springs area, often many of our families in some parts of the area are affected by inclement weather when families in other parts of the area are not. We take this information into consideration when making a decision to call a delayed start, and we strive to make a decision which will benefit the largest number of our families. Students will not be penalized if parents choose to keep them home on inclement weather days.

**Cancellation (No School), Delayed Start, or Early Dismissal** will be announced through the following:

- **Website:** [www.ecaeagles.org](http://www.ecaeagles.org)
- **Renweb Parent Alert:** Voice and/or text messages will be sent to families at 6:00am.
- **Television Stations:** KKTV Channel 11, KRDO Channel 13, KOAA Channel 5/30
- **School Phone Numbers:** Elementary 634-7024, Secondary 597-3675

## **Off Campus Instruction Day (OCID)**

In place of using up a snow day or if we have used all our snow days, Evangelical Christian Academy may call an Off Campus Instruction Day. Instructions for an OCID can be found under the attendance section in each of the specific campus sections of the Student Parent Handbook.

# TUITION AND ADDITIONAL FEES

## Tuition Policy

ECA strives to provide a high quality, yet affordable, Christian and classical education. Because the majority of ECA income is from tuition, abiding by the tuition policies is crucial to keep our school strong. The ECA Board of Directors annually approves the Tuition and Fee Schedule.

### Tuition Payments

- Tuition is to be paid annually, semi-annually, or in 10, 11, or 12 monthly installments.
- Monthly tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Payments not received by the due date are past due. A late notice will be sent and a \$30 late fee added to the outstanding balance.
- A small FACTS administration fee of \$45 will be added to the total tuition, unless payment is made annually or semi-annually.
- If paid annually, the entire tuition amount is due by July 1. A \$30 late fee will be added to the outstanding balance if payment is not received by July 10.
- If paid semi-annually, half of the tuition is due July 1, and the remaining half is due December 1. A \$30 late fee will be added to the outstanding balance if payment is not received by July 10 and December 10.
- If paid in ten monthly installments, the monthly payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, beginning in July and ending in April. For an 11-month schedule, payments are July through May. For a 12-month schedule, payments are July through June.
- Student fees will be billed directly from the ECA Business Office on a monthly basis.

## Delinquent Tuition

- With the FACTS Tuition Management Services system, parents may choose the due date and method for tuition payment. Tuition payments are due on the selected date each month.
- An account is past due if the payment is not received within ten days after the selected date. A \$30 late fee will automatically be added to the account.
- If the account is not paid in full or arrangements made for payment and the student attends classes, the student may be removed from classes and the parents contacted to pick up the student from school.
- No student records, except for shot records/medical forms, will be released until payment has been made in full for all outstanding charges.

# MISCELLANEOUS

## License to use Likeness

As a condition of a child's participation in Evangelical Christian Academy, and the parent's acceptance of the guidelines of this Student-Parent Handbook, parents hereby grant ECA a limited license to use said child's name, likeness, image, photograph, voice, video, performance, biographical and other information (collectively, "Likeness"), in any media platform or format whatsoever, and to distribute, broadcast and exhibit these without charge, restriction or liability, but only for the purposes of advertising or promoting ECA. The foregoing grant, however, does not constitute consent for ECA or any third party to use his/her likeness in an endorsement of any product or service without my specific written consent.

## Lost and Found

The office maintains a space for lost and found items. Articles may be claimed before school, during the day, or immediately after school. Unclaimed items will be given to a charitable organization or discarded at the end of each month.

## Shuttle Service

The ECA shuttle service is a cooperative venture between interested parents and ECA. Parents interested in signing up for the shuttle service should contact the ECA Business Office at 574-0920.

### Shuttle Fares:

Shuttle fees are based on the following factors and are therefore subject to change during the school year: fuel costs, bus/van maintenance costs, driver wages, and ridership. Please contact the business office for the current fare rates.

### Shuttle Schedule:

Shuttle schedules are available in the business office and are subject to change due to ridership. There are multiple stops throughout the vicinity, as well as both campuses.

### Shuttle Bus Guidelines:

The specific guidelines will be provided to families who sign up for this service. The expectations for behavior are an extension of the classroom expectations.