



**A Ministry of  
Village Seven Presbyterian Church**

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**ECA 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.

# STUDENT PARENT HANDBOOK – ELEMENTARY SECTIONS

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# ELEMENTARY ACADEMICS

## Academic Awards and Recognition

**Qualifying students may receive the following awards each semester unless otherwise stated:**

For Grades 1 – 6:

Math Award: for students who have met the math award criteria set by the teacher for each semester. (1<sup>st</sup> Grade – 2<sup>nd</sup> semester only.)

For Grades 4 – 6:

High Honor Roll(Quarterly): for students who receive all A's in all subjects on their report card.

Honor Roll(Quarterly): for students who receive all A's and B's in all subjects on their report card.

B.U.G. (Bring Up Grades) Awards: for students who have raised grades in two separate subjects by at least one letter grade while maintaining all other grades.

Three-Year Accelerated Reader Award: for 6th grade students who have earned the maximum number of reading points every quarter in their 4th, 5th, and 6th grade years. Students not completing grades 4 through 6 at ECA are not eligible for this award.

## Academic Standards

### Pre-Kindergarten

Pre-Kindergarten is designed to prepare the student academically and socially for Kindergarten. A child must be four years old by September 15 to be eligible to enter Pre-Kindergarten. Developing appropriate language skills, investigating the environment, and coordinating different body movements are just a few examples of student activities. At the core of the curriculum is the awareness that God is involved in everything studied, experienced, or observed.

### Kindergarten

To be eligible to enter Kindergarten, the child must be five years old by September 15. The academic program is designed to give the student strong foundational skills, particularly in the areas of language arts and math. A strong emphasis is placed on phonics. Students will learn letters, sounds, and put the sounds together to form simple words. Exposure to literature, handwriting, and grammar are also a part of the language arts program. Math concepts include recognizing, counting, and writing numbers to 100, practicing addition and subtraction skills, monetary value, graphing, patterning, etc. Art, music appreciation and theory, physical education, and library are a regular part of the school schedule, the latter three being taught by specialists. Basic science and history are learned and observed. Academic, social, and spiritual aspects are emphasized in such a way as to provide the students with a well-rounded education where Christ is recognized and glory is given to Him in all things.

### Grades 1 – 6

The Elementary school academic curriculum is designed for the average to above-average student with emphasis placed on the classical approach to the various subject areas. A strong phonics program, including oral reading and comprehension, is taught throughout all the grades. Study skills are taught particularly in the upper elementary grades. Computation skills in math are drilled including the memorization of tables. Penmanship is important with neatness in all work emphasized. Communication skills emphasizing speaking and writing are stressed. Art, music appreciation and theory, physical education, and computer are a regular part of the curriculum for all students. Numerous field trips give firsthand experience to enhance concepts taught. Grades are based on homework, class work, participation, tests, quizzes, projects, and reports.

Band (Grades 5 & 6) **This class may be chosen instead of General Music and therefore is a curriculum elective for their music grade.**

Band meets four days per week. The band commitment is for a full school year. Instrument choice is based on student interest as well as our need for balanced instrumentation. Some instruments are available for a rental fee from the

school; others can be rented or purchased from local music stores. There are several concerts per school year with attendance mandatory for these concerts. (Concert dates are published at the beginning of the school year.) Grades are based on amount of student practice time at home, class participation, and concert attendance.

The band members are preparing for music worship leadership through learning music fundamentals and improving technique on an instrument. Leadership opportunities include concerts, chapel presentations, and solo-ensemble festivals.

## Academic Dismissal Policy

Any student who fails to demonstrate competence in two or more core subject areas may be dismissed from Evangelical Christian Academy. Upon parental request, faculty members and the Principal will review the student's progress and attitude and may grant exception to the academic dismissal policy.

## Grading Periods

The academic year is divided into four formal reporting periods or quarters for grades 1 through 6. 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. At the end of the 2nd, 3rd, and 4th quarters, report cards are sent home with Elementary students. Progress reports for grades 1 – 6 may be sent home to parents halfway through each quarter. These informal reports are intended to keep parents informed about their student's growth between formal report cards.

## Grade Retention

Any student who fails to demonstrate competence in two or more core subject areas throughout the course of the year may be dismissed or held back from advancement at Evangelical Christian Academy. Parents/Guardians will receive prior notification and explanation concerning the retentions. Upon parental request, faculty members and the Principal will review the student's progress and attitude and may grant exception to the academic dismissal policy. Retention may be considered when in the judgement of the professional staff; it is in the best educational interest of the student involved. However the final decision will rest with the school administration.

- Core subjects would include, but not be exclusive to: Reading, English, Math, Science, History and/or Spelling
- Competence is evaluated when a student at the Grammar level (K-2<sup>nd</sup>) has two N's in a core subject. At the Intermediate level (3<sup>rd</sup> -6<sup>th</sup>) it would be 2 F's in a core subject.

Stewardship and Personal Development grades are the teacher's assessment of how well a student has used their God-given abilities in school and has demonstrated the discipline necessary for learning. This is also taken into account when assessing a student for retention.

## Grading Scale

Pre-Kindergarten & Kindergarten		Grades 1 & 2		Grades 3 – 6	
1st & 2nd Semesters					
E	Excellent	E	Excellent	A	90 – 100
G	Good	G	Good	B	80 – 89
S	Satisfactory	S	Satisfactory	C	70 – 79
N	Needs Improvement	N	Needs Improvement	D	60 – 69
				F	59 or below

## **Stewardship and Personal Development Grades**

All students do not have the same talents for each subject and cannot be expected to attain high academic grades in every subject. However, in accordance with the Bible's admonition to do everything as unto the Lord, all students are expected to do their best work in each subject. Teachers are charged with challenging and motivating each student to do their best for the Lord.

Stewardship and Personal Development grades are the teacher's assessment of how well a student has used their God-given abilities in school and has demonstrated the discipline necessary for learning. This is also taken into account when assessing a student for retention. Since it is difficult to make fine distinctions on stewardship, only the following grades are given:

3 – Meets expectations; 2 – Progressing towards expectations; 1 – Not meeting expectations

## **Homework**

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 his/her homework. Parents should help students establish a regular study time in a place without distractions.

Suggested time guidelines for average students per grade to complete their homework are as follows:

- Kindergarten Weekly review worksheet and reading book bags
- 1<sup>st</sup> Grade – 2<sup>nd</sup> Grade 10-minute drill with Math facts; Reading
- 3<sup>rd</sup> Grade – 6<sup>th</sup> Grade Completion of the day's work - no longer than:  
3<sup>rd</sup> and 4<sup>th</sup> Grade - 30 minutes (in addition to AR)  
5<sup>th</sup> Grade - 45 minutes (in addition to AR & Band)  
6<sup>th</sup> Grade - 60 minutes (in addition to AR & Band)

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.

Homework will not be given on Wednesday nights so that students may participate in church related activities. Students may be given tests on Thursdays (with assignment given before Wednesday) and are therefore encouraged to plan their study time accordingly. Every effort will be made to limit the number of tests a student may take in any given day to two.

Students in the lower Elementary grades usually complete their lessons at school under the supervision of the teacher; however, as students advance in grades they will have assignments to complete at home. Homework will tend to increase as student's progress to higher grades. Students in grades 3 – 6 will have an assignment book to record class assignments. Parents should regularly review these books to ensure that their student has completed and turned in their work.

**Homework Request Policy:** Parents must call the office no later than **9:30 am** to ask for homework assignments. Homework can either be sent home with a sibling or picked up in the office at 3:00 pm.

## **Library**

Students are strongly encouraged to make full use of the library for research, study, and reading. The Elementary Library is open Monday, Tuesday, Thursday, and Friday for classroom use by teachers and their students. Wednesday, the library has instructional classes that promote information and research skills as well as reading enrichment.

The following rules must be respected when using the library:

- Students are to work quietly and respect others while in the library.
- Media may not be taken from the library unless checked out; i.e., books, magazines, and audiotapes.
- Reference books are available for use in the library or under the supervision of a classroom teacher.
- Students may check out one (or two) items for one week. Renewals of materials may be made on a weekly basis unless another student has reserved the item. Students will be notified of overdue books in a timely manner.

- While there are no fines for overdue materials, students are responsible for any materials checked out in their name. Students will be charged replacement costs for damaged, stolen, or lost library materials.
- Students will not receive their report cards or records until overdue materials are returned or replacement costs paid.

## Textbooks

To instill the importance of stewardship and to extend the life of school materials, textbooks must be maintained in proper condition.

- Textbooks in grades 4 - 6 (including paperbacks) are to be covered with paper grocery bags or stretch-cloth covers.
- 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 textbook is found later, a refund is issued less a \$5 service fee.

## World Book Encyclopedia

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

# ELEMENTARY ATHLETICS AND CO-CURRICULAR ACTIVITIES

## Academic Policies and Eligibility

Athletics, choir, handbells, and after school clubs are offered.

### Requirements

Any elementary student who has two D's or one F will be ineligible to participate in co-curricular activities after a two week probationary period. An ineligible student will be suspended from scheduled after school/evening co-curricular activities until grades are brought up.

Participation in co-curricular activities is a privilege. All students at ECA will maintain a level of conduct that is above reproach. Disciplinary actions from teachers or the Principal may result in a student being placed on probationary status. If the poor behavior is not corrected, the Principal may remove the student from the co-curricular activity.

## Co-Curricular Programs

### Handbells (Grades 5 – 6)

Our Elementary handbell choirs meet twice a week during the school day. This is an opportunity for students to develop skills of discipline, team playing, and musicianship in a positive format using the talents the Lord has given them. The choirs prepare for church and chapel performances, school concerts, and community events with mandatory attendance.

### The Kingdom Seekers Chorale (Grades 4 – 6)

The Kingdom Seekers Chorale gives the opportunity for students to participate in choir. The goal is to allow students to use their God-given talents for the glory of the Lord. Choir meets weekly during school to prepare for church and chapel performances, school concerts, and community events with mandatory attendance.

## Athletics

### Christian Schools Athletic League (CSAL)

ECA Elementary has the privilege of being part of the Christian Schools Athletic League. This league has 7 participating schools. The emphasis of the league is to promote Christian values and to provide all interested students the opportunity to participate in team sports. The following sports are available: volleyball, basketball, wrestling, and track.

### Soccer League

Boys in grades 6-8 will be playing in a Parks and Rec Soccer League. The Athletic Director at the Secondary is the point of contact for the ECA team. Boys in 5<sup>th</sup> grade may participate in a Park and Rec League, however this is not connected to ECA.

## Clubs (if offered)

- Art Club
- Landsharks Running Club
- Spanish Language Acquisition Club

# ELEMENTARY ATTENDANCE AND TARDINESS

## Attendance Days

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. 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 even a common cold is sufficient reason for keeping a student home since more serious diseases often begin with cold-like symptoms.

## Student Attendance

Students are not to be in school if there is evidence of any of the following symptoms: fever, rash, bad cough, severe headache, or vomiting. A student with a temperature of **100 degrees** or above will not be allowed to remain at school. A student is not to return to school until they are fever free and symptom free for a minimum of 24 hours without the aid of medication.

## Absences

Any Elementary 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.

### Excused Absences and Tardiness

- Illness or injury - If a student is ill or injured, please contact the school office by 9:30am. 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.

### Partial-Day Absences

- In cases of late arrival, students must turn in work and receive missed assignments.
- Students who leave early may 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

A student who must leave campus during the school day will be signed out by a parent or guardian before leaving.

## Off-Campus Instruction Days (OCID)

In place of using up a snow day or if we've used all our snow days, Evangelical Christian Academy may call an **Off Campus Instruction Day**:

- Your children will come home from school the day before a forecasted snow storm with work to complete **if** we have a snow day called the next day. If a snow day is announced the next day, the Renweb Parent Alert will be activated and the television runner will say **Evangelical Christian Academy NO SCHOOL, Off Campus Instruction Day**.
- What this means is that your children will have the snow day to complete the extra work that was sent home with them. When that work is turned in the next school day, their attendance will be recorded as present for the **OCID**. If they do not turn in their work when they return to school they will be recorded as absent for the **OCID** and their work will be considered late.



# ELEMENTARY COMMUNICATION

## E-mail

All faculty can be reached via email. We encourage email over phone calls, as teachers will not be interrupted during the school day to take phone calls.

## Newsletters

The “Eagle’s View Monthly” school newsletter is issued monthly and posted on the ECA website [www.ecaeagles.org/information/eaglesview](http://www.ecaeagles.org/information/eaglesview). Additional copies are available in the school offices. An Elementary classroom newsletter will be emailed home each Thursday. Parents should review this newsletter for upcoming classroom events and weekly assignments.

## Parent Alert

It is sometimes necessary to get a message out quickly to several people at one time. (i.e. delayed start, weather closure, or last minute after-school club cancellation) When it is deemed necessary, the administration will activate the Parent Alert with the pertinent message. This can come in three different formats - text message, phone message (robo call), or e-mail. Please be advised that this form of communication will be used sparingly.

## Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled after completion of the 1<sup>st</sup> quarter in 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 Open House held at the beginning of each academic year to begin establishing relationships with teachers.

## Other Conferences/Meetings

As a part of our ongoing desire to better partner with parents, most meetings with a teacher will include a third person—normally Mrs. Blue. This is to aid in communication and understanding. This in no way “magnifies” a situation—it is just one more way for us to be sure we are doing all we can to benefit our students.

## Phone Calls

You are welcome to call the school office to leave a message for your child's teacher. The teacher will be asked to return your call during a break or after school.

## RenWeb

RenWeb is another form of communication between the school, your teacher and you. You will find information including: newsletters, schedules, all school activities, and directories. Make sure we have your proper email address on file so that you don't miss out.

# ELEMENTARY CONDUCT AND BEHAVIORAL STANDARDS

It is our desire that ECA students honor God through all that they say and do. In Colossian 3:17 it says; "And whatever you do, in word or deed do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." In Colossians 3:23-24 the bible tells us; "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance. At ECA we look at all behavior in light of these passages of scripture.

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).

A student will be placed on behavioral probation whenever there is clear evidence that the student's behavior does not honor God and is below minimum school standards.

## Disciplinary Referral Form

Certain types of behaviors demand action and accountability. The Disciplinary Referral Form (Pink Slip) provides a formal communication between the school and parents. The objective is to keep problems from becoming serious by keeping parents informed as early as possible.

Actions (in order of severity) include:

- First offense: Return of Pink Slip with parent's signature.
- Second occurrence for the same offense: Requires a teacher-parent-administrator conference
- Third occurrence for the same offense: May result in suspension or expulsion.

The school will suspend or expel a student who has blatantly violated the rules and standards of ECA. Suspension is for a designated number of days or, in serious cases, until the Board of Directors meets to determine whether to expel the student.

A student may be suspended for disrespect to teachers, staff, or fellow students, fighting, cheating, damaging school property, profanity, using or possessing tobacco, alcohol, drugs, or weapons.

The student or parent may appeal any disciplinary action, short of expulsion, in writing within three school days of action. Discipline by a teacher may be appealed to the Principal if the parent is not satisfied after a discussion with the teacher. Action of the Principal may be appealed to the superintendent, whose decision shall be final.

A student will be recommended to the Board of Directors for expulsion for conduct that repeatedly violates the standards of Christian behavior as adhered to and taught by ECA. If expulsion is recommended, the parent shall be informed of the place and time of the Board meeting at which the expulsion is considered. The parent will be allowed the opportunity to address the Board concerning the proposed expulsion at that time.

## 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 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.

# ELEMENTARY DRESS CODE (Pre-K through 6<sup>th</sup>)

As we seek to represent Christ Jesus to others, our dress and grooming standards should reflect that responsibility. Proper attire and general appearance should be above reproach in all areas of modesty. Let us bring glory to God through our appearance and character as we are set apart for Him. (2 Corinthians 5:20)

## General Standards

- All clothing should fit modestly -- size appropriate and not skin tight or baggy.
- Hair should be of natural color, neat, clean, groomed and of reasonable length and style. Hair should not obscure the field of vision or draw particular attention to an individual. (i.e.- design cuts, mohawks, etc.)
- Shoes must be worn at all times. No rubber shower shoes, plastic flip-flops or slippers. On P.E days, athletic shoes are mandatory.
- Hats and sunglasses are to be worn outside only.
- Boys cannot wear any pierced body ornaments. Girls may wear earrings on their ear lobes (no more than two on each ear). No other pierced body ornaments may be worn. No tattoos, this includes temporary tattoos and henna drawings.
- Good hygiene, bathing, and use of deodorant are strongly recommended.
- Clothing, jewelry, or other items with reference to rock groups, gangs, skulls, drugs, alcohol, Satanism, death, immorality, or any other item unacceptable for a Christian school may not be worn.
- During field trips or athletic trips, teachers/coaches are responsible for communicating expected dress for each activity or trip.

**\*\*Patterns are acceptable as long as it is worn with a solid, e.g., you may wear patterned bottoms with a SOLID top or a patterned top with SOLID bottoms.\*\* All clothing must still fall within the parameters outlined below.**

## Shirts

1. Must have a standard type collar like those found on dress shirts or "polos". Turtlenecks are acceptable.
2. T-shirts, camouflage, tank tops, halter tops, spaghetti-straps, bare-midribs, or see-through clothing are not acceptable. Tops must not reveal underclothes nor have armholes that allow viewing of any part of the body besides the arms. T-shirts and tank tops may only be worn under a collared shirt.
3. Tops/shirts must be long enough so that the mid-drift does not show when hands are raised.
4. Sweaters are acceptable ONLY if a collared shirt is worn underneath.
5. Sweater vests or plain sweatshirts worn over collared shirts are acceptable.
6. No fleece/sweatshirt hoodies may be worn indoors.

## Pants

1. Properly fitting (skin tight or oversized is not acceptable) modest pants.
2. Sweats, nylon, spandex, flannel, fleece, and camouflage are not allowed.
3. Blue jeans (no frays, rips, or legs cut off) are acceptable on School Spirit Fridays, ONLY if a royal, navy blue, or white collared shirt is worn.
4. Clean, neat, leggings are allowed under a dress or skirt.

Shorts and/or capris (*allowed the beginning and end of school. Parents will be notified about the timing of this.*)

1. Shorts: no shorter than 6 inches above the knee or no longer than 2 inches below the knee.
2. Spandex, nylon, fleece, camouflage, or gym shorts are not permissible.

Girls dresses and skirts (*must be modest and of reasonable style, NO spaghetti straps*)

1. No shorter than 4 inches above the knee.
2. Shirts worn under jumpers and dresses do not need to be collared.
3. Collared shirt/blouse must be worn with a skirt.
4. Gauchos are considered a skirt.
5. No skirts made completely of tutu material (tulle).

## Parental Responsibility and Support

Parents are responsible to insure:

- that their children are in compliance with Evangelical Christian Academy's dress code standards and are supportive of staff interpretation and enforcement of these guidelines. If disagreements arise, parents are expected to give full support and cooperation to the ECA staff.
- that their children leave for school in the morning within the guidelines. Don't make us the "bad guys" by allowing them to come to school out of dress code and hoping that we'll catch them.

If there are any questions about the acceptability of a particular item, you may bring it to the Elementary office for clarification before wearing it to school.

# ELEMENTARY SCHOOL CLOSURE AND DELAYED STARTS

## Delayed Start

A delayed start will be called no later than 6:00am. A delayed start means that school will begin 2 hours later than normal. On delayed start days, students in Kindergarten through 6<sup>th</sup> grades should arrive at the gym no earlier than 10:10am. Pre-Kindergarten students should go directly to their classroom. Pre-K students should also plan to bring a lunch, as their dismissal time will be 1:30.

## Delayed Start on Wednesday (Chapel Day)

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 2:00pm that day.

## Closure (No School)

Cancellation will be called no later than 7:00am. However, if a late start has already been called and the weather conditions continue to deteriorate, a cancellation will be called no later than 7:00am.

## Early Dismissal

- On a day when school is in session and the weather becomes questionable, parents should expect a 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.
- The elementary campus will close at 12:00pm if an early dismissal is called.
- 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 ECA website on stormy days.
- If the parent is concerned about the weather conditions, students may be picked up at any time.
- An early dismissal form with parental contact information is included in the summer packet. The forms are to be returned to the Elementary office and will be kept on file.
- In the event of an early dismissal, students will remain in their classrooms until 11:55, at which time we will do a blue flag dismissal. If a parent would like to pick up their student before noon, they should go directly to the office, and the student will be called down to the office and signed out by his/her parent/guardian.
- Students who have permission to walk home will be allowed to leave at the designated time. During extremely hazardous weather conditions, these students must be picked up. All other students will remain in their classrooms until a parent or authorized designate comes for them. The shuttle bus will run if weather permits.

# ELEMENTARY STUDENT ARRIVAL AND DISMISSAL

To ensure the safety of our students, we have put into place a “NO PHONE ZONE”. When drivers are on their phones, they can easily be distracted. For that reason, we are asking that when you are dropping off in the morning or picking up in the carpool line, you stay OFF of all electronic devices.

## Arrival

### Pre-Kindergarten and Kindergarten Arrival

Pre-Kindergarten and Kindergarten students are to arrive at school by 8:25am and can be dropped off no earlier than 8:10am, and go to the sectioned-off part of the big playground by the old church offices. Parents are encouraged to walk their children to the gate. No student is allowed on the playground prior to staff's arrival. Please park on Logan Avenue, not Paseo Road. Please do not block our neighbors' driveways or make U-turns on Logan Ave. **Do not park in front of or drive through the driveway leading to the Pre-K modulars during drop-off.**

### Grades 1 Through 6

Students in grades 1 – 6 are to arrive at school between 8:10am and 8:25am and should be dropped off at the "big gate" of the large playground along Paseo Road (see Traffic Patterns). Do not leave your car unattended on Paseo Road. Adult supervision and safety patrols will be on the big playground by 8:10am. No student is allowed on the playground prior to staff's arrival at 8:10am. After students are dropped off, they are to stay on the playground. Please do not block our neighbors' driveways or use the driveway in front of the modular as a “cut through”.

## Blue Flag

On inclement weather days or in the event of extreme temperatures, there will be a blue flag on the flagpole in front of the main school building. On blue flag days, Pre-Kindergarten students should go directly to their classroom. All other students are to go to the gym where a teacher will be on duty at **8:10am**. Students are to wait in the gym for their teacher or until dismissed to their classrooms.

## Changes for Carpool and/or Shuttle

If afternoon pick-up arrangements need to be changed for your child/ren, please call the elementary office at 634-7034 no later than **2:30pm** to insure the change can be communicated to your child's teacher, the carpool or bus line teachers, and your child/ren.

## Dismissal

Students are picked up from the back of the school no later than 3:15pm. Pre-Kindergarten students are picked up from their respective buildings. (See Traffic Patterns) Supervision will be provided at school until 3:30pm.

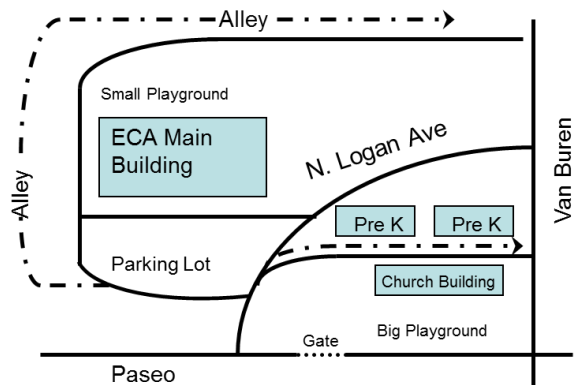
For the safety of the students and to maximize teaching time, you have two options to pick-up your child/ren if they are not riding the shuttle:

1. You may pick-up your child/ren using the carpool line.
2. You may park your vehicle and wait at the south gate of the small playground behind the main building and your child will be released by their teacher.

## Traffic Patterns

### Normal Weather Drop Off

- Grades 1 – 6: dropped off and go to the big playground (on Paseo).
- Pre-K & K: dropped off at the big gate to the sectioned-off part of the big playground by old church building. Or they can be walked to the small gate.



- For our students' safety, please do not drive in the main parking lot or between the Pre-K modulars.

#### Normal Weather Pick Up

- Grades K – 6: picked up behind the main building in the alleyway. (Students will be lined up on the small playground.)
- Grades Pre-K: picked up by their classroom.

#### Inclement Weather Drop Off

(A **blue flag** will be on the flag pole.)

- Students in grades K – 6 will go to the gym in the main building. Parents will drop children off at the SW corner of the main building and continue driving so as not to impede the flow of traffic. **Do not drive into the main (front) parking lot.**
- Pre-K students go directly to their classroom.

#### Inclement Weather Pick Up

(A **blue flag** will be on the flag pole.)

- Grades K – 6: picked up behind the main building in the alleyway (students wait in the classrooms on 2nd level).
- Grades Pre-K: picked up by their classrooms.

# ELEMENTARY STUDENT LIFE

## Chapel

- Chapel is held weekly 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.

## Computer Use and Internet Access

- ECA is committed to the goal of having classroom computers and computer facilities used in a responsible, efficient, ethical, and legal manner to advance educational goals. All users must acknowledge their understanding of the general policy as a condition of using any school computer.
- Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for limited educational purposes and to conduct research. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Please read carefully and discuss thoroughly with your child the policies and responsibilities of his/her grade level. Parental permission is required for all student users.

Below are the Rules and Responsibilities for the Elementary Campus.

### RULES AND RESPONSIBILITES FOR ELEMENTARY GRADES K – 2

1. I will use the computer for school work and to learn.
2. I will be careful with all hardware and software that I use.
3. If I do not know how to use any or part of the computer system, I will ask for help.
4. I understand these rules and promise to follow them. If I do not follow these rules, I know that I may have my computer privileges restricted or taken away.

### RULES AND RESPONSIBILITES FOR ELEMENTARY GRADES 3 – 6

1. I will respect all laws concerning privacy (opening anyone else's files), piracy (violating site licenses), plagiarism (using another's work, words or pictures without attribution), copyright, and viruses (any methods of corrupting existing files or systems).
2. I will use computer only for approved educational purposes.
3. I will respect the privacy of other users and of myself by not giving out any personal information about my family, other students, or myself.
4. I will not share my password with other students.
5. I will never harm or destroy computers or harm or destroy the work of another person on our school computer system.
6. I will tell the teacher right away if I accidentally come across any information that makes me feel uncomfortable.
7. I understand that adults will monitor and review the use of computers by students.
8. I understand that not following the rules will mean a loss of my computer privileges.

A Computer Use and Internet Policy Contract must be signed and on file with the school office before your student will be allowed to use any ECA computer.



## Daily Schedules

- Pre-Kindergarten 8:30am – 11:30am
  - Lunch Bunch 8:30am – 1:00pm
  - Kid Kapers 8:30am – 3:00pm
- 3 Full Day Kindergarten, T,W,F 8:30am – 3:00pm
- 5 Full Day Kindergarten - Sixth 8:30am – 3:00pm

## Electronic Devices

Students are not to bring laser pointers, radios, calculators, electronic games, iPods, computers, tablets, or any wearable electronic equipment on school property without permission from a teacher or Administrator. Exceptions: 1. Bus students are allowed to use electronic devices on the bus only. This equipment must be stored in backpacks and not used when on campus. 2. Allowed with permission from a teacher **ONLY** if used for classroom reading activities.

## Field Trips

Any off-campus event requiring student travel to the event 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.

Younger students or siblings should not be brought on field trips unless otherwise stated. Also, siblings are not to be taken out of school to accompany parents or older siblings on field trips.

## 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.

## Lunch and Breaks

Students will:

- have 15 – 30 minutes each day for lunch.
- bring their lunches.
- not bring **red or purple** drinks because they stain the carpets if spilled.
- daily be able to purchase milk, juice, and ice cream.
- be able to purchase milk cards in office.
- be able to purchase lollipops on Fridays for 60 cents.
- be able to purchase hot lunch through [www.myhotlunchbox.com](http://www.myhotlunchbox.com).
- remain seated at their tables or desks while eating.
- respect and obey the lunchtime supervisor whether a staff member or a parent volunteer.
- not throw food or be rowdy.

## Personal Property

Elementary students are not to bring toys, pets, games, cards, or electronic devices on school property without permission from the teacher or administrator.

\*Bus students are allowed to use electronic devices on the bus only. This equipment must be stored in backpacks and not used when on campus.

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.**

## Telephone Use

During school hours, students may make emergency phone calls from the office telephones.

# ELEMENTARY FEES

## Athletic Fees

An athletic fee is charged for each sport in which a student participates. A portion of this fee goes to CSAL (Christian School Athletic League) to cover administrative costs and gate fees for the particular sport. This fee also supports the athletic program at ECA.

## Student Fees

Athletics (per sport)	*\$5/\$75
Choir (per semester)	*\$10
Handbells (per semester)	*\$10
Band Instrument Rental (per semester)	*\$60
Class Supplies (PK through 1 <sup>st</sup> )	*\$25
After School Clubs	varies

\*Athletic fee is dependent on which league the sport falls under and all other fees are subject to change.