

# ACADEMICS

---

## Academic Awards and Recognition

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

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

Academic Honor Roll: for students who receive an unweighted GPA of at least 3.7, with no grade lower than a B and meet or exceed all conduct expectations.

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

To receive an Academic Letter, Pin, or Bar, students must be on the Principal's Honor Roll or Academic Honor Roll, with a minimum 3.7 GPA and no grade lower than a B, for three out of four of the current school year's quarters.

To receive an Academic Achievement Certificate, students must be on the Academic Honor Roll or Merit Honor Roll, with a minimum 3.5 GPA and no grade lower than a B-, for three out of four of the current school year's quarters.

## Class Size Guidelines for Secondary Classrooms

There are several factors which determine the size of a particular class. The size of the classroom, the nature of the subject, the goal of the teacher, and the maturity of the students all contribute to the size of the class and the decision to limit the students in a particular class. Ordinarily, classes do not exceed 24 students. We work to limit our advanced English and writing classes to 15 students to allow for guided instruction in writing. When needed, classes will either close or we will open another section to allow for additional students and a balanced class load.

## Course Add/Drop Policy

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 Students who drop courses after this two-week period will receive a Withdrawn Fail (WF) or Withdrawn Pass (WP) on their transcript and will not receive credit for the dropped class.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

## Course Sequencing

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

### Grades 6-8

The Middle School academic curriculum is designed to prepare students for High School course work. Students are expected to manage different classes and expectations as they switch classes and teachers throughout the day. Students need to develop organizational skills and initiative as they take personal responsibility for their educational success. Teachers and parents will monitor students through this process and guide and help them where appropriate. Middle School students will be trained logically and students who demonstrate competency can begin taking Algebra classes in the 7<sup>th</sup> or 8<sup>th</sup> grade, which will count on their High School transcript.

### Grades 9-12

High School students will be expected to build off their Middle School logic training. Students will be prepared to defend, explain, and summarize ideas and concepts learned in their classes. Students will build these skills with the intent of preparing them for a post-secondary education. High School students must work towards graduation credit requirements while enrolled at ECA. Students who demonstrate competency in specific subject areas will have opportunity to receive college credit through Dual Enrollment and Advanced Placement programs.

## **Advanced Placement Guidelines**

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

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

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

## **Dual-Enrollment (for High School and College Credit)**

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

## **Exams**

- Semester exams will be administered to students in 6th through 12th grades.
- Students will have a maximum of two exams per day for three days.
- The exams will be designed to cover one semester of material and will be approximately 90 minutes each for high school classes and 45-60 minutes for Middle School classes.
  - 6<sup>th</sup> grade exams are 6% of the semester grade,
  - 7<sup>th</sup> grade exams are 10% of the semester grade
  - 8<sup>th</sup> grade exams are 14% of the semester grade
  - 9<sup>th</sup> -12<sup>th</sup> grade exams are 20% (generally 9<sup>th</sup>-10<sup>th</sup> grade classes) or 24% (generally 11<sup>th</sup>/12<sup>th</sup> grade classes, AP, Honors, and Dual Credit) of the grade depending on the level of the class. Each class will specify the exam percentage in their syllabus.
- Projects and take-home tests may not be substituted for written exams unless given permission by the principal.
- Exams will typically contain both factual recall and written essay questions.
- Students may bring only blank paper, pens or pencils, and approved calculators to exam testing periods. Electronics such as cell phones and smart watches are not permitted while students take exams. Students should have reading material if they finish an exam early (Kindle is permitted for reading).
- Students may not leave exam periods early.
- If a student does not take an exam during the regularly scheduled time, except if due to illness, there will be a \$15 proctoring charge for each exam.
- Seniors may be exempt from second semester final exams in classes in which they have earned a "B-" (80-89) or better for BOTH of the final two quarters of the year.

## Grading Scale

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

### Pass/Fail Classes

- Grades received as an Office Aide, a Peer Tutor, or a Teacher’s Aide will be recorded as “P” for Pass or “F” for Fail.
- For all Pass/Fail Classes: A passing grade (P) will receive credit. A failing grade (F) will receive no credit.
- Pass/Fail grades are not included in Grade Point Average (GPA) calculations and do not impact class rankings.
- Homeschool transfer credit may be recorded as pass/fail if the class does not have documentation sufficient to quantify a grade.

### Progress Reports

- Progress reports are sent home halfway through each quarter to parents. These reports are intended to keep parents informed about their student's performances between formal report cards.
- Parents also receive weekly progress reports via Renweb. These reports are sent automatically on Sunday afternoons.

## Graduation Honors

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

1. Weighted Grade Point Average (GPA) – to the nearest one hundredth - with an additional weight of .5 for Honors courses and 1.0 for Advanced Placement courses.
2. Only ECA courses are considered for these honors.
3. Full time enrollment at ECA for at least their last two years of High School is required to be considered for Valedictorian or Salutatorian.
4. Students planning to graduate early must declare this intention in writing at least three semesters before their planned graduation date to be eligible for Valedictorian or Salutatorian honors.
5. Students meeting the above criteria may not be excluded from these awards if the number of credits above
6. the minimum of 54 required for graduation negatively impacts their GPA, provided they have received a grade of an “A” or “A-” in each of these classes.
7. In addition, a lack of Christian testimony and service and/or a poor attitude and work ethic will be taken into consideration for exclusion from these honors.

## Guidance and Counseling

The counseling ministry at ECA is committed to helping students develop their unique God-given talents. There are two general dimensions to counseling at ECA. In all cases, we partner with parents and guide students to trust and confide in their parents.

- Personal Counseling: The challenges of learning, growing, and living for Christ often confronts students. Students may need wise counsel to assist in wrestling with questions and situations that arise during their formal school years so that they are prepared for life.
- Academic, College, and Vocational Counseling: ECA students are challenged to achieve academically, attend college, or seek work according to their unique gifts for the purpose of glorifying God. There is at least one yearly parent meeting dealing with financial aid, college scholarship information, class, and graduation information.

## Graduation Requirements

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

<b>Course Requirements</b>	<b>Semester Credit Requirements</b>	<b>Semester Credits Class of 2026 &amp; later</b>
Bible	8 Semesters	8 Semesters
English/Writing	8 Semesters	8 Semesters
Math	6 or 8 semesters*	6 or 8 semesters*
Science	6 or 8 Semesters*	6 or 8 Semesters*
History	6 or 8 Semesters*	8 Semesters (to include US History/Civics)
Physical Education	2 semesters**	1 semester
Rhetoric/Senior Thesis	2 semesters	4 semesters (to include Rhetoric 1 & Senior Thesis)
Band/Choir	1 semester	2 semesters
Studio Art	1 semester	1 semester
Foreign Language	4 semesters	4 semesters
Electives	6 semesters	4 semesters
<b>TOTAL</b>	<b>54 semesters</b>	<b>54 semesters</b>

### Classes before 2026

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

### For the Class of 2026 and beyond

- \* Eight semesters are required in one of the designated courses.

### Graduation with Academic Distinction

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

## Middle School Course Requirements

Course Requirements	Semester Credit Requirements
History, Literature, & Bible	6 Semesters
Grammar/Writing	6 Semesters
Latin	6 Semesters
Math	6 semesters
Science	6 Semesters
Band/Choir	6 Semesters
Physical Education	1 semester
Art	1 semester
Formal Logic	2 semesters

## Homework and Late Work Policy

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

### Homework

- The totals below represent guidelines only. While teachers strive to work within these guidelines, each student is different. Therefore, some students may take a little longer than the time given and some may take less than the time given.
- Homework, as all work, should be done to the best of a student's ability. The guiding principle should be that whatever we do as believers, we work at it with all our hearts, as unto the Lord (Colo 3:23).
- Homework is given as practice and/or preparation for the next class.
  - Grades 6–8 60 to 75 minutes per night
  - Grades 9–12 90-120 minutes per night
  - AP, Honors, Dual Credit May be more than 120 minutes per night
- Exceptions may occur when special projects are assigned, during testing times, or due to excused absences.
- If a student consistently spends more than the recommended time on homework, parents should discuss it with the student and, if necessary, schedule a conference with the teacher and/or principal.
- Since some of our classes meet on alternating days, homework can be assigned on Wednesday nights.
- Every effort will be made to limit the number of test a student may take in any given day to two.

### Late Work

#### Grades 6-8

Homework/Classwork is due when the teacher asks for the work. **Any homework turned in after the due date will be given a 25% deduction if turned in by the test. Work turned in after the test will receive no credit.** Credit for long term assignments such as papers and projects will be deducted 10% for each day late.

#### Grades 9-12

Homework/Classwork is due when the teacher asks for the work. **Any homework turned in after the time will be given a 50% deduction if turned in by the test. Work turned in after the test will receive no credit.** Students who miss tests or quizzes should endeavor to make them up on the day they return, provided they knew of the test prior to their absence. Additional time for test makeup may be given at the discretion of the teacher. Credit for long term assignments such as papers and projects will be deducted 15% for each day late.

**Grades 6-12:** Late work due to illness should be made up in a timely manner and will receive full credit. A general guideline for making up work is that a student has the same number of days to make up the work as they were out sick. I.E. If they were out 3 days, they have 3 days after they return to make up the work.

# Summer School and Failed Courses

## **Middle School Students: Grades 6-8**

- Students must complete passing work for promotion to the next grade level.
- Students receiving a failing grade in any of the core academic disciplines (History, Literature, and Bible, Mathematics, Science, or Latin) must successfully repeat the course through a summer school program approved by the school administration.
- Severe deficiency (failing 3 or more academic classes) will require the repetition of the grade.
- Failure in elective classes will not be considered in promotion or retention decisions. Parents will be advised through a conference with school administration.

## **High School Students: Grades 9 - 12**

- Students receiving a failing semester grade in any subject must successfully repeat that class before credit can be granted.
- For credit recovery: An approved summer school program is encouraged. If the class is approved and passed in summer school, the credit can be awarded. Forms for administrative approval may be obtained in the front office.
- A semester grade below a C- in Math, Science, or Foreign Language will require retaking the class before a student can advance to the next level.
- A failing semester exam score requires a meeting with the teacher and principal to determine the best course of action.

## **Textbooks**

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

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

# ATHLETICS AND CO-CURRICULAR ACTIVITIES

---

## Academic Policies and Eligibility

### Athletics, Drama, Matchwits, Praise Team, House Council

#### Secondary Requirements

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

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

#### ECA Secondary Requirements

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

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

#### Colorado High School Activities Association Requirements

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

- In the judgment of the administration of the student's school, he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship.
- During the preceding semester of attendance, the student must have been enrolled in courses offering a minimum of five credits and must not have failed more than one credit.
- During the period of participation, the student must be enrolled in courses offering a minimum of five credits per semester and must not be failing more than one credit.
- Loss of Academic Eligibility or regaining eligibility after it is lost is determined by CHSAA and the Athletic Director

## **Athletic Participation**

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

- All ECA and Collegium students
- Christian homeschool students whose family controls the student's transcript, and who register the student with School District 11 as a home-schooled student.
- Christian school students whose school does not offer athletic programs or does not offer a sport that ECA offers, and whose district of attendance or district of residence is within the boundaries of School District 11.

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

## **Co-Curricular Programs**

### **Theatre**

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

### **Matchwits**

- Matchwits is an academic team with competitions held among schools in the Black Forest League (BFL) and is eligible to participate in regional and state competitions based on success at the league level. ECA competes in five meets from October through February at the high school level (grades 9-12).
- Matchwits competition is also available to ECA Middle School students (grades 6-8). There are generally 4 meets in the Spring.
- The ECA Matchwits teams are made up of students chosen by the sponsor. Students who participate in Matchwits on the high school level are eligible to earn a letter.
- Matchwits is dependent on student interest and sponsor availability.

### **Praise Team**

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

### **House Council**

The House Council serves:

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

The House Council:

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



### **General Requirements for Secondary Letter Awards**

- ❖ A block-style chenille letter is presented by the school to each participant the first time he/she earns a letter (athletics or academics).
  - ❖ An insignia symbolic of the sport in which the participant lettered is provided by the school and may be worn on the letter.
  - ❖ The athletic letter is to be worn on the upper left front of the letter jacket.  
The academic letter is to be worn on the upper right front of the letter jacket.
1. Letter winners must be members of the varsity team in good standing upon the completion of the season.
  2. Letter winners must be eligible under the rules of CHSAA in addition to scholastic, citizenship, and any other rules as set forth by ECA.
  3. A varsity letter may be awarded to seniors who have been regular members of a squad for four years provided they have not been awarded a letter in that sport before.
  4. A varsity athletic letter may be awarded to any participant who is injured while participating on a varsity team, or who is forced to discontinue varsity competition because of circumstances beyond his/her control, and who in the opinion of the coaches and athletic director would have earned a letter had these circumstances not arisen.
  5. Varsity athletic letters may be awarded to athletes who participate in state level competition (see below for more details).
  6. Varsity participants who do not letter will receive a Varsity Certificate of Participation.

### **Sport-Specific Requirements for Secondary Letter Awards**

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

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

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

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

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

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

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

### **Travel – Secondary Athletics**

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

# ATTENDANCE AND TARDINESS

---

## Attendance

In accordance with Colorado State Law, ECA must operate for 172 instructional days each year. If a Secondary student is absent from school, will be late to school, will be leaving school for an appointment and returning to school, or will be departing school early, parents are to notify the Secondary school office no later than 8:15am.

Regular attendance is expected of all students and is necessary for success in school. However, parents are requested to keep students at home if they show any symptoms of illness. Exhibiting symptoms of a common cold is sufficient reason for keeping a student home, since more serious diseases often begin with cold-like symptoms.

### Middle School

Any Middle School student (grades 6-8) who misses more than twenty (20) full days during the school year may be retained in his or her present grade. Excessive absences (which may be evaluated each semester) may be occasion for a student's retention in the present grade according to the discretion of the school administration or may result in the expulsion of the student.

### High School

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

### Excused Absences and Tardiness

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

### Unexcused Absences and Tardiness

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

### Partial-Day Absences

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

### Leaving School During the School Day

- All students must report to the office before leaving campus. Parents must be notified before action is taken.
- A student who needs to leave campus during the school day must provide a parental note or the office must receive an email or a phone call from the parent. Students shall also report to the office to receive an admittance pass upon returning to school.

## Hall Passes

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

## Off-Campus Instruction Days

- If an Off Campus Instruction Day is called, the Renweb Parent Alert will be activated and the prompt on the television should read **Evangelical Christian Academy NO SCHOOL, Off Campus Instruction Day**.
- For secondary students, work will be posted on Renweb/Google Classroom by 8:30am. Students are responsible to **complete these assignments and bring them to class on the next scheduled school day**. We ask our teachers to be available during the OCID (8:30am to 3pm) for email questions.
- Students will be told to take their schoolbooks home the day before if the weather forecast appears conducive to an OCID.
- With Google Classroom, Secondary Students may be required to log into each of their classes at the normal class times to be considered present for the day. Teachers may use their class time for instruction or to explain and assign work for students. If this will be required, it will be announced the day before.
- If we have a normal day of school or a delayed start, classes will go as scheduled and assignments/work will be given in class.

# CONDUCT AND BEHAVIORAL STANDARDS

---

## **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, even if the behavioral issue occurred while off our property or out of our care, consequences may occur, namely the withholding of school leadership positions and awards. In such cases, the ECA administration and the parents shall work in close partnership while working toward the discipline and restoration of the student.

## **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.”*

The goal of discipline at ECA is to apply firm 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 punishments 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 punishment as necessary.

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

- **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.”*
- **A Servant Mentality - (Philippians 2:4-7).**
  - All Christians are to be examples of Christ's standards (1 Peter 5:1-4). and have an attitude of willingness to serve others in humility and obedience (Mark 10:41-45).
- **Christian Conduct - (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.**

## **Secondary Behavior Policy**

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

The Secondary Behavior Policy exists to:

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

### **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, 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 or destruction of property
- The use of cell phones, headphones, or electronic games in school buildings during the school day
- Running in the halls
- Throwing rocks or snowballs on school grounds
- Possession of any weapon: gun, knife, pocket knife, or any item giving the appearance of a weapon.
- Possession of drugs, alcohol, tobacco, or pornography on school property or at school functions. Any violation of this rule may lead to immediate suspension or expulsion.
- Any illegal or immoral activities such as underage drinking, drug use (tobacco included), sexual immorality, profanity, both on and off campus
- Disruption of the learning environment of the classroom in any form.
- 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.
- ECA students involved in co-curricular activities or athletics will be held to the same standards of conduct expected in the classroom.

### ***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.

### ***Sexual Orientation and Gender Identity***

As stated under "The Statement of Marriage, Gender and Sexuality" (Student Parent Handbook-General Section-1)

- 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

## 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 began in the summer of 2011. 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?" they have learned self-control.

## **Discipline Procedure**

Although a part of the discipline policy of the school, it is preferable that behaviors be addressed within the classroom using Love and Logic. Being referred to the principal is to be implemented only after a teacher's specific classroom discipline policy is ignored by students, is no longer effective, or if the student behavior is so blatant that it needs immediate attention.

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

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

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

# Behavior Expectations

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

The Secondary Behavior Policy exists to:

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

## Discipline Procedure

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

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

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

## Behavior Probation

A student will be placed on behavioral probation whenever there is clear evidence that the student's behavior is below minimum standards and efforts to correct the student are not being successful.

The following behaviors will result in behavior probation:

- 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.

## Consequences of Behavior Probation

- Students on behavioral probation will relinquish student leadership positions for the duration of the probation period.
- The Athletic Director and/or Administration will determine the students' participation in co-curricular or athletic practices and competitions.
- 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 Head of School shall prayerfully consider the student's continued enrollment at ECA.

### **Academic Probation Purpose and Definition**

The Secondary Academic Probation Policy exists to:

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

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

### **Academic Guidelines**

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

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

### **Consequences of Academic Probation**

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

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

### **Continued Enrollment - Secondary**

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



# DRESS CODE - SECONDARY

---

All apparel must be neat, clean, modest in design, and worn in an appropriate manner. The school administration will have the final determination as to whether or not specific standards of neatness and modesty are being met, and/or whether certain apparel is in violation of the dress code.

## **Parental Responsibility and Support**

Parents are responsible to ensure that their child is 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 and to approach the principal privately to discuss any concerns. We ask that when your child leaves for school in the morning that you check to make sure they are dressed within the guidelines. Please 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.

## General Standards

1. All apparel must be clean and neat (free from rips, tears, holes, cuts, or hems that are frayed)
2. Properly sized (not excessively revealing or oversized)
3. Worn appropriately (buttoned or zippered), with undergarments not visible
4. Not draw undue attention to self or be distracting for others
5. Clothing, jewelry, or other items with a reference to rock groups, gangs, other religions, drugs, alcohol, Satanism, death, immorality, racially/religiously inflammatory language or other worldly expression in lettering or pictures are unacceptable for a Christian school and may not be worn at any ECA activity.

## Tops

1. All shirts, tops, blouses, polo shirts, and dress shirts must be collared. A collar is generally defined as a portion that folds down.
2. Buttoned shirts should be buttoned at all times and may not be worn open over a shirt or sweatshirt
  - a. Shirts should be buttoned to the point where no more than 3 fingers width from the clavicle is open. (Generally, this would mean no more than 1-2 buttons being unbuttoned, but it does depend on the type of shirt).
3. Shirts must have a sleeve. A sleeve is defined as having a portion that extends past the seam on the main body of the shirt.
4. T-shirts, midriffs, tank tops, tube tops, camisoles, sheer, or lacey fabric with visible undergarments may not be worn as outer shirts.
5. Turtlenecks are acceptable as a collared shirt but should not be overly tight or excessively revealing.
6. Tops/shirts must be long enough so that the midriff does not show when hands are raised.

## Sweaters, Hoodies, Pullovers, and Sweatshirts

### Allowed over a collared shirt:

1. Collared, hoodless, ¼ zip/button, pullovers of any material or pattern other than tie-die or camo.
2. Plain, patterned, or ECA sweatshirts with no hood (no tie-die or camo)
3. Sweaters
4. Any logos or sewn words must be on the front in the upper corner near the shoulder. No large logos across the chest or down the arms are allowed.
5. All non-hooded sweatshirts, pullovers, and sweaters must be worn with a collared shirt underneath.
6. ECA Hoodies may only be worn on Fridays or other approved Spirit days.

## Outerwear

1. Winter coats/gloves/hats should not be worn inside during school hours.
2. Caps, hats, and sunglasses may not be worn inside during school hours.

### Pants/Shorts

1. Properly fitting, modest pants that are denim, khaki, cotton, or dress-pant material only.
  - a. No excessively revealing, baggy, or low-ride pants.
  - b. No neon, camouflage, or acid wash.
  - c. No blue jeans, except on spirit days or other special dress days.
  - d. No sweatpants, warm-ups, wind pants, hip-huggers, jeggings/leggings, yoga pants, spandex, fleece, flannel, velvet, knit, or sweater material.
  - e. No holes, rips, tears, or frayed hems.
2. Pants must be worn securely around the waist and be properly hemmed or cuffed.
3. Shorts may be no more than 4 inches above the knee.

### Girls' dresses/skirts/jumpsuits/rompers

1. Dresses and skirts must lay no higher than 4 inches above the knee when a student is kneeling on the floor. Walking slits may extend no higher than 4 inches above the knee.
2. Dresses do NOT need to be collared but must have a sleeve and the neckline may be no more than 3 fingers below the clavicle.
3. Shirts worn under sleeveless dresses do not need to be collared.
4. Jumpsuits/rompers should have a collared shirt under them if they are sleeveless
5. Collared shirt/blouse must be worn with a skirt.
6. Clean, neat leggings are allowed under a skirt or dress as long as the dress or skirt is no more than 4 inches above the knee when kneeling.

### School Spirit Fridays

Blue jeans may be worn on Fridays with an ECA spirit shirt. Shirts do not need to be collared but must be neat and modest (follow guidelines for "tops" above). ECA sweatshirts or hoodies may be worn with an ECA spirit shirt.

### Shoes

1. Shoes must be worn throughout the day.
2. Plastic, rubber shower-shoes, flip-flops, crocs, or slippers may not be worn.
3. Shoes may be worn with socks, tights, or hosiery (no fishnet or lace stockings).

### Jewelry/Body Art

1. Piercing hardware may not be worn. No gauges.
2. Earrings that are moderately sized may be worn by females.
3. Tattoos in any visible form are not acceptable, including temporary tattoos. Should a student have a tattoo, they must wear clothes to cover it.
4. Excessively long earrings, jewelry, or chains of any kind are a safety hazard and may not be worn.

### Hair

1. Guys and Girls: All hair should be a natural hair color and should be neat, clean, and well-groomed.
2. Guys: hair should be above the ears, off the collar, and out of the eyes without needing a clip or rubber band. No hair clips, rubber bands, headbands, or other hair accessories.

### Secondary After-School Activities and Functions

1. When students represent ECA in an official, off-campus capacity, standardized dress may be required.
2. Even if standardized dress is not required, neatness and modesty are expected at all outside school-sponsored activities including, but not limited to, dances, sporting events, house events, student council-sponsored events, field trips, Matchwits, class trips, and service projects.

### Secondary Dance Dress Guidelines

#### Girls

1. The dress or top must cover all undergarments, including bra straps.
2. No more than a hand width from the clavicle to the top of the dress (i.e. modest neckline).
3. No strapless dresses are permitted.
4. Dress length must be no more than 4 inches above the knee when kneeling, even with hands raised.
5. There should be sufficient ease in the fit of the dress so that the dress is not excessively revealing.
6. Two-piece dresses are permitted only if the midriff is covered even when hands are raised.
7. Excessively low, open-back dresses are not permissible. The dress should not be lower than a bra strap in the back.
8. If a covering is worn that makes the dress acceptable, it must be worn for the entire evening.

## Guys

1. Guys should follow the standards of neatness and modesty outlined above, and dress appropriately for the event.
2. Dress pants, collared shirt and tie/bowtie should be worn for formal dances

## Secondary Physical Education Dress Code

1. Students must purchase an ECA PE shirt for Physical Education (PE) class.
2. Only ECA PE shirts with sweatpants or shorts are acceptable for PE.
3. PE shorts should be one color and should not hang below the knees.
4. PE shorts should not be excessively revealing or lay more than 4 inches above the knee

## Consequences

1. 1<sup>st</sup> and 2<sup>nd</sup> offenses: Warning and student will be asked to change. Parents will be notified. (Sweatshirts must be turned in to the office for the day)
2. 3<sup>rd</sup> offense: Any continued offenses after the 2<sup>nd</sup> offense will require a meeting with parents to determine the best course of action.

# HOMESCHOOL AND WITHDRAWAL POLICIES

---

## Homeschool Student Policy

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

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

Transfer of home school coursework for credit towards a high school diploma from Evangelical Christian Academy must be documented and must comply with all State of Colorado statutes. These records include but are not limited to attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903 C.R.S.

Credits will be evaluated based on the number of instructional hours AND on the amount of material covered. Non-traditional courses may not meet minimum academic requirements for graduation, but upon review, may be accepted for elective credit. Homeschool coursework should have course outlines detailing scope and sequence of each class to transfer in credits with quality points. If this information is not provided, then credits can be transferred in as a passing grade with no quality points. The Secondary Principal will be the final authority regarding placement and acceptance of students. A pre-approval/final approval form for alternative and homeschool credits may be obtained in the secondary school office and must be filled out prior to starting the course.

## WITHDRAWAL FROM ECA

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

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

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

# SAFETY

---

## **INCLEMENT WEATHER**

### **Delayed Start**

Delayed start will be called no later than 6:00am. A delayed start means that school will begin 2 hours later than normal at both the Elementary and Secondary campuses.

### **Shuttle Service on Delayed Start Days:**

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

### **Cancellation (No School)**

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

### **Early Dismissal**

- On a day when school is in session and the weather becomes questionable, parents should expect a Renweb Parent Alert call for updates on school closures. An early dismissal, if called, will be called by 10:00am. Early dismissal means that classes at the Secondary campus will end at 11:30am and that the Elementary campus will close by 12:00 noon.
- If the parent is concerned about the weather conditions, students may be picked up at any time.
- Secondary students who drive to and from school may be excused to leave school at any time only if the parent has phoned the school office to request the departure.
- A student driver should have clear directions from his/her parents as to whether he/she should drive in poor weather conditions.

# TRAFFIC PATTERNS

## Drop Off

1. From 7:30-7:55am, all vehicles dropping off HS students are required to enter the campus from North Carefree Circle and exit onto Nonchalant Circle South or return to North Carefree Circle.
2. Middle School students should be dropped off in the ½ circle outside the lower gym doors.
3. When dropping off your student, pull forward as far as possible before allowing your student to exit the vehicle and do not enter the ramp.
4. High School students arriving before 7:50am are to wait quietly *by their lockers or in the hallway*. Middle School students dropped off before 7:50 am, should wait in Room 115 (Lunchroom) until dismissed to go to their lockers.

## Pick Up

1. From 3:00-3:30 pm. All vehicles picking up High School students or Middle School students with High School siblings are required to enter the campus from North Carefree Circle and exit by returning to North Carefree Circle
  - a. When picking up students, form a single-file line along the building and do not enter the ramp.
  - b. *All* students waiting to be picked up are to wait *only* on the ramp, in the airlock by the office entrance, or on the chairs by the school office.
2. From 3:00-3:30 pm: All vehicles picking up ONLY Middle School students should enter and exit off Nonchalant Circle South. Students will be picked up in the ½ circle by the lower gym entrance.
  - a. Middle School students picked up at the lower gym entrance should wait in the area outside room 119 until their ride arrives.

# Evangelical Christian Academy

## Secondary Campus Drop off and Pick-Up Plan

7:30-7:55 am and 3:00-3:30pm



Senior High  
Pick-Up/Drop Off  
Location

High School  
route is in  
orange



Middle School  
Pick-Up/Drop Off  
Location

Middle School  
route is in blue

If you have children in both High School and Middle School, please use the High School pick-up/drop off location.



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



At no time should any vehicle be parked in the **shuttle loading zone marked "no parking"** - to do so jeopardizes student safety. Drivers may not leave their vehicles unattended in the drop-off/pick-up line; parents who must exit their vehicles to enter the building must park in *designated parking spaces only*.

# SECONDARY FEES

---

## Secondary Athletic Fees

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

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

## Secondary Student Fees

Athletics (per sport)	\$210
Theatre Cast / Crew	\$210 cast/\$140 crew
Physical Education T-Shirt (required)	\$11
Band Instrument Rental (per semester)	\$60
Advanced Placement Courses (per class)	\$105
Graduation Fee	\$100
Middle School and HS Matchwits	\$30

# STUDENT LIFE

---

## Chapel

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

## Electronic Devices, Cell Phones, Smart Watches

As a rule, we seek to minimize distractions in the classroom. Recognizing that cell phones, smart watches, and other electronics can draw students' attention away from academic learning, social-emotional growth, and community building, the following guidelines seek to maximize class/school time while minimizing the distracting nature of electronics.

### Phones, Smart Watches, and Earbuds/Headphones

1. Cell phones are allowed on campus but must be turned off from 8am-3:00pm when on school grounds and must be stored out of sight (in a locker/car, not a backpack). The only time(s) that a phone may be out and in use are the following times:
  - a. During the last 10 minutes of lunch to check messages only. Students may not play games on their phones and should be in the vicinity of their locker.
  - b. With the permission of a teacher, staff member, or administrator to call or text about a specific situation or school-related need.
  - c. With the permission of a teacher or administrator for other needs as they may arise.
2. Smart watches are allowed on campus but should not be used between the hours of 8am-3pm for texting, calling, or other apps/games/functions other than telling time.
  - a. If a smart watch appears to be in use for one of the above purposes, it may be confiscated by the teacher, and the rules/consequences of cell phones apply.
3. To protect student privacy, cell phone cameras are not to be used in any restroom or locker room on campus.
4. Earbuds/headphones are not permissible during school hours, unless teacher permission is given for a specific educational purpose (listening to an audiobook, foreign language lesson, etc.)

### Consequences:

If a student has their cell phone on them during the school day, even if it is not being used, it will be confiscated and given to the principal. Smart watches in violation of the rules are subject to the same consequences as cell phones.

3. 1<sup>st</sup> and 2<sup>nd</sup> offenses: Phone will be kept by the principal until the end of the day, and parents will be notified.
4. 3<sup>rd</sup> offense: Students will not be allowed to have the phone on campus at any time for a period of 1 week. (8am to 3pm each school day). Administration will work with parents to determine any additional consequences, if needed.
5. Any continued offenses after the 3<sup>rd</sup> offense will require a meeting or phone call with parents to determine the best course of action.

### Other Electronics

1. Personal laptops/surface/tablet type devices are allowed only with teacher or administrator approval.
  - a. These devices should not be connected to the ECA network/wifi without permission.
  - b. Students with accommodations requiring the regular use of electronics in the classroom need approval from the Principal and Care Team Administrator. This approval will be sent to teachers through the Care Team Administrator and will outline appropriate academic use of the device.
2. Use of electronic devices owned by ECA are subject to the rules outlined in the Student Electronic Use Contract.
3. All other electronic devices (games, toys, music players, etc.) are not allowed to be used during the school day (8am-3pm).



## Telephone Use

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

## Daily Schedules

### Secondary:

- Morning Meeting/Coram Deo 8:00am
- First Period 8:15am
- Dismissal 3:00pm

The Secondary campus has a variety of daily bell schedules. A copy of the bell schedules is distributed to families at the beginning of each school year or throughout the year when updated.

### Departure

#### High School

Students waiting to be picked up are to wait *only* on the ramp, on the grassy area to left of the ramp, in the airlock by the office entrance, or on the chairs by the school office. Students are not permitted to wait by the church youth offices; and parents are not to wait in that area either. Students remaining at school for extra-curricular events such as sport practices must wait in either Room 115 or the gym, at the discretion of the coach/sponsor, and are encouraged to study and complete homework.

#### Middle School

- Students must be picked up by 3:30pm, unless waiting for a practice or game that starts by 4:00pm or receiving after school tutoring with a teacher. Any students waiting for practices or games must be in room 115 by 3:15 pm and should be working on homework. Coaches should encourage students to use this time to complete homework and not to save it for after games/practices.
- Middle School students, with no senior high sibling, must wait by the lower gym doors, either on the bench, in the lobby area, or by the lockers. Middle School students waiting for an afternoon shuttle or being picked up upstairs must wait on the benches outside the school office, in the airlock, or on the ramp. They may not be in the halls or the parking lot. Students found repeatedly violating this rule, will be asked to wait in the office until their ride arrives.
- Students who are not picked up by 3:30pm, will be asked to call a parent and will be asked to wait upstairs by the office. Middle School students are not to be left at school unattended after 3:30pm, unless otherwise arranged with the Middle School Assistant Principal. Failure to follow this policy will result in a call home and a possible meeting with the Middle School Assistant Principal. This is to ensure the safety and security of each Middle School student.

## Study Hall

Study Hall is for studying. Therefore, to create an environment conducive to studying:

1. Students will be assigned seats in all study halls and will be in their assigned seats.
2. Study halls are for studying; there will be no talking, unless given specific permission by the teacher.
3. Students with questions will go quietly to the teacher's desk.
4. Students are expected to come prepared with homework and acceptable reading material.
5. One bathroom/locker pass at a time may be allowed per student at the teacher's discretion.
6. Students are not to use electronics without permission of the teacher
7. Students are not allowed to listen to music or use headphones for any other purpose, unless permission is specifically given for audio books
8. Students must return to study hall before the end of the period with a signed pass.

## Food and Drink in the Classroom

As a rule, students should not have any food or drink in class other than water. Other food and drink should be consumed during breaks and lunch. It is up to the teacher's discretion to allow food or drink for special circumstances.

## Field Trips

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

## Computer Use and Internet Access

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

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

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

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

### Statement of Policy

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

"I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty

members, and others I communicate with on the Internet. I agree to follow Evangelical Christian Academy's policies on Internet access and will strive to apply Philippians 4:8 to my electronic communication, "Finally brothers, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute – if there is any excellence and if anything worthy of praise, let your mind dwell on these things."

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

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

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

a. School Access. The computer systems and all files therein are property of the school and as such, ECA reserves the right to access and disclose the contents of all users' computer files and electronic mail without the consent of the user, unless otherwise prohibited by law.

b. Monitoring. The school will not routinely monitor computer files or electronic messages but may do so to the extent permitted by law to maintain the integrity and effective operation of the school's computer system.

c. Inspection and Disclosure. The school reserves the right to inspect and disclose the contents of computer files or electronic mail messages, as needed:

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

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

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

- Be polite, do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number, or the addresses and phone numbers of students or staff.
- Be aware that electronic mail (e-mail) is not guaranteed to be private.
  - System managers who operate email systems have access to all mail.
  - Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading large files during prime time; sending mass e-mail messages (spamming); annoying other users who are using the talk or write functions).
- All communications and information accessible via the network should be assumed to be private property.

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

- Vandalism. Vandalism is defined as any attempt to harm or destroy equipment, facilities or data of the school or another user. This includes the downloading or creation of computer viruses or purposefully altering computer or network configuration.
- Copyright infringement:
  - No software is to be installed or downloaded without prior approval of the IT Department.
  - All computer software residing on or used with the school's computer systems must be owned and/or properly licensed by ECA.
  - All software must be used as agreed upon in the purchase and/or license agreement.
  - The IT Department will maintain an inventory of all original software and licenses. Copies of disks and CD's will be provided to users, as necessary.
  - Unlicensed and illegal software will be removed from the computer systems without notice.
  - Licensed software programs will not be duplicated or forwarded via the electronic mail message in violation of copyright laws.
- Personal use: Use of ECA's computer systems, including electronic mail for personal monetary gain or for commercial purposes that are not directly related to school business as well as use that creates a direct cost to the school are not allowed.
- Against other users:
  - The capture, storage, or display of other user's computer files or electronic files or electronic mail except for the IT Department while in performance of official duties.
  - Use of any computer system in violation of any federal, state, or local law or regulation.
  - Encryption: The use of a device to restrict or inhibit access to a user's computer files or electronic messages.
  - Hacking: Attempting unauthorized access to computer systems and files or electronic mail messages or attempting to breach any security measures on any computer system, or attempting to intercept any electronic mail messages without proper authorization.
  - Snooping: Obtaining access to computer systems and files or electronic messages of others.
  - Spoofing: The construction of an electronic mail message so it appears to be from someone else.
  - Use of the computer system, including electronic mail, to harass or intimidate others or to interfere with the ability of others to conduct school business or for any other unlawful or unethical activity.
  - Use of the computer systems, including electronic mail to download, maintain and distribute any illegal or pornographic materials.

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

7. Obtaining an Account: Any ECA student, staff, or faculty may apply for an Internet account after the Computer Use and Internet Access Contract has been returned with appropriate signatures to their School Office. All students in grades 6 through 12 must return a signed Student Contract to their school office prior to their use of ECA computers and network system.

## Isaiah Project

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

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

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

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

### **Isaiah Project Requirements**

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

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

### **Christian Service**

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

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

### **Guidelines**

- All Isaiah Project activities if not included on the official pre-approved list must be pre-approved in writing by both the administration and the parents.
  - The "Isaiah Project year" begins June 1 and ends May 31.
  - Multiple activities done over the summer can satisfy the requirements for the year.
- All forms must be totally completed, or they will be returned to the student.

- To be considered for the Isaiah Project Medallion award given during the senior year, the student must keep his/her Isaiah Project hours current and up to date from year to year by turning in his or her completed sheets. Each year's required hours must be fulfilled with a minimum of two (2) projects.

### **Administration**

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

### **Examples of Acceptable Service Projects**

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

#### **School-related ministries**

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

#### **Church-related ministries**

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

#### **Community ministry activities**

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

### **Isaiah Project Recognition**

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

## Logic and Rhetoric Honor Society

*“The strength of a man’s virtue should not be measured by his special exertions, but by his habitual acts.” Pascal*

### Logic and Rhetoric Honor Society

- (LHS and RHS) acknowledges our school’s commitment to the values of scholarship, service, leadership, and character.
- Students in the 8th -10th grades are invited to apply during the first quarter of the 2022-2023 school year.
- Students with a weighted GPA of 3.25, a completed application, and two letters of recommendation from teachers are invited to apply. Students will attend monthly meetings and complete one Scholarship Creative Project in the 2021-2022 school year.
- Meetings: Last Monday of each month during lunch.

### Qualifications:

- Scholarship: GPA of 3.25 or higher
- Scholarship Creative Project: Students will participate in a scholarship project of their choice. See below for more information on the Scholarship Creative Project.
- Strong Leadership: The Leadership characteristic is determined by formal leadership positions at ECA and Community Service activities. All leadership positions are considered, such as offices held (project coordinator, marketing coordinator, recruiting coordinator, etc.); team-related leaders (Captain, co-captain, etc.); and any other titled positions, Student or Class Council positions. Leadership positions outside of ECA will be approved on a case-by-case basis.
- Excellent Character: Honesty, cooperative character, clean disciplinary record, common courtesy, and respect for others are some character traits for consideration.

### *Scholarship Creative Project Information*

ECA students should select a topic of personal interest and one that is well suited to all requirements. Topics and research for the Scholarship project cannot be combined with any other assignment or project.

### **4 Components of the Scholarship/Scholarship Creative Project**

1. **Project Approval Form** See Faculty Sponsor for form and guidance
2. **Project Presentation in April (Dates TBD)** Students will present their Scholarship Project to a group of ECA Teachers and Parents.
3. **Written Component** Each student will complete a written component. It is the student’s responsibility to make sure the Advisor receives a copy of the written component by the deadline.
4. **Product Component**

The Scholarship Project requires students to develop a product based on their initial research. Products must stand as both the focus of academic research and the centerpiece of the presentation. The product may not necessarily be tangible, and the **presentation in April will not be accepted as the product**. Students choose only ONE Scholarship Project product.

There are **three** different products that students can develop.

Product Choice 1: The Creative Product is a creation based on background research. Typically, the product is a tangible object, such as a model of the effects of seizures on the brain; but the product can be a student-created event like a 5K for a specific cause.

Product Choice 2: The Research Paper Product is a paper written by the student examining an issue of their choice. Students must follow the MLA Formatting requirements, use a minimum of 5 sources, and the paper must be five to seven pages in length.

Product Choice 3: Community Service is a service project where the student holds a leadership position.

*To Illustrate: A student passionate about Baseball could approach the Scholarship Project’s product in three ways: The Creative Product could be a new helmet redesign addressing critical safety and comfort issues. For the Research Paper Product, the student could research the shifting changes in rules and gameplay or the history of women’s baseball. Finally, if a student chose Community Service as the Product, the student could coach a Little League team or volunteer as a Little League official.*

## Locks and Lockers

1. Students are assigned lockers for the school year.
2. Locker changes may be made only with prior approval of the Administration.
  - a. All students must use locks for their lockers.
  - b. If a student uses a personal lock, they must give the code to the office in case it is needed.
3. Lockers are to be kept clean and orderly with doors closed and lockers locked when not in use.
4. Any personal locker decorations must reflect proper Christian character and be easily removable.
5. ECA reserves the right to inspect lockers at any time.
6. Open containers of any kind may not be kept in lockers.
7. Students will be financially responsible for the replacement and repair of any damaged school property.
8. There is a \$5 lock replacement fee for lost or damaged locks.
9. Students are required to keep their personal belongings and items in their lockers, not on the floor in the hallway.
10. Students taking PE will be assigned a space in the locker room for their personal belongings.
  - a. Money and valuables should not be taken to the locker room and should be locked in a student's school locker.

## Lunch and Breaks

1. May bring lunches to school to eat in the lunchroom (Room 115), outside, or in designated spaces during their lunch period.
2. May order and purchase hot lunches online at [www.myhotlunchbox.com](http://www.myhotlunchbox.com)
3. Must remain seated at their tables while eating lunch.
4. Must remain in the lunchroom until they are dismissed.
5. Once dismissed, students may be in the gym, cafeteria, or outside, if weather permits and supervision is available
6. May not store open containers of beverages; unfinished containers of beverages must be discarded.

## Off-Campus Privileges

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

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

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

## Personal Property

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



## Senior Year Events/Activities

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

### Junior-Senior Banquet/Prom Guidelines

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

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

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

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

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

### Vehicle Use – Secondary

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

1. Register all vehicles driven to or from ECA that may be parked on campus.
2. Always display the ECA registration tag when the vehicle is on campus (\$5 replacement cost for any lost tags)
3. Pay a \$5 fine for failure to display the ECA vehicle registration tag.
4. Follow all ECA vehicle use and parking regulations.
5. Drive carefully and conscientiously on campus.
6. Not sit in, on, or near parked vehicles during the school day.
7. Not eat lunch in parked vehicles during the school day.
8. Not listen to the sound systems in parked vehicles during the school day.
9. Not exceed a speed limit of 15 mph at all times.

Vehicles must:

1. Be parked in designated student parking spaces only.
2. Not block entrances or exits to the buildings or parking lots.
3. Not hinder traffic flow in the parking lot.
4. Not take up more than one parking space.

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

1. Will pay a \$25 fine.
2. Will not be allowed to drive or park on campus at any time.
3. Must make other arrangements for transportation.
4. Must park off campus, but not in any part of the church parking lot.

Evangelical Christian Academy and the administration:

1. May revoke the vehicle use privilege of any student violating any requirements.
2. Reserve the right to open and search any vehicle parked in a school parking lot.
3. Assume no liability for any damage to vehicles or contents left in the vehicles.