



# **EMMANUEL CHRISTIAN ACADEMY**

**Philippians 3:12**

**Matthew 5:16**

**2018-2019**

## **SCHOOL HANDBOOK**

**3120 Hualapai Mountain Road**

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Dear Families,

Welcome to Emmanuel Christian Academy (ECA) for the 2018-2019 school year! We are so excited to have you join us this year! You have chosen a school where students have the privilege of learning and applying God's Word. History, science, creation, math, literature, language arts, relationships, and stewardship are all seen through Scripture. Our teachers know and love their students. They know each student's character and capabilities, and they do all they can so your child will achieve his or her potential. Also, our standardized test scores exceed national standards. Therefore, when the time comes for them to enter the world as young Christian men and women, ECA students are characterized by being academically prepared and spiritually equipped to serve God on whatever path He leads them.

We would like to remind you that we have chosen the 45-10 school year for ECA. We will enjoy a two-week break at the end of the first, second, and third quarters. Monday through Thursday, the school day will begin at 7:45 A.M. and end at 3:00 P.M. for Jr. kindergarten through 2<sup>nd</sup> grade and at 4:00 P.M. for 3<sup>rd</sup> through 8<sup>th</sup> grades. Also, we will be having a Back to School Night on Thursday, July 19, at 6:00 P.M. This is a great way to meet your child's teacher and find out everything you need to know for the first day of school.

At Emmanuel Christian Academy, you are choosing a future for your child that, together with the home and the church, is built on a sure and solid foundation. We welcome you to His school and all He has to offer!

Developing champions for Christ,

The ECA Staff

# ROSTER OF SCHOOL LEADERSHIP

## BOARD MEMBERSHIP

Board President	Lisa Card
Board Member	Frank Benson
Board Member	Barbara Blythe
Board Member	Anna Tucker

## SCHOOL STAFF

Jr. Kindergarten Teacher	Mrs. Sue Sawicki/Mr. Andy Crawford
Kindergarten Teacher	Mrs. AmySue Crawford
First Grade Teacher	Mrs. Lori Snow
First Grade Teacher	Mrs. Crystal Rivera
Second Grade Teacher	Ms. Debra Clark
Third Grade Teacher	Mrs. Dotty Bollinger
Fourth Grade Teacher	Mrs. Rebecca Williford
Fifth Grade Teacher	Mrs. Diana Daniels
Sixth Grade Teacher	Mrs. Shea Pool
Seventh Grade Teacher	Mrs. Rhonda Gilbert
Eighth Grade Teacher	Mrs. Kay Macklin
Aftercare Coordinator	Mrs. CJ Stevens
Special Teachers	Mr. Tom Rowan/Rosemary Adams
Administrative Assistant	Mrs. Elisha Blinkenstaff
Principal/Administrator	Mrs. Barb Thofson
Business Administrator	Mrs. Terra Hardcastle

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## IDENTIFICATION SECTION

### Statement of Faith

- There is only one true and living God, revealed in three persons: Father, Son, and Holy Spirit, and triune God created all, upholds all, and governs all. (Genesis 1:1, Matthew 28:19, John 10:30)
- God the Father is infinite and personal, perfect in holiness, wisdom, power and love; He concerns Himself mercifully in the affairs of men, hears and answers the prayers of believers, and saves from sin and death all who come to Him through Jesus Christ. (Genesis 1:1, 1 John 1:9, Ephesians 1:5)
- Jesus Christ is God. He was born of a virgin, lived a sinless human life, performed miracles, died on the cross to pay the price for our sins, rose from the dead the third day, then ascended to the right hand of the Father. We believe in and await His personal, visible return to earth in power and glory. He is fully God and fully man, God the Son, the second Person of the Trinity. (John 10:37-38, Matthew 1:23, Hebrews 4:15, John 2:11, Romans 6:23, 1 Corinthians 15:4, Mark 16:19, Acts 1:11, John 8:58)
- The Holy Spirit indwells every believer at conversion as the third Person of the Trinity. It is by the Holy Spirit's indwelling that the Christian is enabled to live a godly life. (Eph. 1:13-14, Acts 5:1, Romans 8:13, 14; 1 Cor. 3:16)
- We believe the Scriptures, both the Old and New Testaments, to be the Word of God, inerrant in the original manuscript, and the only infallible rule of faith and practice. We believe that all people are born with a sin nature in need of salvation which is a free gift, bestowed by God's grace alone and received by faith not by works. We assert that a believer's salvation is secured by Christ **alone** and is available to anyone who chooses to accept His free gift. (2 Tim. 3:16-17, John 3:5-7, Ephesians 2:8-9, Acts 4:12, Romans 10:9-10, John 10:27-28)

### Mission Statement

The mission of Emmanuel Christian Academy is to serve God, change lives, and challenge minds through Christian education.

### Vision Statement

The vision of Emmanuel Christian Academy is to provide a superior academic education while teaching the foundation of a godly life to residents of Kingman and outlying areas. Our students will have superior and godly instruction in a secure environment under the supervision of godly men and women, now and in the future.

### Core Values of Emmanuel Christian Academy Include:

1. **STATEMENT OF FAITH:** We are open to families of any faith or denomination who agree to uphold our Statement of Faith as the framework for admission, teaching, discipline, and all aspects of the school.
2. **BIBLE AS A CORE SUBJECT:** Bible class is crucial as a core subject. Biblical precepts will be integrated into every facet of life.
3. **CHRISTIAN CHARACTER DEVELOPMENT:** We will endeavor to develop Christian character in our students through godly council, accountability, evangelism, and discipleship.
4. **CHRISTIAN STAFF & BOARD:** Each staff or board member will be a devoted, mature Christian, seeking personal Christ-likeness and professional development, never putting ambition for success above God's will for Emmanuel Christian Academy.
5. **MINISTRY MINDED:** In all things, Emmanuel Christian Academy personnel will work in cooperation with and support of Christian organizations including churches, missionaries, and ministries.

6. **SCHOOL IMPROVEMENT:** Will consistently evaluate and act upon ongoing school improvement needs.
7. **ACADEMIC EXCELLENCE:** We are committed to excellence in education.
8. **BOARD GOVERNANCE:** The Governing Board is the principal entity that holds the administrative staff accountable.
9. **PARENTAL RESPONSIBILITY:** Parents have the primary responsibility for the education of their children, and Emmanuel Christian Academy serves the Christian home.
10. **FULFILL THE GREAT COMMISSION:** Through their attendance at Emmanuel Christian Academy, students should be prepared to share their faith in an effort to fulfill the Great Commission.

### **School History**

The school was started with just seven students, including three 4<sup>th</sup>-grade boys and four 1<sup>st</sup> and 2<sup>nd</sup>-grade girls. It took a lot of hard work and determination to bring a strong, solid, and enduring Christian school to the Kingman area. Two women who believed God had called them to this ministry poured their hearts, souls, and families into the school, which officially started in August of 2000. They wanted to fulfill the biblical statute to “. . . bring them up in the training and admonition of the Lord” (Ephesians 6:4), with the highest of academic standards. Over the years, there have been many “bumps in the road,” but God was always faithful to call and equip the people He had chosen to continue the legacy of Emmanuel Christian Academy. Through financial struggles, poor health, and obstacles, which only God could clear away, Emmanuel Christian Academy continues to stand today as a beacon of light shining the love of Jesus into the hearts and minds of Kingman’s youth and their families. By God’s grace, there has always been, and continues to be, room to minister to any family who has a desire to teach their children God’s truth, while giving them an excellent education. God and His Word are integrated into every subject in a way that shows His beauty, order, and structure for those who search for Him, while wholly preparing children in any grade at Emmanuel Christian Academy to transfer into any other school whenever necessary. The school is founded on our faith in the Lord Jesus Christ, and we are dependent on His strength, wisdom, discernment, and guidance every moment of every day. We look to Him as our sole intercessor to God the Father (John. 14:6) and give Him all the glory for anything good this school is or shall become. Emmanuel Christian Academy is truly our ministry and mission field.

### **Philosophy of Education**

Emmanuel Christian Academy’s philosophy of education relies on Biblical truth and values and is based on the belief that Christian education is a parent/family responsibility (Prov. 22:6, Eph. 6:1). The home is the center of a child’s training. The Christian school acts as a supplement to the ministry of the home, providing assistance to the parents and acting as loco parentis. Our goal is to develop the whole child – spiritually, mentally, socially, physically, and emotionally through active, meaningful involvement of students, parents, and staff. Parents who have fostered a respect for God’s laws and a sense of individual responsibility will find these same values promoted by ECA staff.

### **Expected Student Outcomes**

Graduates of Emmanuel Christian Academy are children who:

- Are people of integrity who profess faith in Jesus Christ, will be well-prepared to further their education in a successful way, and will be capable, productive, responsible members of society.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand, and apply God’s Word in daily life.
- Are empowered by the Holy Spirit and pursue a life of faith, godliness, goodness, knowledge, self-control, perseverance, brotherly kindness, and love.
- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.

- Have the skills to ask questions, solve problems, and make wise decisions.
- Appropriately respect and relate with integrity to the people with whom they work, play, and live.

### **School Organization**

Emmanuel Christian Academy is an independent, non-denominational Christian school not joined to any one particular church, but supported by the surrounding Christian community. Emmanuel Christian Academy is blessed to have been a member of the Association of Christian Schools International (ACSI) since its inception in 2000.

### **School Verse**

Our school verse is Philippians 3:12, “Not that I have already attained, or am already perfected; but I press on, that I may lay hold of that for which Christ Jesus has also laid hold of me.”

### **School Colors**

Our school colors are red, white, and blue.

## **A. Admission Policies and Procedures**

### **Admission Policy**

- Emmanuel Christian Academy is open to students interested in securing an excellent Christian education, from kindergarten through eighth grade. Students and their families agree to abide by the Emmanuel Christian Academy Statement of Faith.
- It must always be understood that attendance at this school is a privilege and not a right.
- In-school or out-of-school suspension during the prior academic year may cause a prospective student to not be allowed to enroll at Emmanuel Christian Academy. A student with an expulsion on his/her record will not be accepted at Emmanuel Christian Academy.
- All students must want to attend Emmanuel Christian Academy and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, and faculty.
- Academic assessment tests will be required of any potential new student entering grades K-8 and for any returning students at the discretion of the administrator.
- Registration fees in any amount, whether installments or full payment, paid at anytime during the registration process are non-refundable. The registration process is not complete and placement is not secure until we have received all required admission paperwork and the non-refundable registration fee is paid in full.
- Mid-year admissions are dependent upon the student’s capability to fit into the classroom and keep up with the work already learned. These students must come in at grade level with a 2.0 GPA or better in the core subjects of math and language arts.

### **Admission Process**

1. Submit the necessary applications and paperwork, including needed medical records, immunizations (or declined immunization waiver), transcript requests, etc.
2. Academic assessment tests will be required of any potential new student entering grades K-8.
3. In order to qualify for admission, every new 6th-8th grader must write an essay during the assessment process stating:
  - A. Why he or she wants to attend ECA and
  - B. What he or she plans to contribute to the common good of the student body

**4. Family interview with the principal:**

During the family interview, the principal will inquire to verify that the family desiring to join our community is in agreement with the school's Statement of Faith, Philosophy of Education, and standards of discipline. Additionally, the principal will examine the student's attitude, demeanor, and educational ability. Following the family interview, the principal will notify the family within a few days whether or not they have been accepted into the school.

**5.** When the family has been notified of their conditional acceptance, they will meet with the administrative assistant in the office to determine if there is any missing paperwork.

**6.** The finance department will also meet with the family to ensure that registration fees are paid at the time of enrollment and a tuition agreement is in place.

**7.** It is during this time that the financial department will verify that the families know about available scholarship programs and receive the needed paperwork.

**Current Homeschooled Students:** All homeschooled students will have to provide grades for the past two academic years. Every homeschooled student will be subject to an academic assessment test. The results of the test will determine the grade placement.

**Probationary Period:**

Emmanuel Christian Academy places all students, new and returning, on probation for the first quarter of attendance. If there is concern, the first probationary meeting will take place after the first four weeks. At this time, the teacher, principal, and parents will create an academic plan for the student. If the goals within the plan are not met by the end of the first quarter, the student will be asked to depart. This gives the school administration the ability to remove a student if she/he is not ready for the rigors of Christian school either behaviorally or academically as obligated by the Parent Commitment Contract.

**Learning Disabilities Guidelines**

In order to clarify the educational goals of the school, Emmanuel Christian Academy's guidelines apply to all students and teachers in all the classrooms. A student's disabilities must be documented through a current Individual Education Plan. Please be advised, private schools are not required by law to adhere to special education policies and/or IEPs.

**Definitions:**

**~Intellectual Disability:** Any potential student who has a documented disability which would require a separate classroom, program, and staff in order to provide the educational services expressed in an IEP (Individualized Education Program).

**~Specific Learning Disability:** Any potential student who has a learning disability which does not require a separate classroom, program, and/or staff in order to provide the educational services.

**~Speech Only IEP:** Potential students on a speech-only IEP will need to have a current IEP to begin the school year.

**Guidelines:**

1. Children with an intellectual disability may not be admitted to Emmanuel Christian Academy due to the lack of adequate resources.

2. All children will be required to meet the same academic and behavioral standards as all the other children at Emmanuel Christian Academy, in accordance with the school's probation policy.

3. Children who have been diagnosed as having a specific learning disability will be given the same instruction and encouragement as their classmates. Minimal accommodations and/or modifications might be available based on the IEP.

### **School Anti-Harassment Policy**

The policy of Emmanuel Christian Academy is to provide an academic environment that is free from harassment—whether based on religion, sex, race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **Bullying Policy**

Bullying refers to unreasonable actions of an individual or group directed towards a person, which are intended to intimidate, degrade, humiliate, or undermine, or which create a risk to the health or safety of the person. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and/or deprives the student of a safe and caring learning environment.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment.

### **Non-Discrimination Statement**

Emmanuel Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. Emmanuel Christian Academy does not discriminate on the basis of race, color, or national and ethnic origin. Emmanuel Christian Academy reserves the right to select students on the basis of academic performance and religious commitment.

## **B. Discipline**

### **Student Standards of Conduct**

Students are always expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. He/she must act with respect and moral uprightness in school, at school activities, and when they are away from school, remembering they are always a representative of Christ and Emmanuel Christian Academy. Galatians 5:22 admonishes us all to live a life led by the Holy Spirit of God according to His Word, bearing the fruit of the Spirit which is love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, and self-control. This standard also applies to staff, parents, and anyone visiting or volunteering at the school.

### **General School Rules**

1. Everyone will show proper respect to all in authority.
2. Everyone is to treat one another with kindness and respect. No name-calling or teasing is allowed.
3. Punctuality is expected.

4. Cell phones, iPods, radios, electronic games, etc. are not to be brought to school without administrative approval. All electronics will be kept in the office if brought to school.
5. Gum is not allowed on campus.
6. When in the school halls, students should walk and not speak.
7. There will be no swearing or inappropriate language.
8. Cheating will not be tolerated.
9. No physical contact is allowed.
10. No "boy/girlfriend" relationships allowed at school.

#### **a. Playground**

1. Supervising adults are in charge of all the children on the playground.
2. Show proper respect for everyone and everything. Use equipment properly.
3. Get permission to leave the playground for any reason.
4. When the bell or whistle rings, stop and listen for what to do.
5. Stay off the fences, basketball poles/rims, and brick walls.
6. Do NOT go up the slides. Only go down, feet first, one at a time.
7. Line up at the base of the slide ladder, not ON the ladder.
8. Do not stand on anything taller than you are.
9. NO skateboards, skates, or bicycles or similar equipment are allowed on campus without administrator approval.
10. No physical contact is allowed.
11. Jump ropes are for jumping only.
12. Do not bring toys from home to the playground.
13. Clean up and line up immediately when told to do so.
14. Do not throw the rocks.
15. Swings: No twisting, no pushing, no jumping, no sitting on the bars by the swings, and swing in an upright sitting position.
16. If playing "GaGa" ball, students must follow all "GaGa Rules" during recess times.

#### **b. Hallway**

1. No talking in the halls.
2. No running in the halls is ever permitted.
3. Staff members have authority over student behavior in the hallways.
4. Please keep hallways neat at all times, never cluttered.
5. Students are not to interfere with passing classes in any manner.
6. Teachers will accompany classes while traveling in the hallway.

#### **c. Student Dress Code**

At Emmanuel Christian Academy, we believe it to be in the best interest of the students to maintain certain standards of dress to create an atmosphere conducive to education and honor to God. Therefore, the following standards apply to all students for all school functions unless otherwise advised by the administration. Administration will be the final judge of appropriateness at all times.

- Students are required to wear red, white, or blue polo shirts with the school logo and blue, black, or beige pants (solid or with thin side strips), jeans, or walking shorts (fingertip length). Parents can purchase all polos and sweatshirts with our ECA logos at Flashover Graphics.
- In cold weather, coats or jackets may be worn outside. Solid/minimal “accents” or very small logos **zip-down** sweaters or sweatshirts may be worn inside the school where the **school logo is evident at all times**. Solid-colored, long-sleeved shirts may be worn under the polo shirts. Christian sweatshirts and t-shirts may be worn on Thursdays.
- Minimal “accents” or very small logos are appropriate, but NO large brand names or designs may be on any clothing worn to school.
- Clothing should be free of holes or worn spots (no frayed areas – even if fake with patches underneath).
- No over-sized (baggy) or form-fitting pants (tight – yoga – legging type).
- No flip-flops or sandals without backs may be worn to school. Heels must be no more than two-inch heels. Shoes need to be appropriate for the playground areas.
- Hats (plain, Christian, or with pro or college sports teams only) can be worn outside only for warmth in winter or to block the sun.
- Extreme fads of any kind are not acceptable. This includes but is not limited to bare midriff, body-piercing, tattoos (real or play), distracting hairstyles (un-natural hair colors or designs), etc.

Girls:

- Girls may wear blue, black, or beige skirts or jumpers, but they should be worn with shorts, tights, or leggings underneath and be of a modest length.
- Girls’ hair should be clean, neatly styled/brushed, and kept away from the eyes.
- For girls, jewelry should be kept to a minimum. Earrings should be small for safety in play.
- Middle school girls (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders) may wear minimal makeup and/or fake nails that are short and in good taste.

Boys:

- Boys’ hair should be clean, neatly trimmed, above the collar in the back, and no longer than the eyebrows in the front.
- Boys may not wear earrings, and necklaces must be small and in good taste.

Free dress day: Clothing must be in good taste – no shirts/clothing that glorify the drug culture, death, and darkness, and no cut-out shoulders unless worn with an undershirt.

Dress code infractions will result in a call home to parents to bring an appropriate change of clothes. After the first infraction, school discipline will be enforced.

**d. Telephone/Electronics Restriction**

- Cell phones and unauthorized electronics are not allowed on campus and will be confiscated. If there is a need for a student to have a cell phone before or after school, the student must bring a note from home containing the reason and specific device name and number, or have a parent call to get the administrator’s approval, and must leave the device with the administrator for the day. Use of a cell phone any time at school is subject to confiscation of the phone and consequences for the USER. Students who continually disregard this policy will be subject to disciplinary action. Parents agree to hold harmless the administration, staff, faculty, and Emmanuel Christian Academy for lost, stolen, or damaged electronics.
- Students are not allowed to make or receive telephone calls during class except in emergencies. In non-emergency situations, messages will be delivered to students. Students may return calls only during lunch or downtime.

## Discipline Policy

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace to those who have been trained by it.” Hebrews 12:11*

*“For the commandment is a lamp, and the teaching is light; and the reproofs for discipline are the way of life.” Proverbs 6:23*

The most important aspect of Emmanuel Christian Academy is cooperation between parents and staff. We believe when students understand that their parents and school staff are working together, they will respect rules and act accordingly. Circumstances concerning infractions will be addressed on an individual basis. At Emmanuel Christian Academy, we stress a positive discipline policy and reinforcement of good behavior by staff being models of the behavior we expect from each student. It is vital for the parents or guardians and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. (1 Cor. 14:40)

## Discipline Procedures

All discipline will be based on biblical principles; i.e. restitution, apology whether public or private, and restoration of fellowship between individuals with no lingering bad attitude. The following are the basic steps of discipline that are used in dealing with students. The principal has the authority to use his/her discretion to show grace in any situation he/she believes warrants it.

1. The vast majority of behavior issues will be handled at the classroom level using biblical standards of discipline. The teacher will remind the student of what is expected in class and how his/her behavior needs to change to be acceptable.
2. If the issue persists, whether in behavior or attitude, the teacher will make contact with the parent/guardian for a phone or in-person meeting.
3. If the behavior continues, the student will be sent to the principal's office. At this time, the principal will discuss the issue with the student and reiterate what changes must be made.
4. If further discipline is necessary, serious consequences may be swift and could result in detention, in-school suspension, out-of-school suspension, or expulsion from the school.
5. At any time, a meeting may be held between the staff and the principal to discuss behavior issues. The principal, staff/faculty member may at any time request that the parents attend the meeting. In the interest of expediency, this meeting may be called immediately. Specific, necessary behavior changes on the student's part will be clearly outlined, and the consequences of failure to change will be explained. Such consequences may include, but are not limited to, work around the school, a behavior contract, and/or probation.
6. Serious offenses, such as the following, may result in an immediate trip to the principal's office and a telephone call to the parents/guardians.
  - a. **Disrespect** shown to any staff member. Staff members will be the judge of whether or not disrespect has been shown (Rom. 12:17)
  - b. **Dishonesty** in any situation at school such as lying, cheating, and stealing. (Eph. 4:25,28)
  - c. **Rebellion** i.e. outright disobedience or defiance in response to instruction or correction. (Titus 1:16)
  - d. **Assault or Bullying (including Cyber Bullying)** with intent to harm another person. (Prov. 20:3)
  - e. **Obscenity** including coarse jesting or taking the name of the Lord in vain. (Eph. 4:29)

The administration and governing board of Emmanuel Christian Academy realize that suspending or expelling a student from school is a very serious matter and will always be carefully handled.

## Social Media

As children of God and students of Emmanuel Christian Academy, students must be a constant light for Christ within the halls of the school and within the community. This includes, but is not limited to, social

media. Social media avenues including Facebook, Twitter, Snapchat, etc. will be monitored closely for inappropriate content. If un-Christian material is found, the student will be subject to discipline within the school.

### **Probation**

Any student with a serious issue who has been through the steps of discipline, whether relating to academics, performance or attitude may be put on probation at any time by the principal. The probation may last up to nine weeks, at which time the student's progress will be re-evaluated. The parents will be notified immediately about why and how long their student is put on probation. A continued need for probation may result in dismissal from Emmanuel Christian Academy.

### **Suspension**

Students may be suspended from school for a period of one to five days for serious or continued behavior or discipline problems, as determined by the principal. A meeting with the student's parents/guardians and the principal will be required for the student's return to school which will be on a probationary basis only. A review of the student's behavior may occur at any time during the probationary period. A second infraction during probation will result in dismissal from Emmanuel Christian Academy.

### **Expulsion**

A student may be expelled for serious and/or continued violations of school rules and regulations, as outlined in the school handbook. These infractions include, but are not limited to immoral behavior; possession or consumption of alcohol, drugs, or tobacco on or off campus; possession of a firearm or any other weapon at school; etc. The student may be immediately suspended/expelled from school pending review of the situation by the administration and/or School Board.

Once the biblical principles of resolution (Matt. 18:15-17) have been followed, if the student is expelled, the family may petition the school for re-admittance if repentance and restoration have occurred. School personnel are ultimately interested in the good of the student and his/her repentance and restoration, the spirit of which we see in Scripture (1 Cor. 5:1-13, 2 Cor. 2:1-11 and Gal. 6:1-10). The application for re-admittance may or may not be considered. If the administration chooses to consider the application, after prayer and personal interviews with the student and family, they will be advised whether or not the student will be re-admitted. If the student is re-admitted, it will be on a strict probationary basis. Re-admittance is not guaranteed.

## **C. Academics**

### **Curriculum**

The curriculum policy of Emmanuel Christian Academy is founded on a God-centered view of the truth regarding man as explained in the Bible. All subjects are taught from a biblical worldview that glorifies God and reveals His eternal principles.

The administration and faculty of Emmanuel Christian Academy are continually assessing the curriculum to keep current with available educational materials and textbooks. This year, the school has chosen ABeka Book, ACSI Publications, Saxon Math, and BJU Press. The school will use a secular text only if it is clearly the best available in a field of study and does not include a humanistic philosophy.

The goal of Emmanuel Christian Academy is to provide the very best educational materials and textbooks for students to enable them to have access to a Christian curriculum that is consistent with the inerrant Word of God.

## **RenWeb**

Emmanuel Christian Academy uses the software, RenWeb, for all grading and attendance. Through this program, the parents/guardians are able to check their child's grades daily. At the beginning of enrollment, the parents/guardians will receive a link via e-mail to monitor their child's grades.

## **Chapel and Special Programs**

Emmanuel Christian Academy's chapel program is an integral part of school life and is mandatory for teachers and students. Chapel is held on the last school day of every week, usually Thursday. Special speakers, such as pastors, missionaries, and others closely associated with similar ministry groups often serve as chapel presenters. The chapel programs focus on glorifying God and creating a reverential respect and love for Him and His Word.

The school welcomes anyone interested in teaching chapel. Every special speaker must be approved by the administration at least two weeks before the date of the presentation. Non-religious presentations can be arranged with the approval of the administration for times other than chapel.

## **Pledges**

We perform three pledges during our assembly and chapel times. We pledge to the Bible, the Christian flag, and the American flag.

### *Pledge to the Bible*

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide its words in my heart that I might not sin against God.

### *Pledge to the Christian Flag*

I pledge allegiance to the Christian flag,  
And to the Savior for whose Kingdom it stands.  
One Savior, crucified, risen, and coming again  
With life and liberty for all who believe.

### *Pledge to the American Flag*

I pledge allegiance to the flag,  
Of the United States of America,  
And to the Republic for which it stands,  
One nation, under God, indivisible  
With liberty and justice for all.

## **Homework Policy**

Homework is an excellent way for students to practice and reinforce lessons taught in class. In addition to developing responsibility and positive work habits, homework provides parents with an opportunity to participate in their child's learning. Homework is useful for completing special projects or to complete unfinished class work. It is the student's responsibility to gather all necessary materials to complete assignments in a timely manner. Students are also responsible to make up any missed homework that the teacher requires. Families have the responsibility to provide an environment conducive for their child to complete homework assignments. The parents' primary role in the homework process is to provide guidance and assistance, help students understand assignments, make suggestions as needed, and ensure the timely completion of assignments. Though we understand that the time taken for each student to complete homework assignments will vary, suggested homework times are as follows:

Grade K:	10-15 minutes
Grades 1-3:	20-30 minutes
Grades 4-5:	60 minutes
Grades 6-8:	90 minutes

If a student appears to be spending too much time completing homework, parents should contact the teacher to determine if there might be a misunderstanding or a concern.

**Report Cards**

Report cards will be sent home four times each year. We recommend you discuss the progress on the card with your child. Report cards should be signed by the parents/guardians and sent back to the teacher within a week of receipt.

**Deficiencies**

Deficiency reports are sent home privately anytime during the quarter that a student’s work is unsatisfactory. Emmanuel Christian Academy teachers strive to keep parents well informed when their children are struggling with grades or behavior.

**Parent-Teacher Conferences**

Parent conference days are offered during the first and third nine weeks. An opportunity to schedule a formal conference with your student’s teacher will be sent home so you can choose an appointment time. The schedules will be made on a first returned - first scheduled basis. Parents are encouraged to make an appointment to see the teacher any time they have questions about their child’s progress.

**Standardized Testing**

Testing is done in all grades every spring. We currently use the Terra Nova tests, and we will advise the parents if there is a change.

**Grading Scale**

Percentage	Letter Grade - 4.0 Scale
90-100	A (4.0)
80-89	B (3.0)
70-79	C (2.0)
60-69	D (1.0)
Below 60	F (0)

Students must achieve a C (2.0) or better to pass core subjects and be promoted to the next grade. Reading, Language Arts, Arithmetic, and Bible are the core subjects at Emmanuel Christian Academy. If a student’s teacher recommends a course of action to the parents to help improve the student’s progress and the student’s parents choose not to follow that recommendation, or if a student is working below grade level, there is the possibility that he/she will be held back at the current grade level. If there is any question as to whether or not your student will be promoted to the next grade, please schedule a parent/teacher conference with the teacher to discuss the child’s progress as early as possible.

**School/Home Correspondence (MAIL)**

A newsletter from the administrative staff is sent home with students each month. The newsletter is the primary tool for keeping parents up to date on school happenings; as well as the school calendar given to families each year at registration. Policy clarifications and changes, upcoming events, and last-minute information may be announced through this newsletter and other occasional notes and letters sent home as necessary. Please ask your child for your “mail” daily. Text messaging and emails are used frequently at Emmanuel Christian Academy, so please make sure we have current email addresses and phone numbers on file.

## **D. Character & Performance Recognition**

### **Christian Character Award**

Each teacher has the opportunity to choose up to two students from his/her class each quarter to receive this honor. They consider the following criteria, as well as the direction set out in Romans 12:9-21, in the selection process:

1. Student displays a Christ-like attitude.
2. Student displays admirable growth in Christian character.
3. Student seeks to mature in Christ.
4. Student sets a good example for other students.
5. Student works to potential.

There is the possibility that there will be no student within a class to receive this award.

### **Fruit of the Spirit Award**

This honor is chosen solely by the principal. It is given to only one student a quarter from the entire student body who shows the Fruit of the Spirit: "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" Galatians 5:22. The student receives a certificate and a lunch of the student's choosing with the principal.

### **Honor Roll and Principal's List**

This recognition is based solely on grades. Students with straight A's will be named to the Principal's List. Students with A's and B's at grade level will be placed on the Honor Roll. Students receiving a passing grade of C (2.0) or below will not be eligible for this award.

### **Awards Assemblies**

Awards assemblies for the first three quarters are held during a school assembly on the last Thursday of the quarter. The final awards and 8<sup>th</sup> grade graduation ceremonies are held on the last week of the school year. Please see the school year calendar for specifics.

## **E. Classroom Policies**

### **Classroom Discipline/Incentives**

Each teacher has a specific discipline and incentive plan in place. You will receive a copy of these plans at the Back to School Night.

### **Lunch/Snacks**

- Students must bring a healthy lunch, snack, and drink (no soda) in a marked lunch box or sack.
- Students also may not share food with other students due to the many food allergies within the school.
- Student microwave use is only available to the students in junior high. Also, refrigerators are not available for student lunches.
- Special hot lunch days will occur up to twice each month on Thursdays. On these days, the children will still need to bring a snack. The order form and money deadline is the *Wednesday morning* before we have hot lunch. Parent volunteers are essential for this to continue. Please let us know if you can help.

### **Textbook Care**

At the end of the school year, each student will be responsible for the condition of his or her books. The family will be charged for damaged or lost books according to the replacement value.

## **F. Attendance**

### **Operating Hours**

School business may be transacted from 7:45 AM to 4:00 PM Monday through Thursday. Summer office hours are from 10:00 AM to 1:00 PM Tuesday through Thursday, but are subject to change. Appointments with school personnel, including the administrators, should be made in advance through the office. Please avoid attempting to speak with teachers or students during class. All visitors must check in at the office and will be escorted, if necessary, to the proper location.

### **Student Tardiness**

Students who arrive late to school create a serious disruption to teaching and learning upon entering the classroom. Students who arrive later than 7:45 AM will be marked tardy. The consequences for tardies each quarter are:

1. Four: He/she will receive a note home reminding parents of our school times and our tardy policy.
2. Five: He/she will receive a lunch detention.
3. Six: A meeting will be scheduled with the principal, teacher, and parents/guardians and receive a lunch detention and sentences will be assigned.
4. Seven or more: Lunch detentions and sentences will be assigned. Parent will be notified.

### **Student Absence**

Absences from class, whether excused or not, require work to be made up. The teachers will allow two makeup days per day missed for excused absences and one makeup day per day missed for unexcused absences. Any work not made up on time loses credit for every day it is late according to the teacher's standing classroom policy. Excessive unexcused absences (*seven or more in one quarter*) will be reviewed by the principal. The consequences may include retention in his/her current grade or dismissal from the school.

### **Prearranged Absences**

Assignments for prearranged absences may be given prior to the absence only if the teacher has time to prepare. Work assigned in advance of an absence is due immediately upon return. The classroom teacher decides what makeup work can be done at home and what must be made up at school. The student may use recess time and/or time after school to complete the work missed. If a teacher's aide is available to help with making up tests and/or quizzes, this will be arranged. Parents will be notified so they can make arrangements if time is needed before or after school hours.

Truant students receive a "0" for all work missed.

**NOTE: A student who misses 15 or more days in a semester or 30 days in a school year may be subject to dismissal from school or retention at grade level.**

### **Daily Dismissal**

Kindergarten through second grade will be dismissed at 3:00 PM. Third grade through eighth grade will be dismissed at 4:00 PM. Children going to Aftercare will be dismissed by their teacher at the proper time. All people picking up a student must be approved prior to the pickup by a parent/guardian. If a parent needs to speak with a teacher, he/she needs to schedule a meeting with the teacher. If a teacher needs to talk to a parent, the parent will be asked to park and see him/her. Any child not picked up by his/her dismissal time will be sent to Aftercare, or if there is no Aftercare agreement on file, to the office. Regular Aftercare charges will still apply.

### **Student Early Release**

Students leaving the building must be accompanied by a parent or guardian. If someone other than the parent picks up the child, he/she must have a note from the parent. In an emergency only, the parent may give permission over the phone.

## **Student Transfer**

If it should become necessary for a student to transfer to another school, a request from that school must be sent with the parents' signatures in order for Emmanuel Christian Academy to forward records about your child. This is due to confidentiality requirements and safety concerns. Payment of any outstanding balance due to Emmanuel Christian Academy may be required prior to records release.

## **G. Tuition Policy**

Tuition is an annual cost that we encourage families to pay in a lump sum. Tuition paid in a lump sum by July 1 will receive a 3% discount. For the convenience of our families, we will also collect tuition in eleven monthly installments. Payments are due on or before the first of each month beginning July 1 and ending May 1. If payment has not been received by the 15<sup>th</sup> of the month, a late fee of \$20 will be charged per student account for each month the account remains in arrears.

If the account becomes more than 30 days past due, the account will be reviewed by the school leadership, and termination of enrollment may be considered. If at any time during the school year an alternate payment arrangement needs to be made, a meeting with the Finance Department is necessary to discuss these arrangements and provide supporting documentation of financial hardship. A copy of any payment arrangement made, signed by the family and Finance Department, must be on file in the school office. A breach of any payment arrangement may, at the discretion of the Finance Department, result in the entire balance becoming immediately due and payable. A collection agency may be contacted if payments are not made or amended payment arrangements are not met.

FACTS Management is used by the school to collect tuition payments and other incidental fees during the school year. A tuition payment plan will be elected upon your enrollment in the FACTS system. Incidental fees will be billed as incurred through the FACTS system. The FACTS system is based on automatic payments, as authorized by you, from your bank account or credit card. You will have ability to make additional payments through your FACTS account at your discretion.

A returned check fee of \$30 will be charged for checks returned to ECA with insufficient funds and a \$30 missed payment fee will be assessed by FACTS for each missed electronic funds transfer attempt. Recurring deficiencies may result in payment of the remaining annual tuition balance in full with cash, money order, or credit card. If you have an issue with paying your tuition, please talk with the Finance Department to make arrangements.

If you qualify to receive tuition assistance through a School Tuition Organization (STO) you will need to apply for tuition assistance as recommended by the school. You, therefore, authorize ECA to apply all scholarship funds received during the year to your account for the benefit of your student(s). Your application or registration with any STO does not guarantee that your family will receive tuition assistance from said organization. Your entire tuition is your financial responsibility, whether or not scholarship funds are received. Monthly tuition will still be due each month; however, it will be adjusted according to STO funds received. An adjusted monthly tuition amount will be available from FACTS or the Finance Department, if applicable.

If the yearly tuition balance for the previous school year is unpaid, the child(ren) will not be allowed to re-enroll for the upcoming school year. The student's account may also be forwarded to a professional collection agency at this time to aid in obtaining the funds.

## H. Morningcare/Aftercare Policy

(EMMANUEL CHRISTIAN ACADEMY STUDENTS ONLY ARE ALLOWED TO PARTICIPATE IN THIS PROGRAM.)

- Our Morningcare/Aftercare program is under the direction of the school administration which sets the rules and costs of the program. If you have a comment or suggestion about the program, please discuss it with the administration of the school, not the program employees.
- Children attending Morningcare/Aftercare sign in and out by the parent on the computer in the room.
- If children are not picked up within 10 minutes after school is dismissed, Monday through Thursday, they will be sent to Aftercare, and their parents will automatically incur that cost.
- Children must obey the staff.
- Children are to stay with the group at all times except with permission to go to the restroom.
- Normal school rules apply during Morningcare/Aftercare and must be obeyed at all times. Consequences will be similar to those during the school day.
- If the parent/guardian has a meeting within the school or is offering a service, their child(ren) may use Aftercare. However, they may incur the regular cost of their child's time in Aftercare.
- Children must bring their own snack and drinks. Snacks are not provided.
- Emmanuel Christian Academy staff must have a current signed contract on file for any child staying in Morningcare/Aftercare. If it is not on file, the child will sit in the office to await pickup while normal charges still apply.
- Children may arrive and leave with authorized persons that are listed on the school information card and must be signed in and out in the computer before the parent leaves. If the parent/guardian does not sign child(ren) out, then charges may be incurred until 5:30.
- You may drop off and pick up your child(ren) from Morningcare/Aftercare by entering the main school entrance.
- Morningcare/Aftercare is only available Monday through Thursday from 6:30 AM until 7:30 AM and from 2:00 PM until 5:30 PM. Please be timely when dropping off or picking up your children. A late fee of \$1.00 per minute shall be charged for each child left after 5:30 pm. **Morningcare/Aftercare is not available on Fridays or on school holidays.**
- Cost of Morningcare/Aftercare is \$4.00 per hour (or any portion of an hour) per child.
- Payment are made to the Finance Office. Payments may be made in advance if there is an anticipated ongoing need or at the time care is provided. Costs for unexpected use will be billed by invoice weekly. A late fee of \$5.00 per week may be charged if not paid within two weeks of service, and Morningcare/Aftercare will no longer be an option until the account is current.
- Program costs and school rules are posted in the Morningcare/Aftercare room for your convenience.

## I. Miscellaneous Concerns

### Parent Involvement

*"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Eph. 6:4*

As a support and extension of the family unit, Emmanuel Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Emmanuel Christian Academy, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. During academic/instruction times, please limit visits to adults only as siblings can be a distraction. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Advance arrangements should be made with the teacher.)
3. Act as chaperone on field trips and/or library visits.
4. Coach a team in sports.
5. Help out during drama productions.
6. Volunteer to help at school events with the Parent Teacher Fellowship.
7. Serve as a story reader, song leader (in K-6), guest artist, or offer your special talents.
8. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
9. Work to help with a fundraiser.
10. Share your experiences, trips, or vacations, as they may relate to an area of study in a class.
11. Help host class parties in the classroom.
12. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
13. Pray continually for our school, students, staff, and families.

### **Fundraising**

The school will hold fall, winter, and spring fundraisers during the school year. ECA uses these fundraiser funds to purchase classroom materials and equipment that benefits the students.

### **Parent Involvement Commitment**

Each family is expected to give ½ hour per week per family. This can be completed as actual time given to the school or by donating to the school. Please look for the teachers' lists of items or services they need for their classrooms. This time commitment amounts to 18 hours per school year. These hours can also be completed by giving a monetary donation for families who are unable to give of their time. Each ½ hour of donated time is equivalent to \$5.

Should your volunteer activities require supervision of students, without a staff member present or when you are driving students, a background screening and/or DMV check report will be necessary. Please inquire with the Finance Office regarding associated fees and procedures in advance of any scheduled/anticipated volunteer activities.

### **Student Health Issues**

Every effort is made to provide a wholesome, healthful atmosphere for the students of Emmanuel Christian Academy. You can help at home by ensuring that your child gets adequate rest, eats nutritious foods, and is not allowed to attend school if he or she is ill. Please be wise in this decision. After an illness (such as flu), a fever of 99.9 or above, severe cough, or any other contagious symptoms, please keep your child at home until he/she has been better (with no fever) for at least 24 hours.

The teacher must be made aware of any medical condition and any medication the child must take, whether over the counter or prescription. Medication must be labeled and brought to the office in its original container. No student may carry medication with them without express permission from the administration.

**Lunchroom**

Orderly behavior is necessary during lunchtime. Disruptive, loud, or discourteous behavior will be met with an appropriate disciplinary consequence. As children are excused from the lunch tables, they must clean up their eating areas. Tables should be cleaned up for the next group after everyone is finished eating. Children are expected to consume their lunch in a reasonable time, so as not to delay the cleanup of tables for the next group. All food and drink must be consumed before leaving the lunch table. Food is not allowed on the playground.

Students are not allowed use of the microwave unless we have a parent volunteer to supervise it. The only exception is middle-school students with teacher supervision. School or church refrigerators are not available for student use.

Parents or guardians should check in with the office if they are joining their child for lunch.

**Disaster/Fire Drills**

We will have a monthly fire drill. Directions are posted by each classroom door. If you happen to be in the building when one of these occurs, please exit at the nearest outside exit. We will also have a quarterly lock down drill. Please stay in the office or classroom if you are visiting the school at this time.

**Severe Weather Instructions**

In the event of severe weather conditions such as a snow storm, flash flood, etc., the following procedures will be in place: Each family should call the school office at their earliest indication that there may not be school to find out via voicemail what the plan is for that school day. If the school day will be different from usual, a voicemail message will be accessible to notify families of any schedule changes.

**Parent-Teacher Fellowship**

All parents are encouraged to join and support the Parent-Teacher Fellowship (PTF). This group coordinates volunteer services for the school and sponsors fundraisers and programs during the school year. The PTF makes valuable contributions to the school. All projects or activities conducted or supervised in part or whole by the PTF on behalf of Emmanuel Christian Academy must be approved in advance by the school administration.

**Field Trips**

We schedule field trips during the year to enrich the educational experience of our students, but we will depend largely on parent involvement for these trips to occur. Please take this opportunity to volunteer as your child's class chaperone. We will require permission slips for each trip. If you are willing to be a driver, a background check/DMV report will be necessary in advance.

**Off Campus Activities**

Whenever students are traveling away from school, they are expected to behave in the same manner as required on school grounds, with appropriate respect and courtesy. As in the classroom, the staff members and adults will judge what is or is not acceptable behavior. Appropriate school field trip uniform, including Field Trip t-shirt, is required unless waived by the principal. Parental support and involvement with the planning, driving, and chaperoning of all field trips is greatly encouraged and appreciated. Any parent who wishes to drive on a field trip will need to submit a copy of their driver's license and insurance to the office prior to being approved to help drive on a field trip. Each driver will need a background check/DMV check in advance.

## **Sports**

Emmanuel Christian Academy may offer Cross Country, Volleyball, Boys and Girls Basketball, Archery, and/or Track and Field to students in grades five, six, seven, and eight. There are grade and behavior requirements to participate in sports. Each athlete must have a sports physical completed to be eligible to participate in a practice or competition. These physicals are valid for one calendar year from the certificate date. The athletic program has a mission to provide an opportunity for students to increase physical fitness and display Christian character.

## **Clubs**

Emmanuel Christian Academy offers students in grades four, five, six, seven, and eight opportunities to participate in clubs such as Student Council, Chess, and Yearbook. There are grade and behavior requirements to participate in these clubs.

## **J. Grievance Guidelines**

The objective of these guidelines is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Emmanuel Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Emmanuel Christian Academy's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

### **Definitions**

1. Dispute: Any disagreement that results in broken fellowship or trust between parties, or that disrupts the line of authority in the school or the orderly operation of the school, or that (in the judgment of either party) threatens the successful implementation of Emmanuel Christian Academy's objectives or goals.
2. Grievance: Any major disagreement over a decision made by one in authority, when the disagreement is great enough to appeal the decision beyond that authority to the next level.
3. Concern: The substance and details of a dispute and/or grievance.

### **General Grievance Guidelines:**

1. It is understood that if any disputes or grievances arise that are not directly covered by this policy, the administration and/or Governing Board will establish procedures based on the reasoning and pattern of this policy.
2. It is understood that the principles of Matthew 18 and James 3 will be followed, especially during the attempted resolution of concerns and restoration of relationships.

### **Student/Parents to Teacher**

1. All concerns about the classroom must be presented first to the teacher by the student, if mature, or by the parent. If the student presents the concern, a respectful demeanor is required at all times.
2. If the matter is not resolved, the student or parent may bring the concern to the administration. The student must have parental permission to do so.
3. If the matter is still not resolved, the parent may write a letter to the Board outlining the issue and expectation for resolution.

### **Parents/Community Members to Administration**

1. Disputes or grievances about the general operation of the school (apart from operation of the classroom) from a parent or community member must be presented first to the administration.
2. If the matter is still not resolved, the parent or community member may write a letter to the Board, outlining the issue and expectation for resolution.

Emmanuel Christian Academy is open to anyone interested in obtaining a Christian education, from Jr. Kindergarten through eighth grade. Emmanuel Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarship and loan programs, or athletic and other school-administered programs. The school reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Emmanuel Christian Academy's administration and to abide by its policies.



***Questions pertaining to any policy or issue discussed in this handbook should be addressed to the Administrative Office. Please be aware that this handbook is not meant to be all-inclusive. Every effort will be made to clearly communicate changes or additions with parents and students alike. Emmanuel Christian Academy reserves the right to revise this document at any time.***

I/We, the parent(s)/guardian(s) of \_\_\_\_\_ have read and understand the Emmanuel Christian Academy Student Handbook. Our family will adhere to the rules and procedures of the school.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

Please return this form to the front office.