



2019-2020 Student Handbook

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ECA



*“Serving God, changing lives,
and challenging minds through Christian education.”*



WELCOME

Dear Families,

Welcome to Emmanuel Christian Academy (ECA) for the 2019-2020 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. ECA teaches history, science, creation, math, literature, language arts, relationships and stewardship with Scripture in mind.

Optimal class sizes allow our teachers to know and love each of their students. They learn each student's character and capabilities, and work diligently to help your child achieve his or her potential.

A few other facts parent/guardians should be aware of:

- Our standardized test scores exceed national standards and we strive to ensure that ECA students are characterized by being academically prepared and spiritually equipped to serve God on whatever path He leads them.
- ECA operates on the 45-10 calendar school year with 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 2nd grade and at 4:00 p.m. for 3rd through 9th grades.
- Back to School Night is Thursday, July 18th at 6:00 p.m.
 - Meet your child's teacher and everything you need to know for the first day of school.

When you chose ECA you also chose a future for you child that, together with the home and the church, is built on a sure and solid foundation.

Developing Champions for Christ,

The ECA Staff



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Roster of School Leadership

Board Membership

Board President	Lisa Card
Board Member	Frank Benson
Board Member	Barbara Blythe
Board Member	Lindsay Bauer

School Faculty & Staff

Principal	Barb Thofson
Business Administrator	Terra Hardcastle
Assistant Principal	Aaron B. Holt
Administrative Assistant	Elisha Blickenstaff
Jr. Kindergarten Teacher	Sue Sawicki
Jr. Kindergarten Co-Teacher	Andy Crawford
Kindergarten Teacher	Amy Sue Crawford
Kindergarten Teacher	TBD
Kindergarten Teacher Assistant	Barbara Ricketts
1 st Grade Teacher	Lori Snow
1 st Grade Teacher	Christal Rivera
2 nd Grade Teacher	Debra Clark
3 rd Grade Teacher	John Brumfield
4 th Grade Teacher	Rebecca Williford
5 th Grade Teacher	Diana Daniels
6 th Grade Teacher	Joel Backstrom
7 th Grade Teacher	Laura Gannon
8 th Grade Teacher	Jason Gannon
9 th Grade Blended HS Facilitator	TBD
PE/Computers/Athletic Director	Tom Rowan
Art and Music Teacher	Dottie Bollinger
Aftercare Coordinator	Tiffany Woodside



Statement of Faith

The Ministry of ECA believes and teaches the following:

We believe 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. (*Gen 1:1, Matt 28:19, John 10:25-30*)

We believe 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. (*Gen 1:1, 1 John 1:9, Eph 1:5, John 14:6, John 5:48*)

We believe 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 power and glory. He is fully God and fully man, God the Son, the second person of the Trinity. (*John 10:37-38, Matt 1:23, Heb 4:15, John 2:11, Rom 6:23, 1 Cor 15:4, Mark 16:1-7 & 19, Acts 1:11, Rev 19:11, John 8:58*)

We believe 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 3:3-7, Eph 2:8-10, Acts 4:12, Rom 10:9-10, John 10:27-28*)

Rev. 2-17

Mission Statement

"Serving God, changing lives, and challenging minds through Christian education."

Vision Statement

The vision of ECA 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 ECA

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 aspect 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-like and professional development, never putting ambition for success above God's will for ECA.
5. **Ministry Minded:** In all things, ECA personnel will work in cooperation with and support Christian organizations including churches, missionaries, and ministries.
6. **School Improvement:** We 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. **Parent/guardian Responsibility:** Parent/guardians have the primary responsibility for the education of their children, and ECA serves the Christian home and family.
10. **Fulfill the Great Commission:** Through their attendance at ECA, students should be prepared to share their faith in an effort to fulfill the Great Commission.
- 11.

School History

ECA began with just seven students. Hard work and determination brought 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 challenges, but God was always faithful to call and equip the people He had chosen to continue the legacy of ECA. Through struggles and obstacles, ECA 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.

Through the grace of God, ECA continues 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 exemplifying a Biblical world view, all the while preparing children spiritually and academically to transfer into other schools as needed.

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 give God the Father, Son and Holy Spirit all the glory for past, present and future accomplishments.

ECA truly is our ministry and mission field.



ECA Identification

Philosophy of Education

ECA's philosophy of education relies on Biblical truth, values, and is based on the belief that Christian education is a parent/guardian/family responsibility (Prov 22:6, Eph 6:1). The home is the center of a child's training.

The Christian school supplements the ministry of the home, aiding the parent/guardians and acting as loco parent/guardian. Our goal is to develop the whole child – spiritually, mentally, socially, physically, and emotionally through active, meaningful involvement of students, parent/guardians and staff.

Parent/guardians 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

ECA students are expected to be children who:

- Are people of integrity who profess faith in Jesus Christ and are committed to a personal relationship with Him.
- Are willing to further their education in a successful way to become capable, productive, responsible members of society.
- Seek to understand and apply God's Word in their daily life.
- Are determined to allow the Holy Spirit to empower their life.
- Pursue a life of faith, godliness, goodness, knowledge, self-control, perseverance, kindness, and love.
- Work to accomplish all academic disciplines, and continuously improve in reading, writing, speaking, listening, and thinking.
- Seek to improve their skills to ask questions, problem solve and make wise decisions.
- Appropriately respect and relate with integrity to the people with whom they work, play, and live.

School Organization

ECA is an independent, non-denominational Christian school not joined to any one particular church but supported by the surrounding Christian community. ECA 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

ECA school colors are blue, white, and red.



Admission Policies & Procedures

Admissions Policy

- ECA is open to students interested in securing an excellent Christian education, from Jr. Kindergarten through 9th grade. Students and their families agree to abide by ECA's Statement of Faith.
- Attendance at this school is a privilege and not a right.
- In-school or out-of-school suspension, during the prior academic year, on a prospective student's record may cause the student to not be allowed to enroll at ECA. If the student is accepted, they will be on probation for the school year. A student with an expulsion on his/her record will not be accepted.
- All students must want to attend ECA, agree to honestly and to wholeheartedly apply themselves (*2Timothy 2:15*), and respect others.
- Academic assessment tests will be required of any potential new student entering grades K-9 and for any returning students at the discretion of the Administrator.
- Enrollment fees in any amount, whether installments or full payment, paid at any time during the registration process are non-refundable. The registration process is not complete, and placement is not secure until ECA has 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 adjust to the classroom and keep up with the work that has already been taught in that class. These students must come in at grade level or better in the core subjects of math and language arts. However, the administrator has the authority to use his/her discretion to show grace in any situation he/she believes is warranted.

Admissions Process

1. ECA application is an online process that must be completed for consideration to attend. Upon acceptance an enrollment packet must be completed as well, including needed medical records, immunizations (*or declined immunization waiver*), transcript requests, etc.
2. Academic assessment tests are required of any potential new student entering K-9.
3. Every new 6th-9th 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: The principal will inquire to verify that the family desiring to join the ECA community agrees with the school's State of Faith, Philosophy of Education, and standards of discipline. After the interview the principal will notify the family regarding acceptance.
5. When the family has been notified of their conditional acceptance, they will complete the online enrollment process and provide any other required documents (*birth certificate, etc.*).
6. The finance department will 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 finance department will verify that each prospective family is aware of available scholarship programs and that they receive the needed paperwork.

Current Homeschooled Students

ECA welcomes homeschooled students. The past two academic years grades will be requested, and an academic assessment test will be conducted to determine grade placement.



Admission Policies & Procedures

Probationary Period

ECA 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 within the first quarter. At this time the teacher, principal, and parent/guardian will create an academic plan for the student. If the goals within the plan are not met, the student may be asked to depart. The school administration has the ability to remove a student if she/he is not ready for the rigors of a Christian school either behaviorally or academically as obligated by the parent/guardian Commitment Contract.

Learning Disabilities Guidelines

In order to clarify the educational goals of the school, ECA'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 or 504 Plan. Please be advised, private schools are not required by law to adhere to special education policies and/or Individual Education Programs (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.

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 ECA due to the lack of adequate resources
2. All children will be required to strive to meet the same academic and behavioral standards as all the other children at ECA, 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.



Admission Policies & Procedures

School Anti-Harassment Policy

The policy of ECA 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, parent/guardians, 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" and destroys respect of the student's dignity, undermines the Christian atmosphere of the school, and/or deprives the student of a safe and caring learning environment.

ECA 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

ECA is open to anyone interested in obtaining a Christian education, from Jr. Kindergarten through 9th grade. ECA 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. As a non-profit religious entity, however, the school can and does discriminate based on religion as permitted by Title VII of the Civil Rights Act of 1964, other federal statutes, state law, and/or the U.S. Constitution or Arizona State Constitution. Scripture defines humankind as male and female (Gen. 1:27). Staff, faculty, students, and guests at ECA shall use appropriate restrooms and locker rooms, participate in sports and other gender-specific events, and abide by dress codes according to their biological sex at birth. 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 ECA administration and to abide by its policies.



Students Standards of Conduct

Students are always expected to conduct themselves in a manner that is honoring to God, themselves, their parent/guardians, 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 ECA. 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, parent/guardians, 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. Name-calling or teasing is NOT allowed.
3. Punctuality is expected.
4. Cell phones, iPods, radios, electronic games, etc. are not to be brought to or used at school without administrative and faculty approval. All electronics will be kept in the student's backpack unless otherwise specified by the respective teacher in the classroom.
5. Students should walk and be quiet when in the hallways of the school.
6. There will be no swearing or inappropriate language.
7. Cheating of any kind will result in disciplinary consequences.
8. No physical contact is allowed.
9. No "boy/girlfriend" relationships allowed at school.

Playground Rules

1. Supervising adults are in charge of all the children on the playground.
2. Show proper respect for everyone and everything and use equipment properly.
3. Get permission to leave the playground for any reason.
4. When the bell or whistle rings, stop, cleanup, line up immediately and await instructions.
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 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. Rock throwing is not permitted.
14. Swings – no twisting, no pushing, no jumping, no sitting on the bars by the swings, and swing in an upright and sitting position.
15. If playing "GaGa" ball, students must follow all "GaGa Rules" during recess times.

Hallway Rules

- No talking in the halls
- No running in the halls.
- Staff members have authority over student behavior in the hallways.
- Keep hallways neat at all times.
- Students are not to interfere with passing classes in any manner.
- Teachers accompany all classes while traveling in the hallway.



Student Dress Code

Student Dress Code

ECA believes it to be in the best interest of the students to maintain certain standards of dress to create an atmosphere conducive to education and honoring God. Therefore, the following standards apply to all students for all school functions unless otherwise advised by the administration, who will also 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, grey, white or beige pants (solid or with thin side stripes), jeans, or walking shorts (fingertip length). Parent/guardians can purchase all polos and sweatshirts with our ECA logo through the online store on the website at www.ecakingman.org.
- In cold weather, coats, jackets or ECA sweatshirts may be worn outside. Solid/minimal “accents” or very small logo 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 yoga-legging type clothes. Leggings can be worn under a skirt.
- 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, unless a special occasion is specified for the day, i.e. Pink Day).

Girls Dress Code

- Blue, black, grey, beige or white skirts or jumpers, but they should be worn with shorts, tights, or leggings underneath. Skirts, jumpers and shorts must be of a modest length.
- Hair should be clean, neatly styled/brushed, and kept away from the eyes.
- Jewelry should be kept to a minimum. Earrings should be small for safety in play.
- Middle school and high school girls (6th – 9th graders) may wear minimal makeup and/or fake nails that are short and in good taste.

Boys Dress Code

- Hair should be clean, neatly trimmed, not distracting and kept away from the eyes.
- No earrings, and necklaces must be small and in good taste.

Free Dress Day

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

Dress Code Infractions

A dress code infraction will result in a call home to parent/guardians to bring an appropriate change of clothes. After the first infraction, school discipline will be enforced.



Electronics & Internet Safety

Electronics Use Policy

Technology has changed our world and impacted the educational process. ECA recognizes the importance of educating our students using technology and we also know the importance of controlling technology in the learning environment to maximize the benefits and minimize the drawbacks.

ECA seeks a balance of technology in the learning environment to produce students that are properly equipped with the technological tools they need to learn and develop while still controlling the exposure to technology that is not conducive to the Christian environment at ECA

Knowing that this issue will continue to be studied and policies adjusted accordingly, ECA has concluded that the following policies are best for our students at this time.

Laptops, Tablets and Similar Devices

- These devices are generally not allowed to be used in class, unless it is provided by ECA. If a student has their own electronic device it must be turned off and closed, face down, or in a cover and placed on the corner of the student's desk, in their backpack and/or cubby. Teachers will have discretion in this area.
- The device may be used in class with teacher permission to work on a class specific research project if the teacher elects not to use ECA Chromebooks.
- A device may be used in class with teacher permission for class presentations.

Cell Phones and Smart Phones

- All cell phones are required to be turned off during school hours, including breaks and lunch.
- Smart phones are not allowed in class as a substitute for a laptop, tablet or calculator, unless sanctioned by the teacher.
- If a student must use his/her phone, the student must go to the office and ask permission. If permission is given, the student must use the phone while in the office with an ECA staff member.

Calculators

- Calculators are allowed in classes with teacher permission.
- Phones are not allowed to be used as calculators, unless teacher permission is obtained.

Other Electronic Devices

- Any device capable of connecting to the Internet and/or texting is not allowed in class. This includes all e-readers. These devices should be turned off and stored in the student's backpack or cubby.
- These devices cannot be used without permission during school hours including lunch and breaks, or during "before" and "after" care.



Electronics & Internet Safety

Internet Use Policy

- ECA has instituted a school-wide password protected wireless network.
- If a student needs wireless Internet access, he or she must ask the teacher to enter the password on the device.
- The staff or faculty member must make sure that the Wireless Network Connection will not be remembered on the device.
- The Internet connection should not go for more than 1 hour

Internet Restrictions

When using a wireless network connection, students agree to abide by the following restrictions while on the campus of ECA:

- Student will not use the internet at ECA for any social media.
- Student will not access email other than what is needed for class (defined by teacher).
- Student will not use the internet for non-educational purposes.
- Student will not access any inappropriate material (pornography, drugs, alcohol, etc.).
- Student will not play any sort of games unless they are part of a teacher sanctioned lesson.
- Student will not use instant messaging.
- Student will not watch movies.
- Student will not listen to music.

Students also agree that any use of the Internet will be only for the class they are in at the time, unless the teacher gives permission to work on an assignment from another class.

Social Media

As children of God and students of ECA, 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 include Facebook, Twitter, Snapchat, etc. which will be monitored closely for inappropriate content. If un-Christian material is found, the student will be subject to discipline with the school.

Violation of Policies

Disciplinary action will be taken for violation of these policies.



Discipline

“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 ECA is cooperation between parent/guardians and staff. We believe when students understand that their parent/guardians and school staff are working together, they will respect rules and act accordingly. Circumstances concerning infractions will be addressed on an individual basis.

ECA strives to have a positive discipline policy and stress positive reinforcement of good behavior by staff being models of the behavior we expect from each student. It is vital for the parent/guardians or guardians and students to realize that maintaining an orderly atmosphere in the school and classroom is critical to the learning process. (1 Cor 14:40)

Disciplinary 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 administrator has the authority to use his/her discretion to show grace in any situation he/she believes it is warranted.

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 contact the parent/guardian or guardian for a phone or in-person meeting.
3. If the behavior continues, the student will be sent to the administrator's office. At this time, the administrator 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 administrator to discuss behavior issues. The Administrator, staff/faculty member may at any time request that the parent/guardians 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 administrator's office and a telephone call to the parent/guardians or 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/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 ECA realize that suspending or expelling a student from school is a very serious matter that will always be carefully handled.

**Discipline** *(continued)***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 Administrator upon the recommendation of the teacher. Probation may last up to nine weeks, at which time the student's progress will be re-evaluated. The parent/guardians 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 ECA.

Suspension

Students may be suspended from school for a period of one to ten days for serious behavior or discipline problems, as determine by the Administrator. A meeting with the student's parent/guardian and the Administrator will be required for the student to 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. Any additional serious infractions during probation will result in dismissal from ECA.

Expulsion

A student may be expelled from ECA 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.

The student may be immediately suspended from school pending review of the situation by the administration and/or Governing Board.

Once the Biblical principles of resolution (*Matt 18:15-17*) have been followed, if the student is dismissed from ECA, the family may petition the school for readmittance 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 readmittance 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 taken back. If the student is readmitted, it will be on a strict probationary basis. Readmittance is not guaranteed.



Curriculum

The curriculum policy of ECA 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 ECA are continually assessing the curriculum to keep current with available educational materials and textbooks. This year, the school has chosen Abeka Book, Summit Bible, 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 ECA 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.

FACTS Management

ECA uses the software FACTS Management for application, enrollment, grading and attendance. Parents/guardians are also able to check their child's grades daily through this ParentsWeb. A username and password to ParentsWeb is required at time of school enrollment and allows the parent/guardian to view important information about school and grades. Questions regarding ParentsWeb can be answered by contacting the school administration office.

Chapel and Special Programs

ECA'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 other 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.

School/Home Correspondence (MAIL)

The Yearly School Calendar, along with a Monthly Calendar and Newsletter are located on the ECA website under the home tab in pdf format for printing. The calendars serve as the primary tool for keeping parents/guardians up to date on school happenings. All three documents are also located on the school website "Home" tab. Printed copies are available upon request.

Policy clarifications and changes, upcoming events, and last-minute information may be announced through this newsletter and other occasional notes and letters will be sent home as necessary.

Please ask your child for your "mail" daily. Text messaging and emails are used frequently at ECA, so *please make sure your current email addresses and phone numbers are on file at the school.*

**Academics** *(continued)***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 parent/guardians 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 parent/guardians' 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:

Kindergarten:	10-15 Minutes
Grades 1-3:	20-30 Minutes
Grades 4-5:	60 Minutes
Grades 6-9:	90 Minutes

If a student appears to be spending too much time completing homework, parent/guardians 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. ECA recommends you discuss the progress on the card with your child. Reports cards should be signed by the parent/guardian and sent back to the teacher within a week receipt.

Deficiencies

Deficiency reports are sent home privately anytime during the quarter that a student's work is unsatisfactory. ECA teachers strive to keep parent/guardians well informed when their children are struggling with grades or behavior. Parents/guardians can check student grade progress at any time through your ParentsWeb account, which can be accessed easily from the school website.

Parent/guardian-Teacher Conferences

Parent/guardian 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. Parent/guardians 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 using Iowa Assessments. Parents/guardians will be advised on the school calendars of testing dates and if there are any changes.

Grading Scale

Percent	Letter Grade
90 - 100	A (4.0)
80 - 89	B (3.0)
70 - 79	C (2.0)
60 - 69	D (1.0)
Below 60	F (0.0)

Students must achieve a C (2.0) or better to pass core subjects as well as an overall average of 2.0 or better to be promoted to the next grade. Reading, Language Arts, Math, and Bible are the core subjects at ECA.

If a student's teacher recommends a course of action to the parent/guardians to help improve the student's progress and the student's parent/guardians 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/guardian/teacher conference with the teacher to discuss the child's progress as early as possible.



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.

The teachers 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 not be a 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 winning the award will receive a certificate of recognition and a lunch of the student's choosing with the Principal.

Honor Roll and Principal's List

These recognitions are based solely on grades at the end of the quarter.

- Student's receiving straight A's will be named to the Principal's List.
- Student's with A's and B's at grade level will be placed on the Honor Roll.
- Students receiving a passing grade of C or below will not be eligible for these awards.

Award Assemblies

- Award Assemblies for the first three quarters are held during a school assembly on the last Thursday of the quarter.
- Final award ceremonies are held during the last week of the school year.

Please see the School Calendar for specifics.



Classroom Policies

Classroom Discipline/Incentives

Each teacher has a specific discipline and incentive plan in place and parent/guardian 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 may not share food with other students due to the many food allergies within the student body.
- Student microwave use is only available to grades 6-9.
- Refrigerators are not available for student lunches.
- Special hot lunch days will occur up to twice each month on Thursdays. On these days the students will still need to bring a snack. The order form and money deadline are on the Wednesday morning before hot lunch day. Parent/guardian volunteers are essential for “hot lunch day” to continue. Please let the school 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 textbooks. The family may be charged for damaged or lost books according to the replacement value of the book.

Attendance – Operating Hours

School business may be transacted from **7:45 a.m. to 4:00 p.m.** Monday through Thursday. Summer office hours are from **10:00 a.m. to 1:00 p.m.** Tuesday through Thursday, but 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.

Daily Dismissal

- JrK – 2nd Grade: Dismissed at 3:00 p.m.
- 3rd – 9th Grade: Dismissed at 4:00 p.m.

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. 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.

If a parent/guardian 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/guardian, they will be asked to park and see the teacher after students have been picked up.

Student Early Release

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



Classroom Policies *(continued)*

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 a.m. will be marked tardy. The consequences for being tardy each quarter are:

- 4 Events: A note home reminding parent/guardian of ECA school times and the tardy policy.
- 5 Events: Lunch detention.
- 6 Events: Principal, teacher, parent/guardian meeting; student receives a lunch detention and sentences will be assigned.
- 7+Events: Lunch detentions and sentences will be assigned. Parent/guardians 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 test or quiz makeup, this will be arranged. Parent/guardians will be notified, for planning purposes, if time is needed before or after school hours to make up tests or quizzes.

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 maybe subjects to dismissal from school or retention at grade level.

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 parent/guardian's/guardian's signatures in order for ECA to forward records about your child. This is due to confidentiality requirements and safety concerns.

Payment of any outstanding balance due to ECA may be required prior to records release.

**Classroom Policies** *(continued)***Student Retention**

Student retention is a very important decision at ECA that is not taken lightly. The following process will be implemented if a student is not meeting minimum standards for their grade.

Guidelines for retention:

- Is this child as mature as other students in the class?
- Can the child do the work?
- Is the student putting forth effort, but is still unsuccessful?
- Are there any emotional/social benefits or negatives?
- Would the child benefit from another year in this grade, or will it create a negative attitude in the child for the next year?

ECA will communicate with the parents early in the year if the teacher is concerned about the student's progress

Timelines:

- At the end of the first semester, a meeting with parents/guardians will be held to discuss possible retention of the student. The meeting will be documented, including obtaining a parents/guardians' signature on a form supplied by the school.
- No later than February 2, a second meeting with the parents/guardians will be conducted, if needed, to discuss the student's progress. Goals will be set for the third quarter to be signed by all parties. The documentation from the first meeting will be reviewed by the all parties and initialed.
- During the first three weeks of the fourth 9-week period, a meeting is to be held to review goals and the student's progress. A final decision will then be made. Once again, the teacher, parents/guardians, and an ECA Administrator if needed, will be present. The meeting form will be signed and dated by all parties attending.

Teachers will communicate with parents to let them know any progress the child is making. The teacher, Principal and the parents/guardians will make the decision to retain.

Documentation of all steps must be kept and turned in to the Principal at the end of the year. Meeting documents and any retention paperwork are all important and must be retained.



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 1st will receive a \$250 discount. For the convenience of our families, we will also collect tuition in eleven monthly installments. Payments are due on or before the scheduled payment date (1st or 15th, unless other arrangements have been made). If payment has not been received by the scheduled due date, a late fee of \$20 will be charged per student account.

Past Due Accounts

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.

Payments Online

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 back account or credit card. You will have the ability to make additional payments through your FACTS account at your discretion.

Returned Checks

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 fund transfer attempt. Recurring deficiencies may result in payment of the remaining annual tuition balance in full of cash, money order, or credit card. If you have an issue with paying your student's tuition, please talk with the Finance Department to make other arrangements.

Tuition Assistance Funds

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 a 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. If applicable, an adjusted monthly tuition amount will be available from FACTS or the ECA Finance Department.

Unpaid Balance

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.



Morningcare/Aftercare Policy

NOTE: *ECA Students Only are allowed to participate in this program.*

- ECA Morningcare/Aftercare program is under the direction of the school administration which sets the rules and fees of the program. If parent/guardian 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 will be signed in and out on a computer by the ECA employee in the Aftercare room.
- If children are not picked up within 10 minutes after school is dismissed, Monday - Thursday, they will be sent to Aftercare, and their parent/guardian automatically incur that cost.
- Children must obey the staff and children are to stay with the group at all times, except with permission to go to the restroom.
- Normal school rules apply during Morning/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 during their volunteer or service time if it is offered at that time.
- Children must bring their own snack and drinks. Snacks are not provided.
- ECA 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 sheet and must be signed in and out before the student is released. If the parent/guardian does not sign child(ren) out, then charges may be incurred until 5:30 p.m.
- Children may be able to take advantage of aftercare on minimum attendance days when arranged with the school office.
- Parent/guardian 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 -7:30 a.m.** and from **3:00 - 5:30 p.m.** 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 p.m.**
- **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. Payments are made through FACTS Management. 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.

**Parent/guardian Involvement**

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” *Ephesians 6.4*

As a support and extension of the family unit, ECA 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 ECA, we are continually seeking ways to actively involve the parent/guardians, siblings, and grandparent/guardians of our students in the programs of the school.

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

- Pray continually for ECA school, students, staff and families.
- Visit the school/class at any time if a prearranged visit has been scheduled with the teacher. During academic/instruction times, please limit visits to adults only as siblings can be a distraction. Simply call ahead out of courtesy for the teacher to schedule a visit.
- Assist in the classroom, regularly or infrequently; advanced arrangements should be made with the teacher.
- Act as chaperone on field trips and/or library visits.
- Coach a team in sports.
- Help out during drama productions.
- Volunteer to help at school events with the Parent/guardian Teacher Fellowship.
- Serve as a story reader, song leader (JrK-6), guest artist, or offer your special talents.
- Present your vocation to the class or invite them to your place of business, with permission and arrangements with the teacher.
- Work to help with a fundraiser.
- Share your experiences, trips, or vacations, as they may relate to an area of study in a class.
- Help host class parties in the classroom.
- Closely monitor and praise your child’s progress by reading all teacher notes and student papers sent home.

Parent/guardian Involvement Commitment

Each family is expected to volunteer ½ hour per week per family. This can be completed as actual time given to the school or by donating to the school. 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. Please look for the teacher’s list of items or services they need for their classrooms.

Background Screening/DMV Check

A background screening and/or DMV check report will be necessary if your volunteer activities require supervision of students without a staff member present, or when driving students to activities or events. Please inquire at the ECA Office regarding associated fees and procedures in advance of any scheduled or anticipated volunteer activities.

Fundraising

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

**Miscellaneous** *(continued)***Student Health Issues**

Every effort is made to provide a wholesome, healthy atmosphere for the students of ECA. 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 the 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, without a 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 only allowed on the playground with teacher or staff permission.
- Students are not allowed to use the microwave, unless a parent/guardian volunteer supervises. The only exception is middle-school students (6-8th grades) and with Teacher supervision.
- School or church refrigerators are not available for student use.
- Parent/guardians or guardians should check in with the office if they are joining their child for lunch.

Disaster/Fire Drills

ECA 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. ECA will also have a quarterly lock down drill. Please stay in the office or classroom if you are visiting the school during the lockdown drill.

Severe Weather Instructions

In the event of severe weather conditions such as a snowstorm, flash flood, etc., the following procedures will be in place:

- Call the school office at your earliest indication that the school day might be impacted.
- If the school day will be different from usual a voicemail message will be accessible to notify families of any schedule changes.

**Miscellaneous** *(continued)***Parent/guardian-Teacher Fellowship**

All parent/guardians are encouraged to join and support the Parent/guardian-Teacher Fellowship (PTF). The PTF 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 ECA must be approved in advance by the school administration.

Field Trips

We schedule field trips during the year to enrich the education experience of our students, but we will depend largely on parent/guardian involvement for these trips to occur. Please take this opportunity to volunteer as your child's class chaperone.

ECA requires parent/guardian permission for field trips.

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.

Parent/guardian support and involvement with the planning, driving, and chaperoning of all field trips is greatly encouraged and appreciated. Any parent/guardian 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 and DMV check in advance, this does take time, so please plan accordingly.

Sports

ECA may offer Cross Country, Volleyball, Boys and Girls Basketball, Archery and/or Track and Field to students in grades 5-8. Archery is available to 9th grade students. 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 ECA athletic program has a mission to provide an opportunity for students to increase physical fitness and display Christian character.

Clubs

ECA offers students in grades 4-9 opportunities to participate in clubs such as Student Council, Chess and Yearbook. There are grade and behavior requirements to participate in these clubs.



Grievance Guidelines

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

Definitions

- **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 ECA's objectives or goals.
- **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.
- **Concern:** The substance and details of a dispute and/or grievance.

General Grievance Guidelines

- 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.
- It is understood that the principals of Matthew 18 and James 3 will be followed, especially during the attempted resolution of concerns and restoration of relationships.

Student/Parent/guardians to Teacher

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

Parent/guardians/Community Members to Administration

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

Emmanuel Christian Academy 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 EC administration and to abide by ECA Policies. (Re: Page 13)

Questions pertaining to any policy or issue discussed in the ECA Student Handbook should be addressed to the Administration 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 parent/guardians and students alike. ECA reserves the right to revise this document at any time.