



EAGLE CHRISTIAN
ACADEMY

Parent & Student
Handbook

Pre-K – 6th Grade

2021-2022

Revised July 2021
By the Board of Trustees

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PLEDGE

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.

SCHOOL SONG

With one voice we rise to honor
Our Academy
May God's grace and love forever
Find its rest on thee

Champions we'll lead with light
Live to serve with all our might
Faith will be our destiny
And excellence our legacy

Eagle family now united
Raise your voice to say
Eagles always and forever
Long live ECA!

FORWARD

The Board of Trustees, Head of School, faculty, and employees welcome you to Eagle Christian Academy. We are grateful to God that you have chosen our school. Many hours of work and planning have gone into ensuring that this school year will be an exceptional one. We are confident it will glorify God and help train up your child in every way.

The Faculty, principal and Board of Trustees are deeply committed to providing every child a quality academic experience in a Christian atmosphere. We ask that you pledge yourself as a student or a parent to cooperate in this venture.

This handbook is required reading for all parents and students. In it you will find guidelines that cover many aspects of school life—curriculum, discipline, grading, absences, uniforms, special services, etc. It is the policy book for ECA, and everyone is expected to know its contents. These policies apply to everyone.

We are glad you and your family will be a part of the ECA family. It is our prayer that with our commitment to excellence and with God's help, every child will have a positive learning experience.

Although every effort has been made to include all important rules and regulations, it is impossible to cover all aspects of school life or to foresee what changes may be necessary.

Therefore, ECA reserves the right to make changes, additions and/or revisions to this Handbook that it deems necessary for the good of the school.

MISSION STATEMENT

Eagle Christian Academy is building and equipping leaders with a Christian worldview in the greater Waco area through excellence by empowering students to engage their gifts and talents to make an impact and a difference in their world.

FAITH STATEMENT

Educational Purpose

Committed to the principle that truth is revealed by God through Christ "in whom are hid all the treasures of wisdom and knowledge," and through all Scripture which is "breathed out by God and profitable for teaching," Eagle Christian Academy (ECA) seeks to relate a rigorous, excellent Christian education to the needs of today's students. The curricular approach is designed to combine faith and learning in order to produce a Biblical worldview needed to relate Christian experience to the demands of those needs. [Colossians 2:3, II Timothy 3:16]

Statement of Faith

The doctrinal statement of ECA, reaffirmed annually by its Board, faculty, and staff, provides a summary of Biblical doctrine that is consistent with evangelical Christianity. The statement accordingly reaffirms salient features of traditional Christian creeds, thereby identifying ECA not only with the Scriptures but also with historic Christianity itself. The statement also defines the Biblical perspective which informs an ECA education. These doctrines of the church cast light on the study of nature and man, as well as on man's culture.

WE BELIEVE in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the Heavens and the earth out of nothing by His spoken word, and for His own glory. [Genesis 1:1, Matthew 28:19, Isaiah 46:9, Colossians 2:9, I Corinthians 8:6]

WE BELIEVE that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say. [Hebrews 1:1-2, II Timothy 3:16-17, John 10:30, John 20:31]

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, was true God and true man, existing in one person and without sin; and we believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate. [Luke 1:34-35, Philippians 2:5-11, Romans 8:34, Hebrews 4:14-15, John 1:14]

WE BELIEVE that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness. [Genesis 1:27, 2:25, Mark 10:6]

WE BELIEVE that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed. [Genesis 3:6-7, Ephesians 2:1-3, Romans 5:22]

WE BELIEVE in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ. [Ephesians 6:12, I Peter 5:8, Colossians 2:14-15]

WE BELIEVE that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe by faith upon Him are justified by His shed blood and forgiven of all their sins. [Romans 5:1,8; I Corinthians 15:3-4, I John 4:10]

WE BELIEVE that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God. [John 3:5-6, John 4:23-24, Romans 8:15-16, I Peter 2:5]

WE BELIEVE that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for Godly living, and equips them for service and witness. [John 14:15-26, Ephesians 4:11-12, John 16:4-13]

WE BELIEVE that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed community, embodying His love by worshipping God with confession, prayer, and praise; by proclaiming the Gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy. [Galatians 2:10, I Timothy 5:8, I Corinthians 10:17, I Corinthians 12:4-31]

WE BELIEVE in the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment. [Titus 2:13, I Thessalonians 4:16-17, Matthew 25:31-32, Revelation 21:1-3]

WE BELIEVE in the bodily resurrection of the just and unjust, the everlasting punishment of the lost, and the everlasting security of the saved. [Revelation 20:11-13, Matthew 25:34,41,46, I Thessalonians 4:16, Hebrews 9:27, Romans 2:16]

WE BELIEVE that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

WE BELIEVE that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

WE BELIEVE that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

CORE VALUES

Leadership

Eagle Christian Academy builds and equips leaders to impact their world and make a difference. We seek to model the style of leadership established by Jesus--to serve, not be served.

Christian Faith

Eagle Christian Academy develops Christian character true to our heritage by modeling spiritual values and focusing on Biblical principles. There is a development of strong leaders who understand the power they have to transform the world by being engaged in it.

Excellence

Eagle Christian Academy has an ongoing commitment to grow and strive for excellence in all endeavors. We strive for continuous learning and improvement to achieve the highest ideals and understand that learning is not exclusive to the school setting. We recognize that education should be comprehensive and well-rounded.

Community

Eagle Christian Academy values people. We work to intentionally cultivate personal relationships that are meaningful and positive amongst students, teachers, and parents in order to create a rich community. We foster a deep understanding and appreciation of our connections with one another and those beyond our borders.

ADMISSION PROCEDURES

New families should go to the website at www.ecawaco.com to begin the application process. Under the "How to Apply" tab, click on the Online Application link to submit information for admission. This must be submitted with the full application fee, which is refundable if the prospective student is not accepted.

Kindergarten-6th grade prospective students must take an admission test at the discretion of the principal. Recent achievement test scores may be accepted in lieu of testing. The form and content of admission tests will be within the discretion of the principal.

Once the application and testing is completed and/or test scores are received, the Admissions Committee will review to make a decision for acceptance to ECA. This process should take approximately five (5) business days, however it may take more time due to various enrollment circumstances.

Upon being notified of acceptance for admission, the registration fee becomes non-refundable. Families will then receive an internet link to the Online Enrollment portal to provide immunization records pursuant to Health Department requirements, fill out the student questionnaire and necessary permission forms, and review the Parent Covenant, Parent and Student Handbook, Student Code of Conduct, and sign a Continuous Enrollment Contract. It is important to read these documents thoroughly and provide a signature upon completion.

The child and parent(s) may meet with the principal to discuss policies and ask/answer questions.

A non-refundable book and activity fee is required each school year. Your child's registration will not be complete and his/her placement will not be ensured until that fee has been paid or arrangements are made to add this fee with tuition for monthly installments through the FACTS Payment Plan option. (See details about Continuous Enrollment below.)

If the student is receiving a scholarship, terms of payment of fees, expenses, and other required amounts will be contained in the special agreement prepared on an ad hoc basis for each scholarship student.

All required enrollment documents must be in the school office by the first day of school and must be kept current as changes occur during the school year.

Student minimum age requirements for each grade level are determined by the age of the child on September 1st of the current year.

| Grade | Age | Grade | Age |
|--------------|------------|--------------|------------|
| Pre-K3* | 3 | Third | 8 |
| Pre-K4* | 4 | Fourth | 9 |
| Kindergarten | 5 | Fifth | 10 |
| First | 6 | Sixth | 11 |
| Second | 7 | | |

*Students must be potty-trained before the school year begins in PK3 and PK4.

The principal has the discretion to waive the age requirement for any student and will notify the Board of Trustees of such decisions.

Continuous Enrollment

All families enrolled at Eagle Christian Academy must sign a contract for Continuous Enrollment. Continuous enrollment provides that once enrolled, a child stays enrolled at Eagle Christian Academy until he or she graduates or until the school registrar is notified of a withdrawal from the school for any reason, including the desire to discontinue enrollment for the following school year. If a family would like to discontinue enrollment, ECA must be notified by a predetermined date to eliminate penalties for early withdrawal. Please see the Continuous Enrollment Contract for details on pricing and deadlines for enrollment changes.

Every year families are automatically charged the application fee during the spring semester, and an email will then provide instructions to update enrollment information in RenWeb. Continuous Enrollment means guaranteed placement for your child in his or her class the next school year and will allow the financial guarantor of the child's account to roll the Book, Activity, and Technology (BAT) Fee and Tuition into one monthly payment with the option of spreading payments over ten months or twelve months.

Learning Disabled Students

ECA attempts to meet the learning differences of our students. ECA may lack the facilities and specialized training necessary to adequately work with children with learning disabilities or special needs, and reserves the right to determine the admissibility of any such child based upon the particular circumstances of each affected child, teacher and classroom. In addition, the ratio of students with special needs to other students can place an unfair strain upon teachers and classes. In an effort to balance such circumstances, ECA has the right to limit each class to no more than one (1) student with

special needs. Any additional students with such special needs may be admitted only with the express approval of the Board of Trustees. Professional testing and evaluation are required prior to the consideration for admission of special need or learning disabled students.

Maximum Class Size

The Board of Trustees will annually determine the maximum class size for each grade level.

Parent Requests for Class Placement

Although parents often make special requests for their children regarding teachers, peers, etc., the administration is not obligated to honor such requests and will consider the best interest of all parties when making these decisions.

TUITION

Tuition rates are available through the school office. It is the policy of the Board of Trustees of ECA that all tuition is due and payable on or before August 1st prior to the beginning of each school year. However, two other options are available. Biannual payments may be made to the school before the start of each semester, and monthly payments toward tuition are to be accepted to assist families in meeting monthly expenses. All families not prepaying tuition or making biannual payments will make monthly tuition payments, set up as an auto draft, through FACTS. Information on this program is available in the school Business Office. Families electing a monthly payment plan will automatically be enrolled in the Tuition Insurance Plan. The fee for TIP is due on or before August 1. See the Continuous Enrollment Contract for details on the plan and fee schedule.

If tuition is not received, the student may be suspended beginning on the first school day of the following month until the account is made current.

As long as any student or former student has a delinquent account, no transcripts or other records will be released or forwarded to another institution.

Only students whose tuition account is current will be allowed to enroll for the following school year.

Financial Aid

Each year, Eagle Christian Academy grants a number of partial scholarships to students in Grades K-6. These scholarships are granted on the basis of financial need.

The process for applying for these scholarships is as follows:

1. Set up a FACTS account and complete the application for a scholarship.
2. Upload all required documentation, **including tax returns and W-2s**. No scholarships can be processed until all documentation has been received by FACTS.
3. Your application will be reviewed by the Scholarship Committee. After the review, a determination will be made for the amount of scholarship to be offered if the family qualifies.
4. The family will be notified by letter through email and sent an acceptance agreement. (Please note that the agreement must be accepted or declined in RenWeb upon receipt or there will be a delay in the scholarship process.)
5. **The registration fee must be paid at the time of acceptance in order to reserve a place for your child.**

6. All families who receive a scholarship **must serve 20 hours of service per student scholarship awarded**. These hours are to be completed within the current school year.

Applicants that do not meet the service hour obligation for a school year will not be considered for scholarship the following year.

Scholarships cover tuition only. In order to reserve a place for your child you will need to pay the registration fee.

Scholarships are awarded on a first come, first served basis until all available funds have been exhausted. **An application must be complete, including all required documentation, before it can be considered.** Scholarship applications should be submitted according to the timeline listed in the scholarship procedure document. ECA will endeavor to meet all requests if funds are available and need is demonstrated.

Penalty for Withdrawal

ECA incurs expenses for the operation of the school year-round, and the withdrawal without payment in full by any student can severely hamper the school's ability to meet its obligations. Therefore, the withdrawal of any student prior to the end of the school year will not terminate the obligation of the parent or guardian to pay all remaining unpaid tuition. Parents selecting a monthly payment option will be enrolled in the Tuition Insurance Plan (TIP), which has a premium payment of 2.5% of the tuition per child. In the event of a withdrawal before completion of tuition payments, families enrolled in TIP will be responsible for 50% of the unused tuition for the year. Parents that pre-pay for the year may choose to enroll in the TIP program and must contact the Finance Director to enroll. Notice of withdrawal must be provided in writing to the principal, specifying the date of withdrawal.

Per the mandatory Continuous Enrollment policy of Eagle Christian Academy, all families are enrolled until the admissions office is notified of a family's desire to not return the following school year, ECA is notified of withdrawal during the school year for any reason, or a student graduates from high school. Please see the Continuous Enrollment Contract for specific instructions and dates pertaining to voluntary withdrawal and the Tuition Insurance Plan.

DAY-TO-DAY OPERATIONS

For the safety of the ECA community, all doors to the school will be locked when classes begin. To enter the building, press the button at the front door and the office personnel will open the door. All visitors must check in with the school office before proceeding into the school building.

School Hours

Pre-Kindergarten 3 and 4-Sixth Grade

8:00 am – 3:30 pm

Before School Supervision

Supervision is provided before school from 7:30 until 7:55 am. At 7:55 am, students will be dismissed to class. Students should be dropped off and picked up in designated areas where adult supervision is available at these times.

After School Supervision

Students not picked up by 3:45pm will be taken to After School Care. This care will be provided for parents' convenience for a daily rate. ASC is available on a first-come, first-served basis for \$15 per day. Parents **must** notify the school before 3:30 if they intend for their child to stay in After School Care. The student's parent or guardian will be responsible for After School Care fees for every day a student is placed in after-school care after 3:30 pm, or after the scheduled closing time on early release days.

Only students participating in extracurricular activities, extended activities, detention, or under the supervision of a teacher may remain on campus after 3:30 p.m. Students remaining on campus must be supervised. Parents are otherwise required to arrange transportation away from campus by this time each day.

Students not picked up by 5:30 p.m. will be assessed a fee of \$10.00 for the first 15 minutes, and \$1.00 for every minute thereafter until the student is picked up.

Charges for after-school care and fines for late pick-up will be billed to the parents on the first day of the following month. These charges have been established for this school year and are subject to change throughout the school year by the Board of Trustees.

Attendance

Regular and punctual attendance contributes greatly to success in school. State law requires that students attend 90% of the days of the school year in order to receive credit. If a student must be absent, please call the school office that morning so the teacher may be informed of the reason. Short-term illness will not jeopardize a student's grade. Upon returning to school, the teacher will inform the student of any assignments that need to be completed.

We follow Texas Education Agency guidelines for attendance. Therefore, if a student accumulates more than the state allotment for absences, make up days will be required via non scheduled school hours. The cost of these hours will be charged to the parent at the teacher professional hourly rate determined for that school year.

Tardiness

A student misses important instructional time when tardy and being on time is an important lifelong skill. Tardiness is disruptive to the student, teacher, and classmates. In the event a student must be tardy, the parent should notify the school as soon as possible. Please see the Positive Behavior Plan for detailed explanation of consequences for repeated tardiness.

Absences

All absences result in missed class time and an increased risk of poor academic performance. Therefore, students are expected to attend class.

Absences will be classified as either *excused* or *unexcused*. Discretionary absences, as described below, are excused only if the procedures below are followed. For Kindergarten through 6th grade, the following policies apply to absences from individual classes as well as complete school days.

Excused absences include personal illness, illness or death of a family member, participation in school activities, doctor or dentist appointments, and other extraordinary circumstances approved by the principal. Documentation should be provided to the office upon returning to school. Any

class assignments missed due to an excused absence must be given to the classroom teacher by the beginning of the student's third day back in school. Any tests missed must be made up by the end of the student's second day back in school following the excused absence. (For example, if a student misses school on a Monday and returns to school on Tuesday, all tests must be made up by the end of the day Wednesday and all makeup work must be turned in at the beginning of the day on Thursday.) Within these timeframes, scheduling of makeup tests or other makeup work must be arranged with the appropriate teacher(s).

Note: The longer a student takes to turn in missed work, the further behind that student may become. Please be diligent in making up for missed work.

Discretionary absences occur when the student is absent because of personal or family reasons other than personal illness, illness or death of a family member, participation in school activities, doctor or dentist appointments, or other extraordinary circumstances approved by the principal. The most common example of a discretionary absence is an absence due to family vacation. Discretionary absences will be treated as excused absences only if a parent submits a completed Discretionary Absence Form to the office. It is the parent/student responsibility to acquire all assignments given during a discretionary absence period **BEFORE** the student leaves.

Unexcused absences include all absences that are not excused absences or that are discretionary absences taken without proper notice. Missed class assignments will receive a grade no higher than 60. Major assessments due on the days of absence should be turned in electronically or other arrangements made with the teacher and will receive the maximum late work penalty. In-class assessments (tests/quizzes) must be completed immediately upon return to campus outside of class time. Students forfeit any exam exemptions with any unexcused absence.

Illness

No student with a fever of 100 degrees, vomiting, diarrhea or symptoms of contagious illness will be allowed to remain in class. Rashes or eye infections may also require that a student be sent home. If your child catches a contagious disease, please report it as soon as possible to the school office so parents of classmates may be notified. A student must be fever free without medication such as Tylenol or Advil for 24 hours before returning to school after an illness. Recommendations from the Health Department will be followed for return to class after a child has had a communicable disease. Please see additional information in the section titled Health Services on page 23.

Please see ECA's COVID-19 RESPONSE AND ACTION PLAN for further details on protocols for the 2021-2022 school year that pertain to this pandemic. All requirements therein stand as policy for the foreseeable future.

Permission to Leave School

Students are required by state law to be present the entire instructional day unless they are ill. The school can grant an early release only for emergencies or for medical/dental appointments, when those appointments cannot be scheduled outside of school hours. Parent requests for early release other than those listed above are discouraged. If students are to leave school during the school day, parents should notify the office of the time the child will be leaving and who will be picking the child up. Parents or designated adults must meet the student in the school office. Under no circumstances will a student be allowed to wait outside the building or in the car pool area alone. The parent or designated adult must sign the student out in the office before leaving.

Weather Closings

It may be necessary at times to close the school due to severe weather conditions, such as ice storms or flooding. Any decision to cancel or postpone classes will be at the discretion of the Head of School and the Chairman/men of the Board of Trustees and, barring exceptional circumstances, will parallel announcements made for the Waco Independent School District. Information may be disseminated via email, RenWeb Parent Alert, FaceBook, but the primary contact for information will be KWTX Television. Any scheduled classes that are canceled due to weather closings may be made up at a later date at the discretion of the Board of Trustees.

CURRICULUM

ECA has been accredited by the Texas Educational Agency and is a charter member of ACTABS, the Accreditation Commission of the Texas Association of Baptist Schools.

ECA maintains a high standard of academics that encourages students to think clearly, logically and independently. The program seeks to build Christian character into the lives of students through the exercise of consistent Christian disciplines.

Core Curriculum

Language Arts (Reading, Handwriting, Creative Writing, Grammar, Spelling), Mathematics, Science, Social Studies, Health, Bible

Enrichment

Music, Art, Spanish, Physical Education/Athletics, Technology, Instrumental Music, Academic Fairs (Science/History)

EVALUATION OF STUDENT WORK**Evaluation Guidelines**

Following directions is a vital part of the total educational process. Assignments must be done according to directions, or the student will be asked to do them again.

When a child has an excused absence, he/she will be allowed to make up all work in accordance with the attendance policy in this Handbook.

As a school, we must always endeavor to teach children responsibility. For PK-6th grade, the teacher will assess a penalty for late work. Late assignments must be completed and turned in on the day following their due date unless special arrangements are made with the teacher.

Reporting Procedures

A report card will be issued electronically every 9 weeks for grades 1st-8th. A progress report will also be issued four weeks into the new grading period. Kindergarten and PreK will receive paper report cards each 9 weeks. The school calendar will indicate the end of each grading period. No report card will be released when any student account is in delinquent status. The following grading scale will be utilized:

PreK3

PreK4

B=Beginning

D=Developing

M=Mastery

| | |
|--------------|---|
| Kindergarten | E = Excellent S = Satisfactory N = Needs Improvement I = Improving U = Unsatisfactory |
|--------------|---|

| | | |
|--------------------|-------------|--------------------|
| First -Sixth Grade | A+ = 99-100 | C+ = 79 |
| | A = 92-98 | C = 72-78 |
| | A- = 90-91 | C- = 70-71 |
| | B+ = 89 | F = 69 or below |
| | B = 82-88 | |
| | B- = 80-81 | |

Academic Probation

If, as a result of lack of effort, failure to timely complete assignments, or other similar matters of academic discipline, a student's average in any core subject falls below 70 in a nine week period, the principal, after consulting the teacher, may exercise discretion and restrict play in any official league athletic contests.

Retention Procedures

Kindergarten through 6th grade - The teacher's professional judgment will be a major factor along with grades and assessment in determining the need for retention (repeating a grade). The principal will work closely with the parents and teachers in deciding the proper course of action.

HOMEWORK

Homework will be meaningful and relate to the subject matter. For Kindergarten through 6th grade, no homework will be assigned on Wednesday nights. No major tests will be given on Thursdays for students in Kindergarten through 4th grade. In grades 5-6, tests may be given on any day of the week. Unfinished class work and review for tests is not considered a homework assignment and may be required on any given day.

USE OF COMPUTERS

The computers are for the use of students in their academic endeavors and by school administration and faculty for official business.

Eagle Christian Academy Network / Internet Service Acceptable Use Policy for Students (Adopted in 2018-19)

Technology Rationale

As we look to the future, technology plays a crucial role. Technology will rapidly change in the workforce, our educational system, and our everyday lives. Therefore, it is a must that technology be a part of Eagle Christian Academy's educational philosophy. We must equip each child with the skills

necessary to allow him or her to feel comfortable with the system of a computer. It is important we allow some of the classes to be taught in groups, so they can learn teamwork, cooperation, and compromise. Children can learn to problem solve and use constructive thinking by having technology go hand-in-hand with the curriculum. It is our mission at Eagle Christian Academy to help students recognize, understand, and use technology in their daily life.

General Network Use

Eagle Christian Academy is providing students with access to the school's electronic network. This network may include computer services, videoconferencing, Internet access, and computer equipment. The purpose of the network is for students to research, complete assignments, learn, share, create, collaborate, think, solve problems, manage their work, and communicate with communities throughout the world. Access to the network services is a privilege, not a right. Class and student network folders may be checked by school personnel to ensure that students are using the school-wide technology responsibly.

Internet Use

Access to the Internet will enhance education resources for students; however, students will recognize that information posted on the Internet is permanent and public which can have a long-term impact on an individual's life. The expectations for students' behavior online are no different than face-to-face interactions. It is our intent to make Internet access available for educational purposes, but students may find other materials which are inaccurate, illegal, or offensive to some. We have filtering software in use, but no filtering software is capable of blocking everything on the Internet. Any attempt to bypass the school's Internet filter is prohibited. **All students must use only their ECA email login credentials when on campus during school hours. Failure to do so will result in discipline as determined by the principal.**

No Expectation of Privacy

The school provides the network system as a tool for education and research in support of the school's mission. The school has the right to monitor, copy, view, store, without prior notice, information about the content and usage of the network, user files, bandwidth utilization, email, Internet access, and any information received or sent in connection with network and email use. The school reserves the right to disclose any electronic information to appropriate authorities.

Unacceptable Use of Network / Internet

The following are unacceptable uses of the school's network and Internet services:

1. Students may use various search engines to do searches only for specific topics, for a specific purpose, or to complete a specific task assigned by their teacher. Students are not allowed to just "surf the net."
2. Students may not use the network to transmit any material that violates local or United States law.
3. All Internet access is through a sonic firewall, which runs filtering software designed to screen out inappropriate sites. Any students trying to access these sites will be in violation of the policy.
4. Students are not to click on any ads (pop-up windows) that may come on the screen when visiting certain sites.
5. Students are not allowed in computer labs or access the Internet without a teacher or staff member present. Students accessing the computer lab without a teacher or staff member present shall be considered a violation of this policy by the student.
6. Students are required to connect their own personal laptops to the wireless access points with the approval of the teacher.
7. Students should not try to download or install any program onto the school computers.

8. Cyber-bullying that occurs at ECA will be treated as a major disciplinary offense.
9. Students are never allowed to use newsgroups or enter chat rooms unless instructed and supervised by a teacher.
10. Students are not to give out personal information like full names, addresses, telephone numbers, school name, etc., to anyone on the Internet. Students are not permitted to give out personal information about another individual on any medium.
11. Students are to notify the teacher immediately of any disturbing material they may encounter on the Internet.
12. Students may not log on to someone else's account or attempt to access another user's files.
13. Students may not use DVDs, CDs, external hard drives, flash drives, or other similar devices unless approved by the teacher.
14. Plagiarism is not allowed.
15. Students may not use cellular phones, cameras, music players, or any other electronic devices (including iPads, iPods, and tablet computers) at any time while on campus - including at dismissal or after school, unless specific permission has been given by a teacher or supervising adult in advance.
16. Inappropriate or hurtful use of technology inside or outside of the school network may result in disciplinary action.

PARENT-TEACHER CONFERENCES

The importance of maintaining contact and open lines of communication with your child's teacher cannot be overemphasized. ECA desires to communicate freely with parents and welcomes inquiries concerning any student.

A parent wishing to speak with a teacher should send a note to the teacher, email, contact through Class Dojo, or call the school office to arrange a conference. Because a teacher's family time and privacy are important, a teacher is not to be contacted at home unless it is absolutely necessary. Each teacher will have a free period during which parent conferences may be held. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class – especially in the mornings when students are coming into the room.

DRESS CODE

Students at ECA will wear designated uniforms to achieve unity and maintain closeness of spirit. Please refer to the uniform guidelines and the Land's End school page for uniform information.

ECA Dress Code and Acceptable Uniform standards will be subject to change by the Board of Trustees with advance notice to families of such change. Changes during the school year will not be made unless deemed necessary by the Board of Trustees due to extraordinary circumstances.

The principal shall have discretion in interpreting and enforcing the dress code in all respects.

Students are to be in full uniform on the first day of school and each day thereafter. Exceptions are made on "free dress" days and on special occasions (such as ECA T-shirt day) You will be informed of

these days through school announcements and/or notes sent home from the teacher. Mondays, Tuesdays, and Thursdays are “Everyday Uniform” days for grades 2 through 6. Eaglets will have Chapel on Thursdays and wear Chapel uniforms on that day. Chapel uniforms must be worn on Wednesdays and on other special occasion days in which you will be notified through school announcements and/or notes home from the teacher. Students will wear the dress uniform for field trips, unless the destination is determined to be “messy.” In this case, the students will wear the school ECA T-shirt for the current year, and jean bottoms or regular uniform bottoms. Fridays are normally designated as "free dress" days or ECA T-Shirt Days. Although style frequently undergoes change, good taste shall dictate what is acceptable. Please label all clothing with student initials. Further dress code guidelines are as follows:

DRESS AND GROOMING GUIDELINES FOR ALL GIRLS

- Girls’ hair should be worn in a conservative and attractively groomed style. Extremes in hairstyle, color or an unnatural look will not be acceptable for school. Extremes will be determined by the administration.
- Allowable jewelry may include rings, small pierced earrings, small necklaces, bracelets and watches. Extremes in jewelry, as determined by the administration, will not be allowed.
- All clothing must fit properly (not too tight or too baggy). For modesty, girls in Kindergarten through 6th grade should wear shorts under skirts.
- Wearing makeup in grades K-6 is discouraged. No visible tattoos of any kind.

Girls Free Dress Day

- Shorts and skirts must be fingertip length or longer (middle finger, arm held straight down the leg)
- If yoga style pants are worn, the top worn must be fingertip length or longer for modesty (all ages)
- No hats
- No t-shirts with offensive messages
- Sleeveless shirts are allowed, but they must be three inches across on the shoulder. No tank tops or tops with spaghetti straps.
- Girls in PK-6th grade--Tennis shoes must be worn on Free Dress Days.

DRESS AND GROOMING GUIDELINES FOR ALL BOYS

- Boys’ hair is to be neatly groomed at all times. Hair must be such a length that it is above the collar and does not cover the eyes. Extremes in hair length, style or color are not acceptable. Extremes will be determined by the administration.
- All clothing must fit properly (not too tight or too baggy).
- Allowable jewelry may include rings, small necklaces, bracelets and watches. Extremes in jewelry, as determined by the administration, will not be allowed.
- No visible tattoos of any kind.

Boys Free Dress Day

- No hats
- No t-shirts with offensive messages
- No sleeveless shirts
- Boys PK-6th Grade--Tennis shoes must be worn on Free Dress Days

DISCIPLINARY PROCEDURES

Definitions:

Suspension, or any form thereof, is defined as a temporary exclusion of the student from any or all school activities, including classes, field trips, and extracurricular activities, indefinitely or for a prescribed period. A student may receive in-school suspension (the student spends the day at school isolated from his class), or out-of-school suspension (A student is required to stay at home for the term of suspension).

Probation, or any form thereof, is defined as a period during which a student is found to be subject to suspension but is not suspended subject to the student's positive performance demonstrating that he or she can, without disruption, resume or maintain the student's place in the class.

Expulsion, or any form thereof, is defined as permanent exclusion of the student from school.

Order of expulsion is defined as a written, dated notice, issued on the date of expulsion, signed by the principal, ordering the expulsion of a student and setting out the reason(s) for the expulsion.

The principal and teachers are vested with responsibility for discipline of the students. Students will be held accountable for their actions. They will conduct themselves in keeping with their level of maturity, showing regard for fellow students and those in authority. Students will conduct themselves in a manner conducive to a learning situation. All students must refrain from acts of aggression and violent behavior.

Corporal punishment will not be used at ECA.

When a discipline problem arises, the teacher will make every effort to work with the student to resolve the problem. Teachers should involve parents and keep them informed when persistent behavior problems occur with a student.

Once the classroom procedures are exhausted, a meeting with the Principal will result in goal setting and an individual behavior plan. If the behavior continues, the student will receive an "In School Reflection" and a meeting with the Principal and parents will be scheduled. If disciplinary problems continue after an administrative conference and a parent conference, the principal may place the student on probation or suspend the student. A suspension may be for an indefinite period and shall end only at the discretion of the Principal, and during such a suspension, the student will receive no credit for daily work assigned the days of suspension. Major assessments due on the days of suspension should be turned in electronically or other arrangements made with the teacher to avoid a late work penalty. In-class assessments (tests/quizzes) must be completed immediately upon return to campus outside of class time. Suspension from school automatically places a student on probation for a period of 90 days after the

completion of the suspension period. A suspension equates to unexcused absences for each day the student misses class.

If the principal determines that an immediate suspension or probation is warranted, the principal may place the student on suspension or probation prior to a parent conference and will contact the parents as soon as possible.

In an administrative conference, the principal will apprise the student of the reason for the conference. The student will be afforded an opportunity for rebuttal. Should the facts warrant further action, the principal will advise the student of the corrective action needed and the consequences of not taking such corrective action. The principal will decide if additional disciplinary action is warranted. The principal has the authority to prescribe suspension or expulsion, after an administrative conference and parent conference.

In instances of severe disciplinary actions, every effort will be made to keep the parents informed and to solicit their support. If the principal determines expulsion is required, it will be ordered, and the Board of Trustees will be notified of this action. Expulsion of any student will be subject to approval by the Board of Trustees, and the principal shall report the order of expulsion to the Board of Trustees at its next regular meeting, subject to 5 days' notice to the parents or legal guardians of the student. If the required notice cannot be given in time, the matter will be presented to the Board of Trustees at the next regular meeting or at a special called meeting. Pending Board of Trustees approval of the order of expulsion, the student shall automatically be suspended beginning on the date of the order of expulsion.

Please see the Student Code of Conduct and the Positive Behavior Plan for a full description of offenses and disciplinary measures.

BULLYING AND CYBER-BULLYING

Bullying and cyberbullying are not tolerated at Eagle Christian Academy in any capacity.

A person is bullied when he or she is exposed, repeatedly and over time, to negative words or actions on the part of one or more other persons.

This definition includes but is not limited to three important components:

1. Bullying is aggressive behavior that involves unwanted, negative words or actions
2. Bullying involves a pattern of behavior repeated over time
3. Bullying involves an imbalance of power or strength

Suspicion of acts of bullying or cyberbullying will be investigated by ECA administration. Parents of students involved will be notified of the investigation and its findings. It will be Eagle Christian Academy's policy to work closely with parents of the involved students to take corrective actions so that students understand the impact of their actions. The seriousness of the bullying/cyberbullying will determine the appropriate corrective action taken.

GRIEVANCE PROCEDURES

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school more effectively for the task it is designed to perform.

As in any family, actions are sometimes taken which do not please every member of the family. Should this occur in your dealing with ECA, we ask that you take the following steps:

1. Attempt to resolve the difference on an informal basis. Speak directly with the other party (i.e., teacher, other school family, etc.) remembering to first pray for wisdom and guidance.
2. If the matter remains unresolved, schedule a personal meeting with the principal in an attempt to resolve the problem.
3. Should you not be satisfied with the principal's response, you should then contact the Head of School. If the matter remains unresolved, you should then contact the Chairman/men of the Board of Trustees. The Chairman/men may decide to present your concern to the Board of Trustees at the next regularly scheduled meeting.

PROHIBITED ITEMS

Tobacco, Alcohol, Weapons, Pornography, and Illegal Drugs

ECA prohibits the possession or use in any form of tobacco, alcohol, weapons, pornography, or the unlawful possession of drugs, by any person for any reason at any time on the school premises, on a school field trip, or at any other school-related function. ECA also prohibits employees from being under the influence of alcohol or being unlawfully under the influence of drugs on the school premises, on a school field trip, or at any other school-related function.

REPORTING SUSPECTED ABUSE OR NEGLECT

Texas law requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report. These reports should be made directly to law enforcement or to the Department of Protective and Regulatory Services (1-800-252-5400).

RELATIONSHIPS

ECA has been founded on the principles of God's Word and practices those principles throughout the social and extracurricular events that are sponsored by ECA. **Physical contact such as hand holding or kissing is not permissible on campus or any extracurricular event sponsored by ECA.** This is not to say that social contact between students is expressly discouraged; however, such contact should be wholesome and glorifying to the Lord. Students who willfully violate these policies will be subject to disciplinary action.

EMPLOYEE – STUDENT RELATIONSHIPS

Prohibited Acts

In addition to acts prohibited elsewhere in this Handbook, the following acts are prohibited during any ECA activity, whether on or off campus, or any activity that occurs on campus:

- Infliction of physically abusive behavior or bodily injury to a child
- Physical neglect of a child, including failure to provide adequate supervision in relation to the activities of ECA
- Intentionally or knowingly causing serious mental or emotional injury to a child
- Possessing obscene or pornographic materials at any function of ECA with the exception of sex education materials
- Any display or demonstration towards a child of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct
- Sexual advances or sexual activity of any kind between any adult and a child

Reporting Suspected Abuse or Neglect to Legal Authorities

Texas law requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report. These reports should be made directly to law enforcement or to the Department of Protective and Regulatory Services (1-800-252-5400). This applies to abuse or neglect by any person whether employed by ECA or not.

Reporting Suspected Violations to ECA

ECA employees each have an individual responsibility to immediately report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this policy. All reports, questions or concerns shall be directed to the principal or the Chairman/men of the Board of Trustees after the safety of the child has been assured.

Consequences of Suspected Violations

Any ECA employee accused of committing a prohibited act or any act considered by the school to be harmful to a child will immediately be suspended from participation in all ECA activities. Such suspension shall continue during any investigation by the school, law enforcement, or child protection agency.

RESPONSIBILITY FOR PERSONAL & SCHOOL PROPERTY

Parents will be responsible for the actions of their children to the extent that school property may be damaged or destroyed. In such an event, parents must either replace the property or pay for the damage. Should arrangements not be made satisfactory to the principal and parent or guardians for the replacement or repair of damaged or destroyed property, the student may be suspended pursuant to the terms and procedures relating to suspension of students as set out in this Handbook.

When a student enrolls at ECA, he/she waives the right of privacy related to any private property brought onto campus. Refusal to comply with a request for permission to search a student's possessions may result in expulsion. Authorized school personnel may conduct reasonable search of a student's locker and/or belongings when they have probable cause to believe that the student has an item in

his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

Sharing Items From Home (“Show and Tell”): Children are encouraged to bring items from home to share at designated times. It is recommended that these items be student-made, found, or experienced. Toys, candy, and gum are prohibited. (Exception: Pre-K and Kindergarten students may bring toys for “Show and Tell.”)

Students will be responsible for any and all personal items brought onto the school grounds or carried/worn by the students on school activities. ECA will not be liable or responsible for the loss of personal property brought onto campus or on school-sponsored activities by students in the event such property is lost, stolen, damaged, or destroyed.

Students are not allowed to bring personal property to campus or on school activities, such as programs or field trips, which is not essential to their scholastic activities, unless approved in advance by the student's teacher. This includes items such as sports equipment to be used in PE (unless approved by PE instructor), sports equipment to be used at recess (unless approved by classroom teacher). All employees are authorized to take any prohibited item of property from the student and place it in the school office. The property will then be delivered to the parent(s).

Cell Phones

If a student brings a cell phone to ECA, it must be turned off and placed in a specified secure location denoted by administrative personnel. Students are not to have phones in their possession during the school day without express permission from administration, including in backpacks or in lockers. This policy will be strictly enforced. Each violation will result in confiscation of the offender's phone and a fine of \$15.

Lockers

Every 4th through 6th grade student is assigned a locker. All bookbags, books, lunch boxes, and outerwear must be kept in the student's locker or designated hook. No other student should have access to another student's locker. Students are expected to respect one another's personal property. Lockers may be locked, but the homeroom teacher must be given the combination or extra key before a lock is used. We encourage students not to leave any valuables in their lockers. ECA is not responsible for lost or stolen items belonging to any student.

Lockers must be kept clean at all times. Students may decorate the inside of their individual locker with tasteful, edifying, and magnetic items only. No gummed stickers are allowed. Any locker that is willfully damaged by a student will be repaired and the cost of repair will be billed to the student. Lockers are the property of the school and the Administration reserves the right to inspect lockers at any time.

CAMPUS SAFETY

Safety Drills

Safety drills will be held periodically throughout the school year. All students are expected to participate in these drills.

Signing In and Out

Anytime someone visits the ECA campus, they are to stop in the office and sign in, then sign out before leaving. Anytime a student is leaving campus early, or arriving late they must be signed in or out by the parent or guardian.

HEALTH SERVICES

First Aid

Minor first aid treatments will be administered in the school office. Serious injuries will receive immediate treatment. The EMS will be called as necessary. Parents are required to submit a signed authorization for emergency care, which will include a telephone number for the preferred physician and hospital. This authorization must be kept current as changes occur.

Guidelines for Infectious Diseases

The following guidelines are established for the protection of all students and to ensure a safe, healthy environment. Students meeting any of the criteria below should be excluded from school. If these symptoms develop or are noted in a child who is at school, he or she may be sent home from school at the discretion of the school office personnel.

1. A child is not able to participate actively or independently.
2. A child has had a fever of 100° or higher within the past 24 hours.
3. A child has had vomiting or diarrhea within the past 24 hours.
4. A child is being treated with antibiotics, but has not yet completed a full 24 hours of treatment. This includes treatment for pink eye.
5. A child has an undiagnosed rash. The child may return when the rash is gone, being
6. Nasal drainage and a loose productive cough can be a source of contagion, particularly among preschool children who are not yet skilled in personal hygiene. Parents are particularly encouraged to allow preschool children with these symptoms to stay home. Any child with excessive drainage or a productive cough may be sent home at the discretion of the school office personnel.

Please see ECA's COVID-19 RESPONSE AND ACTION PLAN for further details on protocols for the 2021-2022 school year that pertain to this pandemic. All requirements therein stand as policy for the foreseeable future.

Medication

All medications whether prescription or "over the counter," should be accompanied by written authorization signed by a parent or legal guardian and delivered to the school office. No student is authorized to bring onto the campus and/or to carry on his or her person any medication without prior approval of the principal. Exceptions will be made for prescription asthma inhalers, with the appropriate documentation.

In addition, the following rules apply:

1. All non-prescription drugs, such as aspirin, acetaminophen, ibuprofen, cough syrup and allergy tablets must be delivered to the school office in the original container with the student's name and accompanied with written instructions for their use.
2. All prescription drugs are to be delivered to the school office in the original container provided by the pharmacy with all original labels attached. The principal shall have the authority to refuse admission and/or use of any such product on campus if she/he believes the identification or directions for use are insufficient. In such an event, the principal may require a written

explanation of the condition being treated, instructions for the administration of the medication, and authorization from the treating physician, in writing, prior to allowing the admission or use of the medication on campus.

3. All medications, serums, or other substances to be administered by injection must be administered by a professional licensed to give injections and approved in writing by the parent or legal guardian. In no event shall a student give himself or herself injections, or possess devices for injections, such as syringes, on campus or while attending school functions. This restriction shall only be waived in such circumstances where the principal has approved the exception, which approval shall be withheld unless the treating physician, in writing, identifies and describes the condition being treated, verifies that the student is trained and competent to give self-injections and handle any related complications without assistance, and authorizes the giving of self-injections by the student.
4. All prescription and over-the-counter medications must be picked up by parents at the end of the school year. Any medications (prescription or over-the-counter) left in the school office will be disposed of by school personnel in accordance with accepted practices.
5. Any child who has a significant allergy and is prescribed an Epi-Pen will need to have a form completed and on file describing the allergen and the reaction. Epi-Pens may be stored in the office for emergency use. All staff are trained to administer an Epi-Pen if necessary.

The principal has absolute discretion to make any and all determinations required by this section, to establish procedures and forms to be followed and used hereunder, and to decide each individual case after obtaining all documentation required herein. *No language in this section is to be interpreted as requiring the principal to allow self-injections by students in any case.*

All such medications, and related devices, shall be delivered to the school office in the same manner as other medication, unless the parent or professional administering the injections keeps the product in his/her possession at all times.

Students and their parents/guardians will be responsible for informing the school and keeping the schedule for administration of medication.

CLASS ACTIVITIES

School Parties & Celebrations

Room parents will conduct parties at Christmas, Valentine's Day, Easter, and other times approved by the principal or the Board of Trustees. Parties should be scheduled, when possible, on school grounds during the latter part of the day. A parent may also contact the teacher in order to arrange to send refreshments to school in celebration of a child's birthday.

Non-School Related Correspondence

No invitations to private, non-school-related parties are to be distributed on campus or during school functions without the approval of the principal. Birthday party invitations may be distributed if each **child in the class receives an invitation or if all girls or all boys receive an invitation (depending on the gender of the student distributing the invitations).**

Field Trips

Field trips will be conducted throughout the year. The principal will approve all field trips and advance notice will be sent to parents. A field trip permission form must be signed and on file in the school

office before a student may attend a field trip. Fees and expenses for field trips not included in the basic registration fees are payable in advance. Parental involvement, assistance and participation in all field trips is invited and encouraged. Field trips will be a function and extension of the classroom and the teacher and/or principal will have authority to make all related decisions.

Parents who are providing transportation for other students are required to provide a copy of their driver's license and proof of auto insurance. Parents will also be subject to a criminal history background check.

For safety reasons, ECA will make an effort to secure two unrelated adults to travel in each vehicle. If this is not possible, then all vehicles are expected to caravan to the destination.

Students should each be secured in individual seat belts and no student should be allowed to ride in the front seat of a vehicle equipped with a passenger-side airbag. After age 4 and 40+ pounds, children can ride in a booster seat with the adult lap and shoulder belt until the adult safety belt will fit them properly (usually when the child is 4'9" tall, 10 – 12 years old).

Please do not make any extra stops, unless approved in advance by the teacher.

Drivers should not allow students to watch videos, unless the drive will last longer than 45 minutes, in which case the movie should be shown only upon explicit approval from administration. If music is played, it should be Christian, classical, or instrumental.

Please see the additional guidelines your child's teacher has for you.

LUNCH & SNACKS

Lunch

Students are to bring a lunch in a marked lunch kit or sack. They must also bring a drink unless milk or water is purchased. Food that needs additional preparation (i.e. microwave, reheating, etc.) is discouraged. Students in Pre-K through second grade will not be allowed to use microwave ovens. The teacher and/or principal will determine the use of the microwave oven(s) by other grades. Refrigeration is not available for student lunches from home.

Parents are always welcome to eat lunch with their children. If you plan to eat with your child or bring your child a lunch, please be sure to arrive at or before the scheduled lunchtime.

Hot lunches will be made available on RenWeb in the month prior. Lunches for September are available beginning in August. These lunches are optional and are for the convenience of the parents. **In case of an absence on the day a lunch is purchased, please call the office before 9:00 a.m. to cancel the lunch so you will receive credit toward a lunch the following month.** Payments for lunches should be made through Renweb.

If delivering a lunch for your child, please place the lunch at the end of the hot lunch counter at least five minutes before your child's lunch period begins. Please label the lunch.

Milk, bottled water, and ice cream may be purchased in the lunchroom with prepaid vouchers. Vouchers will be available for purchase in the office and on Renweb when ordering lunches for the month. The

drink vouchers will be valid for (20) milks or bottled waters purchased for \$8.00. A note will be sent home when your child needs a new voucher. Ice cream will be available for purchase every day; elementary grade level students will be limited to one day per week. Vouchers for (8) ice creams will be sold for \$8.00.

Snacks

Students are encouraged to bring a mid-morning snack if they wish. ECA asks that snacks be nutritional and that families be aware of students in the class who may have food allergies. No drinks should be sent for snack time except water.

LIBRARY

Fines

Books are checked out for a two-week period. Students in grades K-6 will be expected to pay a fine of \$.10 per school day that a book is overdue. Fines must be paid before additional books may be checked out.

Lost Books

Students are allowed to check out books from the library to use at school or to take home. In the event that a library book is lost, parents will be expected to pay for replacing the book.

SCHOOL COMMUNICATION/NEWSLETTERS

Clarity around communications between all stakeholders in the school community is an essential component for a successful school year. This Communications Policy is designed to keep clear communication lines within the school community, with defined expectations for parents and school employees. These guidelines are to facilitate the smooth functioning of the school and to assist parents, students and staff in working successfully together. The guidelines complement the regular, informal communications that already take place between members of the school community. This policy has been developed by the Administration and approved by the Board of Trustees.

The majority of communications will be centralized through the RenWeb/FACTS online system. Through individual classroom updates, grades, ParentsWeb calendar, and resource document uploads, parents can view and read about school activities and news both within their child's classroom and beyond. It is the responsibility of the parents to update their contact information in the system and to report any technical issues they are experiencing with the system. Parents are also invited to participate in both the fall teacher conferences as well as spring student-led conferences to gauge student progress.

School-Wide Communication

The Calendar on RenWeb is and will be the most up to date and accurate comprehensive calendar of events for the school. Here you will find dates for school-wide, departmental and athletic events, spirit and free dress days, as well as class field trips. To have an event added to the RenWeb calendar please submit a request for approval to www.ecawaco.com/eventrequest.

The weekly newsletter will be your main resource for school-wide information. Items and events that involve the entire school or multiple grades will receive priority placement in the newsletter. Class

specific information and events should be sent as a separate weekly communication by your teachers. Staff & groups wishing to promote events in the newsletter must submit a news request form found on our website at www.ecawaco.com/newsrequest. Requests must be submitted at least 2 weeks before the event. Unless approved by administration, events/items will not be advertised in the newsletter for more than 3 consecutive weeks. The request does not guarantee advertisement in the newsletter or on social media accounts. Deadline to submit items for the newsletter is Thursdays at 4pm for the upcoming Monday with no exceptions.

Staff and organizations/clubs who need to email/text the entire school or multiple grades should have their email/text approved by the communications office prior to sending. **All** parent alert texts should be approved and sent by the Head of School (HoS) or the communications office only.

Appropriate use of school-wide or multiple grade messaging includes: School meeting announcements, parent education events at school or co-sponsored events at other schools, emergency information, student shows and events, athletic programs, or changes in schedule. Group messages cannot be sent with personal announcement information unrelated to being a parent or a student at the school, or advertisements unrelated to approved fundraising for the school, unless authorized by HoS.

In situations where the school is under emergency conditions or is closing due to unforeseen circumstances (e.g. weather, facilities failure), parents will be informed via SMS text messaging or Parent Alert.

Field Trips & Events

Events & field trips are encouraged and a part of the learning process, however we want to give ample notice to parents/guardians and event attendees. All events and field trips must be approved by administration. A general schedule of school events and extracurriculars for the following school year must be submitted by staff or organizational chairperson by the last day of school. We understand some opportunities arise after the submission date. Therefore, occasional submission of an event/field trip request at any point in the year is permissible, with the understanding that any request must be submitted for approval no less than 3 weeks prior to the event. Event/Field trip forms can be found on our website at www.ecawaco.com/eventrequest. Per staff and student handbooks, it is the teacher's responsibility to inform parents in advance of any field trip and to make sure that all parents understand and agree to abide by ECA's field trip policies. All approved events/field trips will be added to the RenWeb calendar at the time of approval.

Fundraisers

Fundraising is a vital part of the financial health and growth of our school, so we want to be sure our fundraisers are intentional and well planned for the highest success rate. For this reason, ALL club/organization fundraisers must be approved by both the HOS and principal and any advertising/fundraising not directly linked/sanctioned by ECA is prohibited.

Communication Expectations for Teachers & Staff

With Students:

Syllabus, homework, PreK-6th grade weekly newsletters, and grading policies are to be given in a timely fashion and clearly stated. Grades are to be submitted to RenWeb by 8:00 am on Monday morning for the previous week.

With Parents/Guardians:

Confidentiality- Teachers are to treat all student information as confidential and private. Disclosure of student information is governed by State and Federal law. Student transcripts are managed by the registrar of each campus. In order to release student files to other schools, the school must receive the appropriate, signed request from another school. Under no circumstances are student files shared outside the school, unless written consent is given by the parent to ensure FERPA compliance. All communications where decisions are reached regarding a student need to be recorded and placed on file. Do not discuss other students or teachers with parents. Be professionally mindful.

Parent Teacher Conferences- Staff are expected to keep a conference journal. Record the date, time, reason, and key points discussed in the conference.

Classroom Updates via email or RenWeb:

Lower School (LS) – All teachers are expected to send out a weekly newsletter or email to update parents about what is being covered in their classroom and reminding parents about coming classroom and major events. This should be sent on a day determined by the LS Principal.

Upper School (US) - Teachers are expected to keep Google Classroom and/or RenWeb information up to date. Lesson plans should be uploaded for the following week by 8am Monday morning. Grades for the previous week should be updated by 8am Monday morning.

With other staff:

To ensure a strong culture of communication internally at ECA, teachers and staff are expected to respond to emails from colleagues within a timely manner. Please check your box and your email often.

When sending a message to the entire faculty and staff, please be mindful that information must be school related and of general interest to the majority of recipients. It is recommended that you send to yourself and enter recipients in the bcc: section. When responding, please only utilize the “reply all” option if the information you are sending is relevant to the majority of the group.

All staff are responsible to uphold the principle of respectful communication and professional confidentiality. Teachers are required to attend all Faculty and Administrative meetings to ensure they have up-to-date information/communication regarding school events, to provide and give feedback on educational matters, to exchange student news and to participate in pedagogical activities.

Communication Expectations for Parent/Guardians

With Teachers:

Parents are expected to bring questions or concerns regarding the educational experience of their child first to their lead/homeroom teacher. For both confidentiality and time purposes, please refrain from discussing issues and concerns during pick up and drop off times with your child’s teacher. Please call or email to set up a time that is mutually convenient for the both of you. Teachers are expected to respond in a timely fashion. If you feel after speaking with your teacher that you still have concerns, please then contact your campus Principal or Dean

With Reception:

The office staff have a large job supporting our ECA students and staff each day. To be sure that they are not regularly repeating information which is already made available to the school community in the

usual communication channels, parents have a responsibility to read communications from the school: e.g.: Class newsletters, school newsletter, RenWeb calendars, & school policies.

PARENTS, TEACHERS & FRIENDS ASSOCIATION

Parents, Teachers and Friends Association (PTF) is a vital part of the community and all parents are encouraged to participate. This group coordinates volunteer services for the school, sponsors fund-raisers, and helps plan celebrations for special occasions during the school year. The PTF is a key contributor to the culture and programs of ECA .

The PTF was organized by and is at all times subject to the approval of the Board of Trustees. The Board of Trustees must approve in advance all major fund-raisers conducted by the PTF on behalf of ECA. The Chairman/men of the PTF is an ex-officio member of the Board of Trustees of ECA.

OTHER INFORMATION

Lost & Found

Clothing, books and personal items are often misplaced. When such items are found they should be taken to the school office, where the owner may claim them. Every effort will be made to return lost items to their proper owners. **Labeling personal items will help assure their return.** Unclaimed items will be given to a local charity periodically throughout the school year.

DONATIONS

ECA strives to derive the highest benefit from every dollar in its budget. Tuition alone cannot meet all the needs of ECA . Tax-deductible donations are solicited to supplement other income. One-time, monthly, year-end, memorial or estate gifts are greatly appreciated.

ECA requests that no gifts or donations to the school be restricted to particular classes or special groups of students unless approved by the principal with direction from the Board of Trustees. Such giving may provide inconsistent opportunities for the students. If you desire to make such a gift, please discuss it with the principal in advance.

Cash Donations

All cash donations will be accepted for ECA by the business office or the Head of School. The Head of School and the Board of Trustees have exclusive authority to manage donations of all kinds to ECA.

Donations for Classroom Use

Anything given to a teacher for use in the classroom (wish list items, etc.) becomes property of ECA and must be reported promptly to the school office upon receipt.

Designated Gifts

ECA requests that no gifts or donations to the school be restricted to specific classes or special groups of students unless first approved by the principal with direction from the Board of Trustees. Cash gifts made to ECA that are designated for a specific purpose by the donor will be restricted to use for the designated purpose. If any designation or restriction of a gift or donation is not allowed by school

policy or is untenable, the Board of Trustees will contact the donor and attempt to arrange a satisfactory use of the gift. If this is unsuccessful, the gift will be returned with the gratitude of ECA.

Scholarship Program

ECA has established a scholarship program for deserving students. Scholarships are awarded by the Scholarship Committee to those who cannot otherwise afford quality Christian education. The willingness of parents of scholarship recipients to volunteer in school activities is an important criterion in the selection process. Families are required to complete 20 volunteer service hours per scholarship for ECA .

Tuition income only covers a portion of the operating costs of the school. Although ECA outperforms public schools by scholastic measure for less than half of the cost per student, it cannot offer its exceptional value to needy children without the financial assistance of those who seek to honor the Lord by touching the lives of His children. Persons interested in contributing to the program should contact the Head of School.

BOARD OF TRUSTEES

The Role of the Board of Trustees

The affairs, policies, functions and operations of ECA—including its financial and business matters, its educational program and its physical facilities—shall be under the management and control of the Board of Trustees. The Board of Trustees consists of individuals who are residents of McLennan County, Texas and/or have demonstrated unusual and consistent service to the organization.

The Board of Trustees shall be responsible for and authorized to:

1. Determine the basic policies for the operation of the school, provide general direction in the carrying out of such policies, and exercise control through the Chairman/men and Head of School
2. Establish and regularly evaluate operational goals, educational objectives and school procedures
3. Authorize the establishment, curtailment, elimination or addition of each class or grade level of the school and determine minimum and maximum enrollment
4. Adopt an annual operating budget and establish and approve changes in tuition, fees and all other charges made by the school
5. Select, hire, and discharge the position of the Head of School. The Board of Trustees shall also provide counsel and guidance as requested by the Head of School regarding selecting, hiring, retaining, and/or discharging members of the faculty and staff.

Election of Trustees

The Trustees shall be elected at or before the annual meeting of the membership. Nominations for Trustees shall be made and presented by a nominating committee appointed by the Chairman/men. The nominating committee shall determine representatives both willing and able to serve as Trustees and present a slate of nominees for all vacant positions in writing to the school families at least fourteen (14) days in advance of the annual meeting. Additional nominees may be submitted in writing to the Chairman/men by one (1) representative from any group of 20 or more members of the organization in good standing at least seven (7) days in advance of the annual meeting. In the event additional nominees are submitted in a timely manner, school families shall be notified in writing at least five (5)

days in advance of the annual meeting. New Trustees will be elected by those members of the organization present at the annual meeting.

Board of Trustees Meetings

Monthly Board meetings are open to the parents of ECA , but non-board members may be required to leave any meeting when matters are considered by the Board of Trustees which are deemed to be confidential, sensitive, or related to personnel topics.

Those who wish to present any matter of concern to the school Board of Trustees shall make a written request to the Chairman/men at least three (3) days prior to the next regularly scheduled Board of Trustees meeting. Parents will be heard according to the agenda's regular order of business.

Annual Meeting

The annual meeting of the membership of the organization shall be held in May of each year, at which time the Board of Trustees will report on the State of the School, and any recommendations of the Board of Trustees shall be presented to the school families. Notice of such meeting shall be required in advance.

Parents are invited to share with the principal or the Chairman/men of the Board of Trustees their opinions and suggestions as to the effective operation of Eagle Christian Academy. All suggestions should be submitted in writing.

Thank you for your commitment to our goal of providing each child with an outstanding, traditional education in a loving, Christian environment.