



**EAGLE CHRISTIAN**  
ACADEMY

# Parent & Student Handbook

Revised September 2022

**EAGLE CHRISTIAN ACADEMY**

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## **FORWARD**

The Board of Trustees, 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 our school will be exceptional. We are confident it will glorify God and help train up your child in every way.

The faculty, staff, 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**

We are dedicated to providing a Christ-centered education in a loving, family atmosphere; establishing a firm foundation in academics and faith; and preparing students for the challenges of the future.

## **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 meet 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.

**[I 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 positively impact their world and make a difference. We seek to model the style of leadership established by Jesus--to serve, not be served.

#### **Faith**

ECA teaches our students humility and a Christian worldview true to our heritage.

#### **Excellence**

ECA believes our students, faculty and staff should strive for excellence in everything we do.

#### **Community**

ECA is a committed and caring community of families, faculty, and students.

### **HONOR CODE**

All students shall adhere to the policies in the Parent & Student Handbook and pledge in honor that they will follow the statutes set therein. Students and parents will pledge to uphold this handbook and sign their consent thereof at the end of this handbook.

### **PLEDGES**

#### **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!

## **ADMISSION PROCEDURES**

New families should go to the website at [www.ecawaco.com](http://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 non-refundable if the prospective student is not accepted.

Prospective students must submit STAAR, ITBS, Stanford, or comparable test results, prior teacher and/or the head administrator references, and transcripts. If they do not have prior testing, an entrance exam selected by the head administrator will be required.

Kindergarten-6th grade prospective students must take an admission test at the discretion of the head administrator. 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 head administrator.

Once the application and testing are completed and/or test scores are received, the Admissions Committee will review to make a decision for acceptance to ECA. This shall take no more than five (5) business days.

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 head administrator to discuss policies and ask/answer questions.

A non-refundable book and technology 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 amount will be contained in the special agreement prepared on an ad hoc basis for each scholarship student.

All required items 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 elementary grade level are determined by the age of the child on September 1st of the current year:

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

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

The head administrator 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 FACTS. 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 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 consideration for admission of special needs 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 interests 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 1<sup>st</sup> 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-12. 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.

4. After the review, determination will be made for the amount of scholarship to be offered if the family qualifies.
5. 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 FACTS upon receipt or there will be a delay in the scholarship process.)
6. The registration fee must be paid at the time of acceptance in order to reserve a place for your child.
7. 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. A one-time withdrawal fee of \$1500 per student or the remaining balance of the student's annual tuition, whichever is less, will be due and payable in full upon withdrawal of the student. Notice of withdrawal must be provided in writing to the head administrator, specifying the date of withdrawal.

Per the mandatory Continuous Enrollment policy of Eagle Christian Academy, all families are enrolled until the business 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.

**DAY-TO-DAY OPERATIONS**

For the safety of the ECA community, all doors to the school will be locked at 8:00 when classes begin. All visitors must check in with the school office before proceeding into the school building.

**School Hours**

West Campus (7 <sup>th</sup> -12 <sup>th</sup> Grade)	8:00 am - 3:30pm
East Campus (PK-6 <sup>th</sup> Grade)	8:00 am - 3:30pm
Office Hours	7:30 am - 5:30pm
After School Care (PK-6 <sup>th</sup> Grade)	3:30pm - 5:30pm

**Elementary Students**

For Elementary Students (East Campus) supervision is provided before school from 7:30 until 7:55 am and after school until 3:45pm. 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**

Elementary 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 3:45 pm, or after the scheduled closing time on early release days.

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.

**Middle and High School Students**

Middle and High School students participating in school sponsored 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.

**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 nonscheduled 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. Tardiness will be recorded in each class/period, and students missing more than half of any class/period will be counted absent.

### **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. 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 head administrator. Documentation should be provided to the office upon returning to school. Any class assignments missed due to an excused absence must be turned in to the classroom teacher by the beginning of the student's third day back in school following the excused absence. Makeup assignments may be turned in at the beginning of the missed class/periods on the third day back to 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 is absent from 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). No exception is given to this rule regardless of block scheduling or school-sanctioned event.

Note: The longer a student takes to turn in missed work, the further behind that student may become. Please be diligent in making up 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 head administrator. 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 seven (7) days prior to the absence. Students must notify their individual course teachers at least three (3) days prior to the absence.

**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.

### **Covid**

Please refer to our latest guidance at [ecawaco.com/covid](http://ecawaco.com/covid)

### **Permission to Leave School**

#### **Elementary 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 carpool area alone. The parent or designated adult must sign the student out in the office before leaving.

#### **Middle and High School Students:**

Except for students enrolled in the Dual Credit program, 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 must notify the office of the time the student will be leaving. Students must sign out in the office and sign back in when they return.

### **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 administrator and the Chairman/men of the Board of Trustees and, barring exceptional circumstances, will parallel announcements made by the Waco Independent School District. Information may be disseminated via email, Remind, Facebook, or Parent Alert 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.

### **Elementary**

#### **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)

### **Middle and High School**

Per Texas Education Agency House Bill 5, ECA will provide a Foundation High School Plan for all graduates with an emphasis in multidisciplinary studies.

**Graduation Requirements for Distinguished Achievement:**

Subject:	Credits Required:
English	4
Math	4
Science	4
History (including Government and Economics)	4
Language Other Than English (Two options)	3 Foreign Language Credits 2 Foreign Language Credits + 1 Advanced Credit
PE	1
Fine Art	1
Speech	0.5
Electives	5.5

Completion of the requirements for the multidisciplinary studies endorsement earn credit in a variety of advanced courses from multiple content areas. Students will meet with an advisor to design a personal degree plan including electives.

**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 student has an excused absence, they 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. Therefore, the teacher will assess a penalty for late work. Late assignments must be completed and turned in on the day following their due date regardless of block scheduling unless special arrangements are made with the teacher.

**Elementary School**

**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:

<b>Grade:</b>	<b>Scale Applied:</b>
Pre-K	B = Beginning D = Developing M = Mastery
Kindergarten	E = Excellent S = Satisfactory N = Needs Improvement I = Improving U = Unsatisfactory
1 <sup>st</sup> – 6 <sup>th</sup> Grade	A+ = 99-100 A = 92-98 A- = 90-91 B+ = 89 B = 82-88 B - = 80-81 C+ = 79 C = 72-78 C - = 70-71 F = 69 or below

### **Academic Probation**

If, because 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 head administrator, after consulting the teacher, may exercise discretion and restrict play in any official league athletic contests.

### **Retention Procedures**

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 head administrator will work closely with the parents and teachers in deciding the proper course of action.

### **Middle and High School:**

#### **Grade Guidelines and Exam Information**

##### **Late Work**

Assignments that are not turned in at the beginning of the class period will be considered late and 10 points will be deducted from the earned grade. On the following day an additional 20 points will be deducted (now the grade is a 70 at best) regardless of block scheduling. If the work is not turned in on the second day, regardless of block scheduling, the student will receive a 0 and the work cannot be made up. A rotating block schedule does not afford a student an extra day to complete work. All late work must be submitted on the following day, which is the second day respectively, and no exceptions will be given without prior teacher consent.

##### **Semester Exams**

Specific testing dates will be announced toward the end of the semester. The exams cover material learned during the two nine-week periods of that semester. The exam will count for twenty percent of the final grade.

##### **Exam Exemptions**

Students may be exempt from one midterm in the first semester if they have met the following requirements:

- The student has 3 or fewer excused absences within that semester (discretionary/non-discretionary).
- The student has maintained a 90 or above average in that core subject for that semester.
- The student has no unexcused absences

Only one exam may be exempt during the first (fall) semester.

**Three incidents of being tardy in one class per grading period will equal an absence.**

Students may exempt up to three final exams in the second (spring) semester if they have met the following requirements:

A student may exempt ONE (1) final exam if:

- The student has 3 or fewer excused absences within that semester (discretionary/non-discretionary).
- The student has maintained a 90 or above average in that subject for that semester.



- The student has no unexcused absences.
- A student may exempt an additional exam, for a total of TWO (2) final exams if...
- the student has 4 or fewer excused absences within that semester (discretionary/non-discretionary).
- The student has maintained a 95 or above average in that subject for each of the 9-week periods in that semester.
- The student has no unexcused absences.
- A student may exempt an additional exam, for a total of THREE (3) final exams if...
- The student has 4 or fewer excused absences within that semester (discretionary/non-discretionary).
- The student has maintained a 97 or above average in that subject for each of the 9-week periods in that semester.
- The student has no unexcused absences.

**Three incidents of being tardy in one class per grading period will equal an absence.**

Students may exempt the same exam both semesters.

Seniors may exempt all second semester final exams in which they meet the above requirements.

**Reporting Procedures**

A report card will be issued electronically every nine weeks. A progress report will also be issued four weeks into the new grading period. 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:

Grade Letter Scale:	Grade Scoring Scale:
A+	99-100
A	92-98
A-	90-91
B+	89
B	82-88
B-	80-81
C+	79
C	72-78
C-	70-71
F	69 or below

**Academic Probation**

A student will be placed on academic probation if a student's average in any core subject falls below 70 in a nine-week period. For purposes of participation in athletics or fine arts competitions, see TAPPS guidelines and the ECA Athletic Handbook.

**Valedictorian and Salutatorian Standards**

The student with the highest GPA will be selected as the Valedictorian and the student with the second highest GPA will be selected as the Salutatorian subject to the following requirements:

- Students are required to maintain high moral and ethical character, representing ECA in a positive light both in school and in the community

- Students may not have been assigned a suspension during their junior and senior year.
- Students must be on the distinguished track
- Students must take the ACT or SAT, preferably both
- Minimum GPA for Valedictorian: 3.8
- Minimum GPA for Salutatorian: 3.5
- Students must be enrolled full-time ECA students during at least the last three quarters of their junior year and entire senior year.

### **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 (Elementary Only), 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.**

## **ACCEPTABLE USAGE POLICY (TECHNOLOGY & INTERNET)**

Eagle Christian Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Eagle Christian Academy network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA) or FERPA.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Eagle Christian Academy makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Web Access**

Eagle Christian Academy provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow school protocol to alert the IT Director/head administrator or submit the site for review.

### **Email**

Eagle Christian Academy may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

All students must only use their ECA email login credentials when on campus. Failure to do so will result in discipline as determined by the head administrator. Access to other educational institutions email systems is permitted for dual credit or college readiness.

#### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Eagle Christian Academy may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

#### **Mobile Devices Policy**

Eagle Christian Academy may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

#### **Personally Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from the IT Director/head administrator. In some cases, a separate network may be provided for personally owned devices.

#### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the IT Director/head administrator. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

#### **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Access to the internet will enhance educational resources for students; however, students should 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 and will result in a disciplinary process as laid out in this handbook.**

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action including and up to expulsion from the school.

In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **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.

#### **Acceptable Use of Network / Internet**

- Students can use school technologies for school-related activities.
- Students will follow the same guidelines for respectful, responsible behavior online that that they are expected to follow offline.
- Students will treat school resources carefully, and alert staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treat it as such.
- Being cautious to protect the safety of themselves and others.
- Helping to protect the security of school resources.

#### **Unacceptable Use of Network / Internet**

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

- 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."
- Students may not use the network to transmit any material that violates local or United States law.
- 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.
- Students are not to click on any ads (pop-up windows) that may come on the screen when visiting certain sites.
- Students are required to connect their own personal laptops to the wireless access points with the approval of the teacher.
- Students should not try to download or install any program onto the school computers.
- Cyber-bullying that occurs at ECA will be treated as a major disciplinary offense.
- Students are never allowed to use newsgroups or enter chat rooms unless instructed and supervised by a teacher.
- Students are not to give out personal information like full names, addresses, telephone numbers, school name, etc. to anyone on the Internet. Students should not give out personal information about another individual on any medium.
- Students are to notify the teacher immediately of any disturbing material they may encounter on the internet.
- Students may not log on to someone else's account or attempt to access another user's files.
- Students may not use DVDs, CDs, external hard drives, flash drives, or other similar devices unless approved by the teacher.
- Plagiarism is not allowed.



- Students may not use cellular phones, cameras, music players, or any other electronic devices (including iPads, iPods, and tablet computers) during class time unless specific permission has been given by a teacher or supervising adult in advance.
- Personal computer, email or log-in use: inappropriate or hurtful use of technology inside or outside of the school network may result in disciplinary action.
- Inappropriate or hurtful use of technology inside or outside of the school network may result in disciplinary action.

These lists are not intended to be exhaustive.

Violations of the acceptable usage documentation stated above may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school related activities
- Disciplinary action including and up to expulsion from the school
- Legal action and/or prosecution

## **DRESS CODE**

Students at ECA will wear designated uniforms to achieve unity and maintain closeness of spirit. Please refer to the uniform guidelines provided during enrollment.

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 head administrator shall have discretion in interpreting and enforcing the dress code in all respects.**

## **EVERYDAY UNIFORM AND CHAPEL DAYS**

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 2<sup>nd</sup>-12<sup>th</sup> Grade.

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.

Our Pre-K-1<sup>st</sup> Grade students will have Chapel on Thursdays and will be required to wear Chapel uniforms on that day.

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, pierced earrings, small necklaces, bracelets, and watches. Extremes in jewelry, as determined by the administration, will not be permitted.
- All clothing must fit properly: not too tight, too baggy, or too short. For modesty, girls in kindergarten through 6th grade should wear shorts under skirts.
- 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.
- No hats
- No t-shirts with offensive messages or imagery
- Sleeveless shirts are allowed, but they must be three inches across on the shoulder. No tank tops or tops with spaghetti straps.
- Sandals and flip flops are permitted on Free Dress Days
- Makeup should be in good taste and not excessive.

- No visible tattoos of any kind.

#### **DRESS AND GROOMING GUIDELINES FOR ALL BOYS**

- Boys' hair is to be neatly groomed at all times. Hair must be a length that 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.
- Facial hair must be well groomed at all times. The head administrator has the right to instruct students to groom facial hair when not appropriate.
- All clothing must fit properly: not too tight, too baggy, or too short.
- No hats
- No sleeveless T-shirts
- No t-shirts with offensive messages or imagery
- Allowable jewelry may include rings, small necklaces, bracelets, and watches. Extremes in jewelry, as determined by the administration, will not be permitted.
- No visible tattoos of any kind.

#### **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). This applies to abuse or neglect by any person whether employed by ECA or not.

## **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 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 head administrator 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 head administrator 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 a 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.

Students will be responsible for 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), or 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).

### **Lockers**

Every student from 4th Grade onwards is assigned a locker. All bookbags, books, lunch boxes, and outerwear must be kept in the student's locker. 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 administration 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.

## **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.

- A child is not able to participate actively or independently.
- A child has had a fever of 100° or higher within the past 24 hours.
- 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.

- A child has had vomiting or diarrhea within the past 24 hours.
- A child is being treated with antibiotics but has not yet completed a full 24 hours of treatment. This includes treatment for pink eye.
- A child has an undiagnosed rash or eye infection. The child may return when the rash is gone, being treated, or determined to be non-contagious. A physician's statement for re-admission is required if the rash is still present.
- Any child with excessive drainage or a productive cough may be sent home at the discretion of the school office personnel.

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 refer to our latest Covid guidance at [ecawaco.com/covid](http://ecawaco.com/covid)

### Medication

All medications whether prescription or "over the counter," should be accompanied by written authorization signed by a parent or legal guardian or updated to the child's electronic records in FACTS 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 head administrator. Exceptions will be made for prescription asthma inhalers, with the appropriate documentation.

In addition, the following rules apply:

- 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.
- 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 head administrator 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 head administrator 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.
- 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 head administrator 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.
- 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.

- 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 head administrator has absolute discretion to make 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 head administrator 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**

There will be various times for House parties and school celebrations throughout the school year. Teachers, administration, and the PTF organization will provide the structure and communication for these events. A parent may also contact the teacher in order to arrange to send refreshments to school in celebration of a student'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 head administrator. 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 head administrator 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 the head administrator 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 secure two unrelated adults to travel in each vehicle. If this is not possible, then all vehicles are expected to caravan to the destination.

Elementary 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).

Older students should each be secured in individual seat belts.

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 worship music, classical, or instrumental.

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 FACTS calendar at the time of approval.

Your child's teacher may have additional guidelines for a travelling classroom. If additional guidelines are provided, they will not supersede this handbook.

## **LUNCH & SNACKS**

### **ELEMENTARY:**

#### **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 2<sup>nd</sup> Grade will not be allowed to use microwave ovens. The teacher and/or 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 FACTS 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 FACTS.

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

Milk, water juice, and ice cream may be purchased in the lunchroom with prepaid vouchers. Vouchers will be available for purchase in the office and on FACTS when ordering hot lunches for the month. The drink vouchers will be valid for (20) milks or waters drink 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 in \$8.00. amounts.

#### **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.

### **MIDDLE & HIGH SCHOOL**

Students are to bring lunch in a marked lunch kit or sack. They must also bring a drink unless a beverage is purchased from vending. 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 lunch, please be sure to arrive at or before the scheduled lunchtime.

Hot lunches will be made available on FACTS 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.** Payment for lunches should be made through FACTS.

If delivering lunch for your child, please place the lunch at the end of the hot lunch table at least five minutes before your child's lunch period begins. Please label the lunch. Vending machines are also provided for snacks and drinks. Students shall not take any food or beverage in the academic hall other than water. All food shall remain in the designated areas.

### **LIBRARY**

#### **Fines**

Books are checked out for a two-week period. A fine of \$.10 per school day will be charged for a book which 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. If 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.

Most communications will be centralized through the FACTS online system. Through social media, individual classroom updates, FACTS 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 FACTS 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 FACTS calendar please submit a request for approval to the communications director.

The monthly 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 send a news request to the communications director. 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 determined by the

communications director.

Staff and organizations/clubs who need to email/text the entire school or multiple grades should have their email/text approved by the communications director prior to sending. **All** parent alert texts should be approved and sent by the head administrator 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 the head administrator.

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.

### **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 the Executive Director and any advertising/fundraising not directly linked/sanctioned by ECA is prohibited.

### **Communication Expectations for Teachers & Staff**

#### **With Students:**

Syllabus, homework, Pre-K-6<sup>th</sup> Grade weekly newsletters, and grading policies are to be given in a timely fashion and clearly stated. Grades are to be submitted to FACTS by 8:00 am on Monday morning for the previous week.

#### **With Parents/Guardians**

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. 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 FACTS**

#### **Elementary School**

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 campus or head administrator.

### **Middle School and High School**

Teachers are expected to keep Google Classroom and/or FACTS 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

### **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 the head administrator or the campus administrator.

#### **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, 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 always subject to the approval of the Board of Trustees. The Board of Trustees must approve in advance all major fundraisers 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.

### **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. Uniform items will be sold at the used uniform sale with the proceeds going to the school.

### **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 classes or special groups of students unless approved by the head administrator 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 head administrator in advance.

### **Cash Donations**

All cash donations will be accepted for ECA by the business office or the head administrator. The head administrator 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 business 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 head administrator 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 semester for scholarship at 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 administrator.

## **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:

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 the head administrator.

Establish and regularly evaluate operational goals, educational objectives and school procedures  
Authorize the establishment, curtailment, elimination or addition of each class or grade level of the school and determine minimum and maximum enrollment.

Adopt an annual operating budget and establish and approve changes in tuition, fees and all other charges made by the school.

Select, hire, and discharge the position of the head administrator. The Board of Trustees shall also provide counsel and guidance as requested by the head administrator 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 head administrator 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.

# Athletics

## **ATHLETICS**

### **Athletics Mission Statement**

The mission of the Eagle Christian Academy athletics department is to provide competitive opportunities that cultivate servant-leaders who glorify God in all arenas of life.

**12** So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience;**13** bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you. **14** Beyond all these things put on love, which is the perfect bond of unity. **15** Let the peace of Christ rule in your hearts, to which indeed you were called in one body; and be thankful. **16** Let the word of Christ richly dwell within you, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God. **17** Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.

Col. 3:12-17

### **Vision**

To be the benchmark of excellence in Christ-centered school athletics.

### **Core Values**

- **Christ-like character**
- Be known for excellence, knowledge, self-control, perseverance, godliness, brotherly affection and selflessness. (2 Peter 1:5-8)
- **Excellence**
  - Striving to reach the maximum potential of our God-given abilities.
- **Commitment**
  - A covenant among coaches, faculty, athletes, and parents to honor the time and effort required to compete with excellence.
- **Relationships**
  - A community devoted to loving and honoring each other above others.
- **Participation**
  - Supporting broad participation in various activities while maintaining commitment and balance.

**Sports Offered**

High School Boys	High School Girls
Cross Country	Cross Country
Basketball	Volleyball
Golf	Basketball
Baseball	Swimming
Football	Track and Field
Track and Field	

**Association Membership**

At the high school level, Eagle Christian is a member of the Texas Association of Private and Parochial Schools (TAPPS), and all our team and individual sports compete for TAPPS championships.

**Code of Conduct**

The overall behavior of an ECA athlete should model Jesus Christ both on and off the field or court of athletic competition. Scripture commands us to love the Lord with all our heart, soul, mind, and strength, and to love our neighbors as ourselves.

Coaches, parents, and athletes are expected to demonstrate and foster an environment of respect for authority, for others, and for the rules and standards of God’s Word, the school and of athletic competition.

These expectations extend into the totality of our lifestyles, and do not apply just in the context of school and athletics. We should also always remember that at every road game and in every restaurant and hotel we are guests, and at all times we should demonstrate the utmost respect for those around us (Philippians 2:3).

If an athlete is disciplined for behavior issues at school, his athletic participation does not supersede his obligation to fulfill the assigned disciplinary action. The athletic director or coach may also assign extra disciplinary measures or may remove any player from practices or games for the purpose of discipline or behavioral issues. Suspension from school automatically extends to include suspension from any athletic activities during the duration of the suspension.

### **Parent Expectations**

Parents are encouraged to support their children and their children's teams in a vocal and positive manner that does not reflect negatively on the school or the body of Christ. Parents who become verbally abusive to officials, coaches, players, or other fans may be asked to leave the event.

**Parents should also refrain from talking to their children or "coaching" them from the sidelines or stands during a game. Athletes need to hear one voice during athletic competitions, and that should be the voice of the coach of their team. Parents should also refrain from talking to the coaches during a game.**

All parents of athletes will be called upon at various times to help with such things as concessions, setting up for games, and performing official contest related duties such as clock or scorebook keeping at volleyball and basketball games, or timers at swim meets.

All parents are asked to help with the clean-up process after their athlete's games.

There will be an annual athletics fee and/or a per sport fee determined at the beginning of the year. This amount will be determined by administration based on the budgeted needs for the year.

Please do not try and discuss playing time or game strategy with a coach right before or after a game or in public areas. We will be glad to meet with you and discuss any issues you have, but at the correct time and place. Our coaches are instructed to ask the parents to wait until the next day to set up a meeting. They are not "putting you off" or ignoring your concern but following athletic policy.

### **Commitment to Athletics**

Because so many people – coaches, teammates, officials, and even our opponents – are depending on us in the world of athletics, a high level of commitment is expected from anyone who agrees to be part of an athletic team at ECA. This includes a commitment to be at all practices and games during the season, except in dire circumstances. Family vacations, doctor appointments, and other activities should be planned around all in-season schedules to which an athlete has committed. Nearly everyone will have to miss a practice or a game at some point for one reason or another. However, these absences should be kept to a minimum, and any time an athlete needs to miss a practice or a game, the coach should be notified as far in advance as possible.

Athletes involved in high school athletics should expect to be participating in a game or practice every day of the school week as well as some Saturdays during the season.

High school practices may last up to two and a half hours. Some off days from practice may be declared at the coach's discretion. There will be conditioning during the summer. While these practices cannot be considered mandatory, it is highly recommended that every effort is made to attend these sessions. They will be crucial to the beginning of the season and team building.

High school schedules will consist of two to three games per week (except for tournaments, which typically run Thursday through Saturday), including some Saturday games.

Each student that participates in Athletics at ECA will participate in off season/track workouts in the spring after basketball concludes. To get ready for the next school year. They will also participate in at least 1 event in track. This will be to get them ready for the next school year in athletics. Only athletes exempt are current year seniors.

### **Practice Apparel**

ECA athletes will be required to dress in modest workout apparel, at the discretion of the coach and/or athletic director.

### **Open and Honest Communication**

Open and honest communication is essential to ECA and its athletics programs. Misunderstandings and other problems will inevitably arise, but it is our desire to be set apart in the way we handle these situations.

In dealing with these types of issues, it is good to begin with the foundational knowledge and understanding that every administrator, teacher, and coach at Eagle Christian loves and desires the best for each student athlete; otherwise, he or she would not hold that position of trust. Following the Matthew 18 blueprint for handling situations where one person believes they have been wronged by another, the following progression of communication should take place:

- (1) The **athlete** should approach his or her coach privately, express their concerns, and allow the coach to address them.
- (2) If the athlete's concerns have not been satisfactorily addressed at this point, the athlete and his or her parents should request a conference with the coach.
- (3) The next step in the process, if needed, would be a meeting involving the athlete, the parents, the coach and the athletic director.

It is important to understand that just because a coach gives an answer that is not necessarily what the athlete or parent wants to hear does not mean that the athlete is being wronged by the coach. The most typical scenario is usually over lack of playing time. It is important to remember that coaches see more than meets the eye, seeing players' work habits and attendance habits at practice, team chemistry, and other factors that can go beyond the athlete's and his or her parents' desire for them to have more playing time. The very best way to handle this type of situation is to have a conference with the coach, following the plan outlined above, and allow the coach to explain things from his or her perspective. These are usually very enlightening times for all parties involved, and lead to much stronger player/coach/parent relationships.

### **Academic Eligibility**

TAPPS eligibility standards require that an athlete be failing (below 70) no more than one class at the end of a quarter, **however ECA will hold our athletes to a higher standard. Any athlete who is failing one class at the end of a quarter will be ineligible by rule for two weeks, beginning the day grades are posted.** After the two-week mandatory ineligibility period, that athlete's eligibility will be subject to the normal weekly grade checks. Ineligibility precludes all participation outside the school day in games or team travel.

Weekly eligibility is maintained by a student having an average of 70 or higher for the current quarter in all classes.

### **Physical Forms**

A physical form and a medical history form must be on file with the Athletics Office before any student may participate in practice or games for any sport. Only one physical form is required per school year and will be sufficient for all sports in which the student participates. Each student must have a new physical conducted, as well as a new physical form filled out by the physician, before participation in that student's first sport of each new school year. All forms are located on the TAPPS.BIZ website under athletics.

### **Stewardship Responsibilities**

Each athlete will take special care for the upkeep and cleanliness of all uniforms and equipment they are issued, and account for each item at the end of the season by turning it back into the coach, or by paying for anything that has been lost or damaged.

Each team is responsible for cleaning up whatever facility it uses after each event or practice. All trash will be thrown away, all tables and chairs restored to their normal place and order, and all equipment properly stored. At road games, bench and team areas will be clean before our teams depart. Players, parents, and coaches work together to accomplish this task. We leave every facility cleaner than we find it.

Whatever team or group is the last to use the gym or other facility will turn out all the lights and make sure the doors are locked, and tables and chairs stored properly. **A schedule will be posted at the beginning of each sport.**

**No students are allowed to use the gym without approved adult or ECA staff supervision in the gym**, and the last coach to leave should see that all equipment is stored, and all students leave the facility before he or she locks up.

### **Overnight Trips**

Tournament trips and other overnight trips are an integral part of team development in athletics. Tournaments provide extra non-district games to allow teams to learn to work together, and overnight trips provide times of team bonding and “chemistry” building. ECA will sponsor safe, well-organized, well-chaperoned, and well-supervised athletics trips. Coaches will communicate details about trips to parents in advance. All of our student athletes understand that these trips are a privilege, and that anything less than exemplary behavior will jeopardize individuals’ and/or teams’ freedom to go on future trips.

Parents are welcome and encouraged to accompany teams on all trips and to assist the coaches as chaperones. All chaperones must have a background check and current insurance and license on file in the school office. The head coach will assign/approve room assignments for student athletes and managers. Coaches and chaperones will room in close proximity to the students, but not actually in the students’ rooms. Any parent who requests that their child room with an adult will need to go on the trip themselves and have their child room with them. If a parent chooses to accompany the team as a chaperone, there will be an expectation of supervision and assistance where needed.

If a parent is uncomfortable with any part of the arrangements for a team trip, they should notify the coach in advance of the trip. If, after talking to the coach, the parent is still uncomfortable, they should notify the coach that their child will not be going.

### **Athletics Bus**

When available for their use, teams will travel together on the athletics bus to and from away games. When the bus is available and the coach opts to use it, all athletes will be required to ride the bus with their teammates to the contest but will have the option to ride back with their parents to the school. Prior to game day, advance notice to the coach is to be requested. **When the team arrives back at the school, the team will clean the trash off the bus. Failure to do so could forfeit further privilege of using the bus. It is not the responsibility of the coach to remind players to be responsible, mature athletes.**

### **Philosophy of Competition**

The scope of competitive philosophy of team sports at ECA runs the gamut from an emphasis on

instruction at the middle school level to striving to win championships at the varsity level, with an undergirding foundation of sportsmanship and Christlike character at every level.

### **Middle School Teams**

In middle school sports, as many students as possible, within reasonable number limitations, will be included on teams.

At the middle school level, participation and instruction are the main emphasis, with winning as an important goal, but not at the expense of participation and instruction. Equal playing time is neither a requirement nor a goal, but coaches at the middle school level will strive to see that all players get some playing time in games. The desire and goal to win is present, however, and will naturally result in the more skilled players receiving more playing time. All players have the opportunity for skill development in practice with the chance to improve and earn increased playing time.

### **Junior Varsity Teams**

At the junior varsity level – which would typically include 9<sup>th</sup> and 10<sup>th</sup> graders, and perhaps a few 11<sup>th</sup> graders – the emphasis shifts more toward winning and higher-level skill development. The main purpose of junior varsity athletics is to prepare athletes for varsity competition.

Junior varsity teams will be formed when there are enough athletes participating in each sport at the high school level to field a complete team of younger athletes.

### **Varsity Teams**

At the varsity level, coaches should strive to put their teams in the best possible position to win each contest that is played. It is at this level that the school is most visibly represented, with larger crowds and even some media coverage. It is also at the varsity level that ECA's teams compete for district, bi-district, area, regional, and state championships. **All members of the high school teams will suit up for the varsity games, ready and willing to participate if needed.**

### **Philosophy on Making 'Cuts'**

"Cutting," or the exclusion of a student or students from an athletics team, may occur for any one of a number of the following reasons:

(1) Cuts may occur when the coach and the athletic director have determined what a reasonable number of athletes is for a particular team, and more athletes than that number try out for the team. This is by nature a subjective process, and athletes will be placed on teams based on the coach's evaluation of their competitive ability. "Competitive ability" may entail more than just physical skill; it may also include such intangibles as desire, persistence, "coachability," attitude, and the potential to develop as a player. All players will be notified prior to or at the beginning of tryouts in cases where a limited number of spots are available on a team and cuts will have to be made.

(2) Cuts may occur when, in the estimation of the coach, players do not possess the physical ability to experience success at that level of competition.

(3) Cuts may occur when, in the estimation of the coach, a player is at a personal risk of serious injury if he or she continues to participate in that sport.

(4) Cuts may occur for disciplinary reasons.

### **Quitting/Dropping Sports**

We want our athletes to learn to finish what they start. With this in mind we take quitting very seriously. If an athlete “quits” during an athletic season they will not be allowed to play another sport for one calendar year. Reasons for quitting might be: disagreeing or not liking the coach, playing time, the sport is too hard, etc.... Quitting is much different than “dropping” a sport.

In order to drop a sport a meeting must be arranged between the Administrator, Athletic Director, parents, student athlete, and coach. If a student “drops” a sport it is because the administration, coaching staff, athlete, and parents have all agreed that it is in the best interest of the student at that time.

The ruling of the student athlete being eligible to play will be under the discretion of the Athletics Director.

### **Lettering Policy**

Any high school student who plays in a varsity competition or serves as a manager or trainer for a varsity sport is eligible for a letter in that sport. Letter jackets may only be ordered after the student has entered high school. Ultimately it is up to the parent and student what is put on the jacket since all financial responsibility is assumed by the parent.

### **Conflicting Events Policy**

Understanding that many of our students are gifted in multiple ways, and thus desire to grow in their God-given talents through Eagle Christian’s diverse offering of activities and programs, the school’s directors and coaches make every effort to ensure that major events are not scheduled to conflict with each other. When inevitable overlaps do occur, however, the following philosophy is used to determine in which event a student will participate:

A culminating event takes precedence over a non-culminating event. Examples:

A district or playoff level athletic event would take precedence over a theater rehearsal.

A final theater dress rehearsal before a major production would take precedence over a non-district, non-playoff level athletic event.

The tougher situations to sort out are when, for instance, drama rehearsals and athletics practices overlap. **Those will be decided by the Athletic Director and head administrator.**

### **Health and Safety Standards**

#### **First Aid, CPR, and Concussions**

All Eagle Christian coaches receive regular first aid and CPR training. All high school coaches annually meet TAPPS training standards for health and safety, first aid, and dealing with concussions.

#### **Dealing With Heat**

Dealing with the heat in Texas, particularly during the late summer in outdoor sports and non-air-conditioned gym, is something that cannot be avoided. The responsibility of the coaches is to train and prepare the athletes for safely competing in hot conditions. Common sense is the rule of the day. Hydration is the most important factor in being prepared for the heat, and athletes should be taking care of themselves by staying constantly hydrated – not just hydrating during practices and games.

### **Lightning**

Whenever lightning is observed in the immediate area, anyone participating in an outdoor sport will immediately seek shelter inside a building or automobile and remain under shelter until no lightning has been observed for 30 minutes.

During games, the decision to play or not play is in the hands of the officials once a contest has started.

### **Ministering to Other Schools**

ECA recognizes that athletics can be a tremendously effective vehicle for building relationships with other schools and their communities. Eagle Christian teams engage a myriad of public schools in athletic competition and will continue to do so. These schools range in size from A to AAAAA in the UIL. In addition, Eagle Christian plays a number of secular private schools, as well as parochial schools that do not necessarily share Eagle Christian's theology, worldview, or priorities toward competition.

All Eagle Christian players, coaches, fans and parents should keep the opportunity for ministry prayerfully before them at all times, regardless of the school we are playing, and should always seek to interact with our opponents and their coaches and fans – win or lose – with an attitude of love, respect, and graciousness that points others in a winsome way toward Jesus Christ.

**When cheering in the stands, it is strict ECA policy that we strive to only cheer for our team and NEVER against the opposing team, (either home or away).**

### **Guidelines for Student Athletes**

- We shall treat others as you wish to be treated.
- We shall treat officials and opponents with respect.
- We shall accept without quarrel the final decision made by any official.
- We shall honor visiting teams and spectators as your guest and treat them as such. Likewise, behave as an honored guest when you visit another school.
- We shall be gracious in victory and defeat. (Learn to take defeat well)
- We shall be as cooperative as you are competitive.
- We shall conduct yourself in a way that brings positive recognition to God, ECA, your team, your sport and yourself including what you post on social media (see social media guidelines in the ECA handbook)
- We shall not engage in any form of bullying towards any other student at any time (See chart below for more information)

### **Guidelines for Parents**

- We shall conduct ourselves in a way that brings positive recognition to God, Eagle Christian, their team, their sport and themselves.
- We shall provide positive support for our children during the game.
- We shall remember that the only instruction our children should receive during a game or practice should be from the coaches.
- We shall support the drills, techniques, and strategies taught by the coaching staff.
- We shall respect our opponents in all that is said and shouted on and off the court/field.
- We shall respect the officials and their decisions
- We shall remember that coaches are not infallible evaluators of talent and potential. We should always feel free to discuss with our coach how our child can get better, but never ask why another player is getting more playing time.
- We shall not place our child between the coach and ourselves. We shall support the coach in front of our child.
- We shall wait to solve any problems or address concerns at times other than immediately before or after a game or practice. If we would like to speak to our coach, we shall schedule an appointment.
- If we have an issue or concern with a coach, we shall first speak with the coach (Matthew 18) before going to the next level of authority.

# **Disciplinary Procedures**

## **DISCIPLINARY PROCEDURES**

### **Authority of the School**

The school's authority over its students encompasses any activity during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any misconduct regardless of time or location.

When students are admitted to Eagle Christian Academy, they become identified with the school; ECA is judged by the way the students conduct themselves. As ECA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will always reflect favorably on the students themselves and on ECA. Therefore, the authority of the school with respect to student conduct must extend to any occurrence, which reflects adversely on the good name or reputation of Eagle Christian Academy.

ECA may conduct video surveillance without audio capability in non-private areas of the school. The surveillance system may or may not be in continuous operation and may or may not be monitored in real-time by school personnel. Absent mechanical failure, the recordings will be maintained for 21 days.

### **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 head administrator ordering the expulsion of a student and setting out the reason(s) for the expulsion.

The head administrator 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.**

## **POSITIVE BEHAVIOR POLICY**

In this handbook we make clear that we expect children to 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. The emphasis of Eagle Christian Academy is on praise and encouragement rather than criticism and punishment.

In disciplining students, we feel that it is essential that they understand that it is their poor choices that may not be acceptable, not themselves as people. If we expect our students to make good choices, we must provide an environment where it is clear what good behavior is and how we expect them to accomplish this.

Every year, it is expected that each grade level will refer to the handbook. This handbook will then be used as reference for the students and teachers throughout the school year.

Our pastoral procedures are designed to help the student to understand how to make informed choices as to how to behave in a range of situations. The importance of this strategy is to help the children in those situations that they find most difficult; that is when they are not under the direct control of their grade, homeroom, or class teacher. This also applies to instructional sessions led by any adult at Eagle Christian Academy. As part of our pastoral procedures, there will be times when the head administrator or school counsellor may intervene to provide additional care and support to the teacher and/or students.

The examples of positive relationships that the children receive from the adults at Eagle Christian Academy are a powerful influence on their behavior towards each other.

At all stages, we must accept that behavior can be improved but that this will not happen by accident; it needs consistency of approach, the sensitive application of rewards and sanctions, and the support of adults both at home as well as at school. In some cases, improving behavior is a slow process with students taking more time in this important aspect of their development. This is like other children who may take longer than the average to do other things, for example, learning to read. We also believe as a school that “we can do all things through Christ who gives us strength” (Philippians 4:13). This applies to both students and staff.

### **Rewards and Sanctions:**

In any community, children must learn to accept that their behavior has consequences. For many children and for much of the time conforming to the expected norms of behavior causes no problems. It is important that this good behavior is rewarded.

Depending on the situation the rewards may be instant and small such as a teacher or instructor comment “Well done Alex for sitting so nicely”. Especially when directed at those who find the expectation difficult to achieve, this can be effective.

While ignoring inappropriate or poor choices may be the appropriate course of action in some circumstances, it is generally the case that misbehavior will result in some sanction. In the classroom, and occasionally in and around the school, an appropriate pause and stern look may be sufficient to check the inappropriate behavior and remind the child of what is expected.

However, all children need to know that inappropriate behavior that is against this handbook will be dealt with consistently and firmly by all teachers and other staff members. **Please note that**

**firmness is not the same as harshness.**

Sanctions need to apply depending on both the seriousness of the poor/ inappropriate behavior and whether it has been a recurring problem. At Eagle Christian Academy are staff are committed to using positive behavior strategies to manage student behavior on campus. Here is a non-exhaustive list of some of those strategies that may be used:

- A look of disapproval
- A quiet word/ verbal warning about future behavior
- Time Out: this may only be a matter of minutes
- Red dojo - these are given following warnings and are specific e.g., cursing, inappropriate play, off task. (Pre-K-6<sup>th</sup> Grade only)
- Contact with home via letter or phone call
- Missing of recess and/or lunchtime play each day
- Referral to the head administrator or appropriate member of the school leadership team.
- Missing privileges - sports, drama initiatives, traveling classrooms, etc.
- Home-school behavior monitoring book (teachers and teaching aides have an accountability to ensure that the book is written in each day then sent home and then request the book from the child each morning)

Once the classroom procedures are exhausted, a meeting with the campus head administrator will result in goal setting and ECA's Steps to Success Plan. If the behavior continues, the student will receive an "In School Reflection" and a meeting with the head administrator and parents will be scheduled. If disciplinary problems continue after an administrative conference and a parent conference, the head administrator 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 head administrator, 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 will be absent from class.

If the head administrator determines that an immediate suspension or probation is warranted, the head administrator 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 head administrator 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 head administrator will advise the student of the corrective action needed and the consequences of not taking such corrective action.

The head administrator will decide if additional disciplinary action is warranted. The head administrator 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 head administrator 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 head administrator 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.

### **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:

Bullying is aggressive behavior that involves unwanted, negative words or actions  
Bullying involves a pattern of behavior repeated over time  
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.

### **IDENTIFICATION OF OFFENSES AND DISCIPLINARY PROCEDURES**

The following offenses are examples of violations of our handbook. This list is representative only and not necessarily exhaustive of all areas of student conduct ECA will find it necessary to regulate. Any violation of handbook will result in disciplinary action up to and including dismissal from the school or non-renewal for future academic years. In its sole discretion, ECA may also involve the police or other appropriate authorities in any matter involving student behavior or violations of this handbook.

If ECA becomes aware of an alleged violation, either on campus or off campus, the head administrator will investigate such a claim. Such investigation will include, but not necessarily be limited to, interviewing the student against whom the claim is made; the victim, if applicable; witnesses; and law enforcement, if applicable. The investigation may also include reviewing available documentation, photographs, recordings, etc. If based on such investigation ECA has reasonable belief that a violation has been committed, the disciplinary process described hereafter will be followed and the appropriate discipline applied.

#### **Tardiness**

Students are expected to be in their seats ready to work when the school day or block begins. Excessive tardiness or absenteeism will not be tolerated.

### **Elementary School**

Each tardy will incur a Red Dojo and will be recorded on their behavior profile and sent home at the end of each semester. 3 Red Dojos for tardiness will equal 1 unexcused absence. After 3 unexcused absences, a parent conference with the campus administrator will be arranged to discuss a plan of action to decrease tardiness and absences. If tardiness and unexcused absences continue to be an issue after a plan of action has been established there will need to be a period of time where that student is required to attend after school or Saturday sessions at the cost to the parent.

The 90% target towards their end of year Dojo reward (see rewards and sanctions) will not include tardiness/red Dojos.

### **Middle and High School**

Three incidents of being tardy is the equivalent of one absence and will affect semester exam exemptions (Middle and High School only)

### **Disruption**

Conduct of students, either in or out of class, that for any reason – whether because of time, place, or manner of behavior – materially disrupts class work or school assembly or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Items that detract from the spiritual and academic mission of ECA or have the potential for significant disruption or distraction are forbidden at school or any school-sponsored activity. Campus administration reserves the right to determine which items are considered disruptive.

### **Throwing Objects**

The throwing or projecting of any objects at school or school-related events that may cause bodily injury, property damage, or disruption is prohibited.

### **Dress and Grooming**

The ECA dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, and avoid safety hazards. Students shall come to school looking clean, neat, and attired in the appropriate ECA uniform. Students not in the appropriate ECA uniform are subject to disciplinary action. Students will receive a reprimand for the first offense. The second offense will require a detention and the student's parent will be called to bring the correct uniform piece to them. The third offense the student must correct the offense immediately. This may require the student to leave school to change or update grooming. In this case, the child will receive unexcused absences while away from campus (see unexcused absence policy). It is to be expected that, depending on the infraction, immediate action may be required to rectify the dress/grooming offense. Some infractions may require additional reparations, which will be at the discretion of the head administrator or campus administrator.

### **Failure to Obey Classroom Rules**

In addition to the general school rules outlined in this handbook, each teacher has classroom rules specific to the efficient operation of the classroom. Students are expected to comply with these classroom rules.

### **Elementary School**

Our elementary students will adhere to these basic five rules:

Be calm

Always be polite  
Always be on task  
Walk and play safely  
Respect adults and each other

This will aid the efficient operation of the classroom. Students are expected to comply with these classroom guidelines. Repeated or especially willful or premeditated violations of this expectation will result in a red dojo being given to the child.

### **Middle and High School**

The first offense will result in a Reprimand. Second and subsequent offenses will follow Detention Guidelines expressed in this handbook. Repeated or especially willful or premeditated violations of this expectation are also addressed under the heading entitled “Insubordination/Defiance.”

### **Parking and Automobile Violations**

Parking on the West Campus is a privilege. Abuse of guidelines and regulations will result in revocation of that privilege. The following ECA regulations shall apply:

- All students must leave their cars and the parking lot upon arrival at the West or East Campus. Students may not linger in the parking area.
- Students may not go to their cars during the course of the school day without administrative permission.
- Students are expected to drive responsibly while on campus.
- Students parking in unauthorized zones will be subject to disciplinary action.
- Students must turn in a Vehicle Registration form to the Attendance Office in order to obtain a parking permit.
- All students desiring or needing off-campus privileges for dual credit, or other educational or non-educational purposes must have an Off-Campus Permit on file with the office.
- Repeated parking and/or automobile infractions can result in loss of driving and parking privileges at ECA.
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### **Passenger Misconduct**

Students are expected to observe the same standards of conduct while riding in ECA vehicles as they are required to observe at school. In addition, any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such, jeopardizes the safety of all passengers. Such activities are prohibited.

### **Electronic Device Usage**

Electronic devices used during non-approved times will be confiscated and given to the head administrator. Students will be subject to disciplinary action and may retrieve their device after school.

### **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 \$25 which must be paid by the student’s parent. The phone will only be released to the parent and not the student.

Laptops left unattended, including in classrooms, common space, or the computer lab will be confiscated and taken to the head administrator's office. Students leaving laptops unattended may be subject to disciplinary action.

### **Public Displays of Affection and Sexual Activity**

The ECA campus and ECA off-campus events are all inappropriate times and circumstances for public displays of affection. Such displays shall include, but not be limited to, hand holding, kissing and prolonged embracing. Furthermore, discussion either in person or through any online platform of intimate student interaction or lifestyle choice that is not in agreement with scriptural guidelines or our statement of faith, including sexual activity outside the covenant of marriage, are subject to administrative intervention and/or disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years. Suspensions may result in a student not being considered for academic or athletic awards, especially when students would represent the school in any future capacity.

Specifically, suspensions of any kind can negate a student from graduation honors that include valedictorian or salutatorian (Middle and High School only).

### **Forgery**

The student's signing of his or her parent's name to school-related documents and/or the manipulation of school documents is prohibited.

### **Academic Integrity Violation**

The ECA Honor Pledge, located on the last page of this document, is expected to govern and guide all student work. Academic Integrity Violations may take many forms. It includes copying homework, sharing one's own work, handing in another's work as one's own, the unauthorized use of online test banks, cheating and plagiarism (intentional or unintentional) as denoted by the MLA Handbook (please speak with your teacher if unsure).

Academic Integrity Violations are cumulative and span all years a student is in attendance at ECA. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Students will be dismissed from the school after three Academic Integrity Violation/plagiarism infractions.

The head administrator has sole discretion in interpreting and enforcing matters of academic integrity.

### **Swearing/Abusive Language**

Written or verbal name-calling, curse words, swear words, put-downs, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of ECA.

### **Elementary School:**

1st infraction: Red Dojo and goal setting with classroom teacher

2nd infraction: Red Dojo, and meet with the campus administrator to develop a plan of action

3rd infraction: One day suspension on campus (substitute will be required and paid for by the parent)

4th infraction: 3 days off campus suspension and academic probation

Infractions are restarted every 9 weeks.

### **Middle and High School:**

Administration will take immediate action to correct these behaviors, beginning with applying the detention schedule. Additional punishment may be levied at the discretion of the head administrator based on the degree of the offense.

### **Truancy**

Truancy is a serious matter. Students are considered truant when they are not attending or not in class/chapel when expected, skipping school, leaving campus without permission or any other absence from school or class/ chapel without following attendance guidelines. Students who choose to go to any other location on or off ECA campuses during a time period other than their scheduled class period/off period are also considered truant. The student who is truant will suffer an academic penalty due to having missed instruction, as well as being subject to disciplinary action.

### **Organized Gambling**

Gambling or wagering of any form is not permitted at ECA nor is the possession of paraphernalia normally associated with gambling.

### **Hazing and Bullying**

Hazing and bullying are defined as reckless, humiliating, or threatening acts that endanger the mental or physical health or safety of a student on or off campus. Any hazing or bullying directed against a student by another student acting alone or with others and intended as a prerequisite to the initiation into, affiliation with, or participation in any organization is strictly prohibited and considered a serious disciplinary infraction. This also applies to any hazing or bullying via electronic means (i.e., “cyber bullying,” computer, cell phone, etc.)

### **Inappropriate Publications**

The possession or distribution of any materials – written, visual, electronic, or aural – is prohibited. Prohibited materials include but are not limited to:

- Those that are sexually suggestive or otherwise sexually inappropriate writings, drawings, photographs, videos, etc.
- Those that endorse actions endangering the health or safety of students or others.
- Those that are profane or blasphemous.
- Libelous material.
- Publications that criticize or demean school or church officials or staff.
- Materials that scurrilously attack or demean ethnic, religious, or racial groups.

### **Digital Citizenship**

Students who use social networking sites including, but not limited to, Facebook, Twitter, Instagram, YouTube, etc., should act responsibly, bearing in mind that online information is public, not private. Students should demonstrate utmost respect for the rights and feelings of others. Therefore, gossip, insults, or any negative comments are highly discouraged as are demeaning or derogatory pictures about others, especially those in the ECA community, and are strictly prohibited. Threatening or harassing statements, and any actions that qualify as bullying, are also strictly prohibited. We offer the following guidelines:

- Behavior on social networking sites may result in disciplinary action.
- Exercise care with privacy settings and profile content – pictures are most effective when tasteful.
- Refrain from listing complete birthdays, home addresses, or phone numbers.
- If students associate with social networking groups, make sure they are consistent with the mission and reputation of the school.

- The most effective use of communication with college representatives is through their email address and not through social networking sites.
- Students are discouraged from asking faculty to be friends on social media.
- Student cell phones or other electronic devices may be taken up at any time, without warning, by any member of the faculty or administration given reasonable suspicion that there is content that would violate this handbook. The head administrator has the right to review cell phone or other electronic device content in such situations. Content revealed during this process may cause the student to incur disciplinary action up to and including dismissal or non-renewal for future academic years at the sole discretion of the school.

### **Tobacco Use**

The student's possession, delivery, or use of tobacco products, including but not limited to cigarettes, e-cigs (primarily Juul or any vaping device), cigars, snuff, chewing tobacco, pipes, or lighters, is absolutely prohibited. This prohibition extends to any school-related activity or event.

### **Insubordination/Defiance**

Insubordination or defiance includes a willful failure to comply with the rules and regulations of ECA or a willful failure to comply with the directives of ECA personnel. Such rejection of authority undermines the very mission of ECA, is a denial of basic biblical principles, and cannot go uncorrected.

### Theft

The taking of another's property, whether by force, deceit, or stealth, is never acceptable at ECA. When appropriate, law enforcement officials will be called.

### Extortion

Obtaining money or other object of value from an unwilling person, or compelling another to act against his or her conscience or his or her own best interest through the use of coercion, blackmail, or force, is a violation of the Student Code of Conduct.

### Destruction of Property

Students shall not vandalize or otherwise damage any property belonging to or used by ECA. This prohibition shall extend as well to any private property on the premises of ECA. Parents of students found guilty of such damage or destruction shall be liable in accordance with state law and will be responsible for full reimbursement for any damage restoration. Law enforcement agents may be notified at the discretion of ECA officials and students may be subject to criminal penalties in addition to disciplinary action. Disciplinary action will be a minimum of 1 day In-School Reflection and restoring property to its original state.

### Assaults/Fighting

ECA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Students are likewise prohibited from assaulting anyone on or off ECA property. Parties involved could be subject to suspension for any incident of Assault/Fighting.

Fighting is defined as hands on another student in an aggressive manner such as choking, punching, pinching, slapping, or otherwise deemed aggressive behavior.

1st infraction: Detention with the head administrator or member of the leadership team

2nd infraction: One day suspension on campus (substitute will be required and paid for by the parent if elementary student)

3rd infraction: 3 days off campus suspension and academic probation

A record of Assaults and Fighting infractions will continue throughout the academic year.

#### Drugs/Alcohol

Eagle Christian Academy seeks to provide a drug free educational environment. ECA is not staffed to provide drug or alcohol rehabilitation or to partner with outside organizations that manage recovery from substance abuse. Those students receiving rehabilitation or counseling from other organizations for substance abuse may be dismissed from ECA so that these at-risk students can be better served by qualified rehabilitation professionals.

No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus). The following items are prohibited:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.

Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by ECA officials.

The behavior of ECA students is, at all times, a direct reflection upon ECA. With reasonable suspicion that a student has violated the ECA policy regarding drugs or alcohol, ECA will require a drug test from the student. If illegal drug use is suspected, the drug test will include both a hair follicle and urinalysis done at an appropriate third-party lab at the student and his/her parent/guardian's expense. An alcohol test will include both a breathalyzer and blood test done at an appropriate third-party lab at the student and his/her parent/guardian's expense. The results of the test should be sent directly to ECA from the testing lab. ECA will not accept lab results delivered by the student or parent/guardian. Any student and/or parent/guardian refusing consent for the required testing or failing to have the testing performed within the timeframe requested will subject the student to disciplinary action under the presumption that the suspected behavior occurred, which may include dismissal from ECA.

Minimal disciplinary response to drug and/or alcohol use is as follows:

#### Off-Campus

Alcohol: 1st Offense - Automatic 2-day suspension, Disciplinary Probation initiated  
2nd Offense - Automatic 4-day suspension, recommended expulsion  
Drugs: 1st Offense - Automatic 4-day suspension, recommended expulsion  
(See Expulsion in the Student Handbook)

#### On-Campus

Alcohol: 1st Offense - Automatic 5-day suspension, Disciplinary Probation initiated  
2nd Offense - Automatic 5-day suspension, recommended expulsion

Drugs: 1st Offense - Automatic 5-day suspension, recommended expulsion

All drug/alcohol offenses are cumulative and span all years a student is in attendance at ECA.

#### Arson

The setting of any kind of fire on the premises of ECA or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and in most cases constitute violations of the law as well. Law enforcement authorities may be called at the discretion of ECA officials. Arson is a serious offense and will result in a suspension for the 1st offense.

#### Weapons

Firearms, guns, explosive weapons, knives, axes and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, vehicles, parking lots, or other parking areas. Students shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive weapon, knife, or other weapon.

Students are also prohibited from bringing to school or a school-related activity any other weapons such as razors, metallic knuckles, martial arts paraphernalia, chains, or any other object used in a way that threatens to inflict bodily injury. Any weapon discovered in a student's possession will immediately result in a suspension.

#### Harassment

ECA prohibits all harassment of any student or school employee based on a person's race, sex, religion, national origin, age, disability, or sexual orientation. All harassment is prohibited. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to **promptly** report the matter to the head administrator. All complaints will be **promptly** investigated. Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as circumstances warrant.

It is against school policy to retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any matter in any investigation.

#### Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Unwelcome sexual behavior of this type can include a wide range of conduct. Among the types of behavior which would violate this policy are:

1. Unwanted sexual advances or propositions.
2. Visual conduct such as leering or making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or posters.
3. Verbal or written conduct such as making or using derogatory comments, epithets, slurs, and jokes.
4. Verbal or written abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexual or obscene letters, notes, or invitations.
5. Physical conduct such as touching, assaulting, impeding, or blocking movements.

All sexual harassment is prohibited. ECA will execute disciplinary action for any delivery method in any form, whether verbally, in written form (paper or text), or displayed on social media. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to **promptly** report the matter to the head administrator. All complaints will be

**promptly** investigated. Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as circumstances warrant.

It is against school policy to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any matter in any investigation.

### **IDENTIFICATION OF DISCIPLINARY RESPONSES**

The following disciplinary options, as defined, constitute an array of responses available to teachers and administrators at ECA. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to incidents of being tardy, truancies, and Academic Integrity Violations, carry inevitable academic consequences as well as the disciplinary consequences imposed by ECA personnel.

#### **Reprimand**

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can be and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

#### **Detention System**

To deal with student disregard for established school policies and regulations, or when the management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detentions will be used to address student misconduct in areas such as, but not limited to:

- attitude in class - disrespectful or disobedient
- cell phone use during class
- disrupting class - excessive talking, etc.
- dress code violations
- chewing gum, eating candy, food or drink not authorized
- lack of class materials or failure to complete class work
- laptop violations
- sleeping
- incidents of tardiness

Detentions earned will be processed each semester in the following manner:

1st - 4th Detention: ½ hour Detention Hall as assigned (Detention Hall is not a study hall, students will have assigned work.)

5th Detention: Saturday Detention (will consist of duties as assigned)

All detentions are cleared at the end of each semester; however, the Saturday Detention record is cumulative throughout the school year.

Failure to serve a scheduled detention will result in the following disciplinary measures:

1st time: Additional detention given

2nd time: 1 day of ISR (In-School Reflection) and parent conference

3rd time: 1 day OCS (Off-Campus Suspension) and parent conference, Disciplinary Probation invoked

4th time: 2-day minimum OCS, parent conference, student to be reviewed by the

Disciplinary Review Committee.

### **Saturday Detention**

Students may be assigned to a four-hour (8:00 A.M. to 12:00 P.M.) session of Saturday Detention.

1. Parents will incur the expense of paying the administrator of Saturday Detention at a rate of \$25/hour.
2. Saturday Detention may be rescheduled once upon receipt of a written request by the Parent.
3. A second Saturday Detention within the school year may result in the student being placed on Disciplinary Probation.

Upon assignment of the student to a third Saturday Detention within the school year:

1. The student will be suspended for 2 days.
2. Re-entry to school will require a parent conference with the administration.
3. Disciplinary Probation will be invoked and possible non-renewal of the enrollment contract.

### **Counseling**

Counseling is recognition by the teacher, counselor, or other ECA staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

### **Administrative Conference**

Students may be referred to the head administrator's office directly for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems of a student. The head administrator, in turn, has an array of measures at his or her disposal, ranging from conferencing to the imposition of specific consequences as outlined in this document. Teacher referrals to the head administrator shall specify the offense of which the student is accused and shall indicate those corrective measures the teacher has already tried. Frequently, though not in every case, the head administrator may choose to involve the student's parent in the conference.

### **Teacher-Parent or Administrator-Parent Conference**

A conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the educational program of ECA is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes which follow may not be required.

### **Removal from Class**

Immediate removal from the classroom for the duration of the class period is a response available to ECA teachers to discourage improper classroom behavior. In unusual situations, the head administrator may choose to extend the removal to no more than five consecutive days, or he or she may choose to permanently remove the student from the course if there is a consistent pattern of disruption and disrespect shown in the classroom.

Permanent removal would result in loss of credit for that course. To meet graduation requirements, the student must retake the course at ECA (if time permits) or in summer school at additional family expense. For any removal exceeding one day, ECA shall make available to the student a supervised opportunity to remain current on assignments from that classroom. **This will be considered an unexcused absence.** For re-entry into class, a parent must meet with the head administrator.

### **In-School Reflection**

This may be assigned only by the head administrator. The student must report to a designated, supervised area and will remain in this area, apart from regular classes and activities, for no less than one or no more than five consecutive school days. The parent will be notified by the head administrator as to the following provisions:

1. Placement in In-School Reflection makes a student ineligible for semester exam exemptions.
2. Students will not be permitted to participate in any school activity/contest on the days of reflection.
3. The head administrator will assign extra work appropriate to the offense.

### **Disciplinary Watch**

As a precursor to Disciplinary Probation, a student may be placed on Disciplinary Watch. This will serve as a warning to the student and parent/guardian that, if current behavior does not improve immediately, Disciplinary Probation will be invoked, which may lead to immediate dismissal or non-renewal of their enrollment contract. During this period (to be determined by the head administrator) parents, teachers, and coaches will communicate regarding the student's behavior.

Additionally, if within the course of the school year, there is a concern that the student or parent is not consistently evidencing and demonstrating adherence and support of the ECA standards, the head administrator will request a meeting with both parent and student to discuss concerns and assess the gravity of a student's and/or parent's digression and behavior as observed by teachers, peers, personal behavior, and comments. The results of the meeting will be determined by joint committee of the Board of Trustees, the head administrator, and the evidence provided.

### **Off-Campus Suspension**

This may be assigned only by the head administrator and the following specific provisions shall apply:

The parents will be notified to take the student home the day of the occurrence or give permission for the student to leave campus.

If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.

The suspended student must meet with school administration after the suspension period.

During an Off-Campus Suspension all daily work will receive an F. Major assessment 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 may initiate Disciplinary Probation or Disciplinary Watch.

Students receiving Off-Campus Suspension will not be permitted to participate in any school activity/contest on the days of suspension and will lose eligibility for all semester exam exemptions.

Students receiving Off-Campus Suspension may not participate in any award presentation where the student represents ECA formally.

### **Disciplinary Probation**

If a student is placed on Disciplinary Probation, the head administrator will notify the parents/guardians. Students placed on Disciplinary Probation are in imminent danger of losing the right to remain at ECA.

Students on Disciplinary Probation will forfeit any class office or official position held in any

school-related organization for the remainder of the school year.

The student will not be eligible to receive any school honors/awards during the probationary period.

Students placed on Disciplinary Probation will neither represent the school in any contest, public program, practices, nor participate in other extracurricular or co-curricular activities. This includes traveling with the team/organization to any contests, programs, practices or sitting on the sidelines during the probationary period.

Students placed on Disciplinary Probation will lose exemption eligibility for the year.

Students placed on Disciplinary Probation may be required to attend counseling sessions at the expense of the family, either with a private counselor or with designated personnel, during the probationary period.

Students placed on Disciplinary Probation will not be allowed on any school trips during a specified period of time determined by the head administrator.

The disciplinary probation period shall begin the day the inappropriate behavior is acted upon by the head administrator. The probationary status of a student will be reviewed at the end of the probationary period. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If behavior/conduct has not improved, the committee will determine whether or not the student will continue to attend ECA.

Further disciplinary actions placing a student on probation for the second time during the current school year may eliminate an offer of re-enrollment for the next school year and/or continued enrollment during the current school year.

### **Expulsion or Dismissal**

In instances of severe disciplinary actions, every effort will be made to keep the parents informed and to solicit their support. If the head administrator, in conjunction with the assistant principal and school counselor, determines expulsion is necessary, it will be recommended to the Board of Trustees. Expulsion of any student will be subject to approval by the Board of Trustees, and the head administrator 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.

### **Legal Proceedings**

In the event a student offense involves a violation of the law, ECA officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct, but will, at its discretion, refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be made known to the student's parents.

### **General Guidelines for Implementing Disciplinary Responses**

As ECA determines the appropriate action to take in response to student misconduct, they follow these guidelines:

1. The purpose of discipline is to teach, understand and accept consequences of behavior.
2. Any discipline effort, to be successful, should bring the student closer to the goal of self-discipline.
3. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance, but of love.
5. The disciplinary response chosen may be the least aggressive response adequate in order to correct the undesired behavior.

6. Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart.

#### **Interrogations and Searches by School Officials**

ECA officials may, in its sole discretion, search lockers, vehicles parked on campus, a student's property including bags and electronic devices.

ECA reserves the right to conduct random periodic drug searches of the campus, classrooms, vehicles, lockers and personal items, including bags and electronic devices by appropriate means.

#### **Police Investigations**

ECA will cooperate with police in investigations involving members of the ECA community. This includes making students or employees available for questioning upon request. The school will make a reasonable effort to inform the student's parent when police questioning is necessary.

#### **Arrested Students**

If an ECA student, while at school, is subject to arrest or apprehension by a law enforcement officer, the head administrator or campus administrator shall first request to see the summons or warrant before delivering the student into the officer's custody. The head administrator shall notify the Board of Trustees immediately and make reasonable and immediate efforts to contact the student's parents.

#### **Physical Restraint**

Any ECA employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect the student from injury to him or herself.
2. Protect another person, including the person applying physical restraint, from physical injury.
3. Obtain possession of a weapon or other dangerous item.
4. Protect property from serious damage.
5. Remove a student from a specific location who refuses a reasonable command from a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures.
6. Control and subdue an irrational student.

#### **Parental Support of Disciplinary and Academic Processes**

Parental support of the disciplinary and academic processes of Eagle Christian Academy is necessary to their student's success at the school.

Parents have the responsibility to remain current on the academic and behavioral status of their child and may seek clarification of the outcome or consequences at the conclusion of the disciplinary process if they have any questions. Parents shall not interfere during an active disciplinary investigation. However, any student whose parents are deemed by the school not to support the school's mission, philosophy, religious tenets, expectations and/or rules of the school may be dismissed or non-renewed for future academic years.

In the event that a parent wishes to appeal disciplinary actions, the parent may submit a request in writing to the head administrator within 3 days of the disciplinary action. The student will serve the original disciplinary consequence during the course of the appeal. All disciplinary appeals go to the head administrator. For all matters that involve a 3-day out-of-school suspension or less, the head administrator determines the final decision. For disciplinary actions that involve 4 or



more days of out-of-school suspension, a parent may appeal to the Board of Trustees if their appeal is rejected by the head administrator. Appeals to the Board of Trustees should be made in writing within 3 days of the head administrator's rejection of the appeal and center strictly on whether or not our disciplinary policies and procedures were followed, and the appropriate discipline was administered as prescribed by these same standards.

**STUDENT AND PARENT “HONOR CODE” COVENANT**

I understand that Eagle Christian Academy takes an open stand for the Lord Jesus Christ and encourages students to grow in grace and in the knowledge of Christ. As a leader, I pledge to live according to this code that has been established for my own good and for the good of the entire community. I further understand that if I violate or witness other members of the Eagle Christian Academy community violating any of this handbook’s standards, I am obligated to immediately report such violations to the head administrator.

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

As a parent/caregiver of an Eagle Christian Academy student, I pledge to honor and uphold the standards of the school, understanding that our partnership enables my child to grow in God’s law and in his or her personal self-discipline. I will support the school and my child in these endeavors to live a Godly, wholesome life, pleasing to the Father.

\_\_\_\_\_  
Parent/Caregiver Signature      Date

\_\_\_\_\_  
Parent/Caregiver Signature      Date