

**ELKHART CHRISTIAN ACADEMY  
700 COMMUNITY RELATIONS**

**ADDRESS LISTS**

Addresses and phone numbers of students and/or parents are intended solely for the internal use of ECA families, faculty and staff. Telephone numbers and addresses not found in the school directory are never to be given to anyone without the individual's permission. Please do not use this directory for solicitation or commercial use.

**ALUMNI ASSOCIATION**

The purpose of the Alumni Association is to unify Elkhart Christian Academy and alumni through improved communication by which alumni will become involved in the school through various means such as prayer, financial, and physical support.

Please see the By-laws of the Alumni Association (available through the Advancement Office), for a more detailed explanation of this group's goals and organizational structure.

**CHANGE OF ADDRESS/PHONE NUMBER**

Change of address and/or phone number should be reported immediately to the office. It is important to keep the records updated in case emergency notification is required.

**COMMUNICATION WITH SCHOOL PERSONNEL**

School personnel are available for consultation regarding any problem or question that concerns your student. It is the desire of the administration and the faculty to be of service to both parent(s) and student(s). Conferences are welcome and such visits should be made after an appointment is scheduled with the office. Please do not interrupt teachers during a class and be considerate of their time away from school.

All ECA teachers have access to email. Teachers may be reached by typing the first initial of the teacher's name, followed by the teacher's last name, followed by "@elkhartchristian.org."

Biblical Communication

In light of the principles established in Matthew 18:15-20, Colossians 3:8, and Romans 13:1-2, we would ask that the following guidelines be followed:

1. If a problem concerning your child exists, please contact the teacher.
2. If a matter dealing with school policy exists, please contact the Administrator.
3. Suggested steps to follow in communication:
  - a. Request a conference to be scheduled during school hours.
  - b. Call by phone during school hours.
  - c. Notes are not recommended, but if you must, please send the note in a sealed envelope or use email.
  - d. Every effort should be made to make contact during school hours and school days.
4. Discretion should be used when discussing school concerns with staff.

**CHURCH RELATIONSHIPS**

ECA is interested in fostering supportive relationships with local Bible believing churches. Attempts are made to communicate important school information, often through church representatives.

**VISITORS**

Persons (including parents) coming to the school between the hours of 8:15 am and 3:15 pm are asked to report directly to the school office. This procedure offers a measure of protection from unauthorized people entering the school building. It also provides communication the school needs when for any reason students are picked up during school hours. In addition, classes are disrupted unless messages, forgotten lunches, books, or homework are channeled through the school office.