

**ELKHART CHRISTIAN ACADEMY
200 GENERAL OPERATIONS**

ACCIDENTS AND INSURANCE

Teachers or supervisors are required to report all accidents to the school office immediately. If the injured student is in need of medical attention, parents will be notified as soon as possible. If the accident is not of a serious nature, first aid will be given on school grounds. The school employs a licensed nurse who is available for consultation.

AUTOMOBILE INSURANCE

It is very important that a parent/driver check his personal automobile insurance policy to be sure that he and his car are adequately covered in the event of any accident while driving on a school field trip or while bringing students to and from school each day (or at any time). The school policy does not cover the parent/driver or his vehicle. Please check your coverage and be sure you are adequately covered. In the case of an accident, the driver's own personal insurance would be involved.

HEALTH AND ACCIDENT INSURANCE

All parents are expected to carry health insurance on their children while they are students at Elkhart Christian Academy.

BUS DRIVERS

ECA requires all bus drivers to possess a valid CDL (Commercial Driver's License) **with student transportation endorsement**. Any parent that wishes to become a driver for the school should contact the Head of Maintenance for details.

CALENDAR

For each school year, 180 full school days are scheduled. Due to accreditation standards, Elkhart Christian Academy is required to schedule/make up any snow days to ensure 180 student days of instruction.

Parents may refer to the school's website at www.elkhartchristian.org for a complete calendar of events.

CELL PHONES

The school's policy is **all CELL PHONES MUST BE OFF AND MAY NOT BE USED DURING SCHOOL HOURS (8:15-3:15)**. To help enforce this policy, students may not have their cell phones on their person, which includes but not limited to their purses, book bags, athletic bags, or any other bags.

It is recommended that students keep their cell phones in their locked car, their lockers or at home. To help with securing cell phones and other items, all middle school and high school students will be required to use a school issued lock to secure their lockers at all times. **Students may not power up their cell phones at any time between the hours of 8:15-3:15.** We want a cell phone free campus for students between the hours of 8:15-3:15. Students who need to make emergency phone calls during the school day may use one of the office phones with permission.

Students who violate this policy will receive the following consequences:

- 1st Offense: Phone confiscated from student and kept in the front office. The cell phone may be returned to the student at 3:15 at the end of two days (i.e. if a phone is confiscated on Monday; the student may retrieve their cell phone at 3:15 on Wednesday).
- 2nd Offense: Phone confiscated from student and kept in the front office. The cell phone may be returned to the **parent** at 3:15 at the end of two days.
- 3rd Offense: Phone confiscated from student and kept in the front office. The cell phone may be returned to the **parent** after one week. A meeting must also be held with the parent, student, and principal or designee before the cell phone will be returned.

Parents may call the main office if a message should be sent to the student. Parents should limit the number of telephone messages sent to children via the school office. It is difficult to deliver messages to students before 9:00 a.m. and/or after 2:30 p.m.

CHILD ABUSE REPORTING REQUIREMENTS

In accordance with state law and school policy, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CLOSINGS/DELAYS/INCLEMENT WEATHER

In the event of possible school closing due to weather or an inoperative facility, information will be posted at the following: ECA web site, WFRN (104.7 FM), WSBT (TV), WNDU (TV), or WSJV (TV). These announcements will be made many times on the evening before and/or the morning of the closing. In addition, parents may contact the school's voice mail system for updates on school closings/delays. If warranted due to weather conditions, a delayed opening may be changed to a closing.

When a two-hour delay is called morning Pre-K and Kindergarten classes will be cancelled.

Because parents are the primary caretakers of their children, it is at their discretion to make decisions regarding attendance on days of inclement weather. Absences due to inclement weather will be counted as excused absences.

CORPORAL PUNISHMENT

Corporal punishment (spanking) or any other forms of physical punishment are not permitted.

EARLY RELEASE

Juniors and seniors are allowed to have early release during the afternoon hours of the school day provided they are attending a local career center or attending a college for dual-credit class.

EMERGENCY PROCEDURES

To ensure student safety, various safety and crisis drills are conducted periodically. Interested parents may review the school's crisis plan in the Administrator's office.

EXTENDED CARE

Extended Care for elementary students is available from **7:00 to 8:00 every morning and from 3:30 to 5:30 p.m.** Parents picking up their children from Extended Care after 4:00 should use the set of doors to the left (west) of the office doors. Security access cards are available for your convenience—see the Receptionist for more information.

Please note that all elementary students not involved in special after-school activities will be placed in Extended Care if not picked up by 3:30 p.m. An exception is made when a secondary student is actively supervising an elementary student.

The cost of Extended Care is \$2.00 per half hour or any part of a half hour per student. **A charge of \$5.00 per 15 minutes or any part of 15 minutes is added to any student not picked up by 5:30 p.m.** Cost of Extended Care is added to the family's monthly tuition bill.

The phone number for the Extended Care cell phone is **574-320-1130**.

FIELD TRIPS

Parental permission in advance of a trip is necessary for all students. All chaperones that have supervisory responsibility on field trips must have a criminal background check on file in the school office.

HOURS

SCHOOL DAY

The building opens at 8:00 a.m. No staff supervision is provided outside the building before this time. All classes begin at 8:15 a.m. The elementary day ends at 3:05 and secondary classes end at 3:15 p.m. For added protection, all doors but the main office doors are locked at 8:30 a.m. and reopened at the end of the day. Secondary students arriving before the 8:00 bell or staying later than afternoon dismissal must wait by the east entrance. Elementary students may wait in the elementary vestibule. The Middle School vestibule is no longer available for students to wait before or after school.

Hours for the student day are given below:

	Arrival	Dismissal	Days
Pre-K options	8:15 a.m.	11:25 a.m.	Monday-Friday or Monday, Wednesday, Friday
	8:15 a.m.	3:05 p.m.	Monday-Friday or Monday, Wednesday, Friday
Kindergarten options	8:15 a.m.	11:25 a.m.	Monday-Friday
	8:15 a.m.	3:05 p.m.	Monday-Friday
Grades 1-5	8:15 a.m.	3:05 p.m.	Monday-Friday
Grades 6-12	8:15 a.m.	3:15 p.m.	Monday-Friday

OFFICE HOURS

Office hours during the school year are 7:00 a.m. – 4:00 p.m. Parents are notified of summer office hours or other changes to regular office hours via school newsletters, notice, etc. Parents picking up their children from Extended Care after 3:30 p.m. should use the set of doors to the left (west) of the office doors.

Business Office hours are from 7:00 a.m. – 4:00 p.m. All credit card payments and any transactions requiring a receipt should be made during those hours. A tuition drop box is available in the lobby for your convenience.

LIBRARY (LRC)

The library/resource center is an integral component of the total educational process. Reflecting our Christian philosophy, it provides educationally significant materials to supplement and complement the school curriculum at all grade levels, assisting each student to become information literate.

GENERAL GUIDELINES:

1. Photocopies are available to students for ten cents per page.
2. Current magazine issues and reference books do not circulate.
3. All general circulation books may be checked out for a period of two weeks for students.
4. Library materials should be returned promptly when due. A fine of ten cents per school day will be charged on overdue books (with a one-day grace period). The charge for a lost book is the replacement cost. Unpaid fines will result in the holding of grade cards at the end of the year.
5. Library materials should be handled with care. Fines will be charged for materials heavily damaged or lost.
6. Fines must be paid to the school office prior to the release of grades.
7. Students utilizing the LRC during activity period are required to have a pass, must stay the entire time and must utilize their time for school related activity.

MATERIAL SELECTION GUIDELINES:

Materials for purchase are considered on the basis of overall purpose, timeliness or permanence, importance of the subject matter, quality of writing, readability, popular appeal, authoritativeness, reputation of the publisher, format, and price. Requests from faculty are given high priority. In selecting materials for purchase, the librarian evaluates the existing collection and consults reputable, professionally prepared selection aids and teachers from all grade levels. In specific areas the librarian follows these procedures:

1. Gift materials are judged by basic selection guidelines and are accepted or rejected accordingly.
2. Multiple copies of items are purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date materials or those no longer useful are withdrawn from the collection.

LOCKERS/LOCKS

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time

when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

LOCKER GUIDELINES

1. Students will use the locker assigned to them. Students should not switch lockers with another student or move to another empty locker.
2. Middle School and High School students will be required to use a school issued lock at all times. It is advised that students not give their combinations to other students.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
 - a. Stickers are not allowed on any part of the lockers.
 - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - c. Writing or painting on any part of the lockers is not allowed.
6. Students are responsible to pay for any locker damage caused by violation of the above rules.
7. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
8. Any problems with a locker should be reported to the Front Desk.
9. The school is not responsible for lost, stolen, or damaged goods belonging to students.

PARKING AREA

All vehicles must enter from CR 22 for safety and smooth movement of traffic before and after school. Please abide by any posted signs to ensure student safety. The parking lot speed limit is 15 miles per hour. Please be aware that the parking area directly in front of the building must be cleared by 2:45 p.m. to ensure efficient traffic flow for the end of the day pickup.

RE-ENROLLMENT

Elkhart Christian Academy's role is to work in conjunction with the home and church to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Parents of returning students are asked to submit a re-enrollment form each spring. A non-refundable fee is required. Accounts must be current before re-enrollment will be accepted. If a student is in serious academic or disciplinary trouble, he/she may be registered for the following year only after special consultation with the administration. The school reserves the right, within its sole discretion, to refuse re-enrollment of a student that does not meet the school's spiritual, academic, social, and behavioral expectations.

If the school has not received the registration fee by the official date, the school assumes that the parent has decided not to re-enroll the student for the next year and that student's seat is offered to the first eligible applicant.

No student may begin a new school year with outstanding tuition from previous year(s).

SOLICITING

Students, parents, and faculty members are not to sell items of any kind to other students or staff members without administrative approval. ECA families should be sensitive to other families by not using the Parent Directory for solicitation purposes.

TRANSPORTATION

SCHOOL TRANSPORTATION

School transportation should be used for all school-sponsored activities which include field trips, athletics, academics, and fine arts activities. Required vehicles will be driven by drivers holding a valid CDL license.

Students should not be transported by students or parents (other than their own) in parent vehicles for school-sponsored activities.

TRANSPORTATION TO SCHOOL

Parents will assume responsibility for providing student transportation. ECA does not provide route busing but if there is enough interest, does offer a shuttle bus to and from First Baptist Church in Bristol and Crossroads Community Church.

VISITORS

Persons (including parents) coming to the school between the hours of 8:15 a.m. and 3:00 p.m. are to report directly to the school office to sign in and receive a visitor's pass. This procedure offers a measure of protection from unauthorized people entering the school building.

All doors but the main office doors are locked at 8:15 a.m. with the exception of the elementary door, which is locked at 8:30 a.m.

STUDENT VISITORS

Student visitors are welcome if they are considering attending ECA. However, appointments must be made with the Admissions Office for them to visit. They must receive specific permission and obtain a pass from the office. They must meet the dress regulations of the school.

Alumni and former students who have graduated from high school may also visit during lunch hour or with a specific appointment with an ECA staff member.

PARENT VISITS

Parents are welcome at the school. Parents are permitted and welcome into the school before the late bell and after dismissal. During school hours, parents are asked to report to the office first and not go directly to the classroom. Parents are encouraged to arrange for a private conference by calling the office and leaving a message for the teacher. Teachers are happy to arrange for conferences with parents at scheduled times. Lunches, homework, books, and other items should be left in the school office to be delivered to your student. Messages for students may be left at the main office.

VOLUNTEERS

All volunteers who work with or chaperone students must agree to have a criminal background check on file in the school office.

WITHDRAWAL OF STUDENTS FROM SCHOOL

If at any time during the school year, the parent/guardian finds it necessary to withdraw a student from school, regardless of the reason, he/she should contact the Business Office immediately. Upon notification, the Business Office will prepare official withdrawal paperwork, which must be signed by the parent/guardian so records can be accumulated, financial accounts adjusted and arrangements made in the classroom for the student's departure. The form will include the official date and reason for withdrawal and the school where the student will be transferring.

After paperwork has been signed, tuition will then be prorated by establishing a ratio between the number of days matriculated and the number of school days in one school year. Students withdrawing from the school before the end of the school year will also be assessed a \$250 withdrawal fee per student. Families will also be billed for any outstanding debts for lunch money, library books, and lost or damaged textbooks, etc.

