

ELKHART CHRISTIAN ACADEMY 600 INSTRUCTION

ACADEMIC ELIGIBILITY GUIDELINES

Academics must always have higher priority than athletics. Students who wish to participate in extra-curricular activities (including sports, academic teams, drama, etc.) must meet certain academic requirements.

Secondary:

To be eligible scholastically, students must have a “C” (75) average or better and no “F’s” (64 and below) at the end of their last grading period. Eligibility is determined by a student’s first quarter, first semester, third quarter, and/or second semester grades. Eligibility for the fall season is determined by the spring semester grades of the previous year. Therefore, the eligibility guidelines become effective on the following dates: **October 24, 2011; January 16, 2012; March 26, 2012; August 6, 2012.**

Probation:

Students with less than a “C” (75) average or one failing grade will be placed on probationary status. Students are permitted to participate while on probation, but must raise their grades to eligibility status by the end of the next grading period.

Ineligibility:

Students receiving more than one failing grade at the end of any grading period will be ineligible for the next nine weeks. Students who are on probation or ineligible status, and fail to raise their grades to eligibility status by the end of the next grading period will be ineligible to participate in athletics and other extra-curricular activities for the following nine weeks. Ineligible students may not practice or compete during the period of ineligibility. In order for a student to be removed from ineligibility, he/she must attain eligibility status by the end of the next grading period.

IHSAA AND ECA ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Participation in athletics is a privilege earned by adhering to the rules and standards set by the IHSAA, NAC, and ECA. Students who have questions concerning eligibility should contact the athletic director or principal before endangering their athletic eligibility. All athletes should carefully read and understand the Athletic Code of Conduct before engaging in any athletic practice or activity.

ACADEMIC PROGRAM

Because Elkhart Christian Academy is committed to academic excellence, we are continually in the process of curriculum review, evaluation, and adaptation.

The academic program at ECA includes pre-kindergarten through twelfth grade. All grades are taught in a traditional setting. All classes are taught using the Bible as a vital part of the curriculum. Regular chapels and Bible classes also play a key role in the education of every student.

PRE-KINDERGARTEN

The Pre-Kindergarten program is designed to build a social and academic foundation by providing a Christ-centered education. In this program a strong emphasis is placed on character building and basic readiness skills.

KINDERGARTEN

The Kindergarten program (both half day and full day) provides a reading readiness program based upon a phonics approach. Developmentally appropriate learning activities, language arts, math, and Bible comprise the remainder of the Kindergarten curriculum. Students are introduced to computer literacy and both Kindergartens consist of interest centers which provide individualized learning techniques.

ELEMENTARY (Grades 1-5)

The elementary school (grades 1-5) is designed to provide students with the opportunity to grow academically, spiritually, socially, and emotionally. Each subject is taught in the light of God's guiding principles, which we find in His Word. Reading, writing, and arithmetic skills are stressed in the early grades as the foundation upon which all other learning will ultimately depend. Science and History are also taught from a perspective consistent with God's Word. Science emphasizes a hands-on approach to learning. Computer literacy is taught in the elementary school, and every classroom has a computer workstation. Bible knowledge, memorization, and application are also vital parts of our elementary school curriculum.

MIDDLE SCHOOL/HIGH SCHOOL CURRICULUM

Course offerings and descriptions are available online at www.elkhartchristian.org.

MIDDLE SCHOOL (Grades 6-8)

The middle school is designed to continue to provide students with solid academic training in the basic subjects of Bible, Math, English, Science, and History, as well as to broaden their course offerings to include subjects such as computer literacy, study skills, art, band, choir, and other specials. In the middle school, students have the opportunity to begin to specialize in areas of specific talents while still benefiting from a broad sampling of general course offerings.

HIGH SCHOOL (Grades 9-12)

The purpose of the high school program here at ECA is to offer students a solid core of required courses, as well as a good selection of elective courses. Our desire is to equip students to impact their spheres of influence with the gospel of Christ. For this reason, then, we strive for academic excellence; because it is a solid academic preparation that will ultimately afford graduates the opportunity to be "in the world" making a difference for the cause of Christ.

Elkhart Christian Academy offers four diplomas to its high school students, each designed to meet a student's current and future needs. The four diplomas offered are College Preparatory Diploma, Honors Diploma, General Diploma, and Life Prep Diploma.

Once enrolled at ECA, students must take all required courses (Bible, English, Science, Social Studies/History, and Math) at ECA. Exceptions may be considered by the Administration, upon written request, submitted in advance, and signed by the parent(s).

The secondary school program at ECA is designed to provide students with the tools they will need to serve God effectively both now and in the future. The academic program is designed to challenge students to reach their highest academic potential so that they can attend the college of their choice.

CORE 40 COLLEGE PREP DIPLOMA

There are such a wide variety of colleges and college requirements in the state and nation that it is impossible to say what specific classes should be taken in high school in order to prepare for college. Most colleges, however, expect students to take a majority of academic (college prep) classes from the fields of English, science, mathematics, social studies, and foreign language. The colleges that require students to take a foreign language usually require two years of the same language. Forty-eight (48) semester credits in grades 9 through 12 are required for graduation from ECA with a college preparatory diploma. One semester credit is earned for each semester of a successfully completed course. Only college-preparatory courses will count towards a college-preparatory diploma.

The College Preparatory Diploma is designed to meet the requirements of the Indiana Workforce Legislation passed by the General Assembly in 1992. This group of courses is called Indiana's Core 40. Students who take the College Prep program will meet the course requirements for regular admission at Indiana's public colleges and universities. Please note, however, that admission to post-secondary institutions is also predicated on other factors including grade point average, class rank, college entrance exams, etc.

Minimum Required courses include:

- Bible - 8 semester credits (one credit for each semester enrolled in ECA)
- English - 8 semester credits (must include Research, Speech, and one literature course)
- Social Studies – 6 semester credits (must include U.S. History, Government and Economics)
- Science - 6 semester credits of lab sciences
- Math - 6 semester credits (must include one of the following sequences: Algebra I, Geometry, and Algebra II, or Geometry, Algebra II and Pre-calculus)
NOTE: Algebra I taken in the eighth grade will receive 2 high school credits (grade "C" or higher).
- Foreign Language - 4 semester credits of the same foreign language
- Physical Education – 2 credits (1 semester equals 1 credit)
- Health - 1 semester credit
- Computer - 2 semester credits
- Electives – 5 semester credits
- Total - 48 credits

NOTE: Correspondence courses and/or summer school courses will not be acceptable credits towards the College Preparatory Diploma. Exceptions to this might be made upon written request being submitted prior to beginning a particular course.

Recommended Schedule for Core 40 College Prep Diploma

<u>Grade 9</u>	<u>Credits</u>	<u>Grade 10</u>	<u>Credits</u>
Bible	2	Bible	2
English	2	English	2
Algebra 1 or Geometry	2	Geometry or Algebra II	2
Physical Education	1	Social Studies	2
Integrated Chemistry/Physics	2	Biology	2
Spanish 1	2	Spanish II	2
Electives	2	Physical Education	1
Health	1	Electives	1
Total Semester Credits	14	Total Semester Credits	14

<u>Grade 11</u>	<u>Credits</u>	<u>Grade 12</u>	<u>Credits</u>
Bible	2	Bible	2
English	2	Economics/Government	2
Algebra II or Pre-Calculus	2	English	2
U.S. History	2	Computer	1
Science	2	Electives	7
Computer	1		
Electives	3		
Total Semester Credits	14	Total Semester Credits	14

CORE 40 COLLEGE PREP DIPLOMA WITH HONORS

In addition to the College diplomas, ECA awards an Honors Diploma to students who complete the requirements for the College Prep Diploma if the following criteria are met:

- Students must complete 8 credits in math which must include Pre-Calculus.
- Student’s science requirement must include either Chemistry or Physics.
- Students must complete 6-8 credits in the same foreign language or at least 4 credits in two different languages.
- Students must complete 2 credits in fine arts.
- Students must have a grade point average of 3.0 or above at the time of graduation.
- Students must have no semester grades below a “C”.
- Students must complete **ONE** of the following:
 - Advanced Placement courses (4 credits) and corresponding AP exams.
 - Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits).
 - Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits).
 - International Baccalaureate (IB – higher level) courses (4 credits) and corresponding IB exams.

- Earn a combined score of 1200 or higher on SAT (math and critical reading).
- Score a 26 or higher composite on the ACT.

GENERAL DIPLOMA

Curriculum for the general diploma is designed to prepare students for post-secondary education. However, it may not fulfill all the course requirements for regular admission to every public 4-year college/university. Forty-eight (48) semester credits in Grades 9 through 12 are required for graduation from ECA with a General diploma. One semester credit is earned for each semester of a successfully completed course.

Required courses include:

- Bible – 8 semester credits (one credit for each semester enrolled in ECA)
- English – 8 semester credits
- Social Studies – 6 semester credits (must include U.S. History, Government and Economics)
- Science – 4 semester credits (must include Integrated Chemistry and Physics, Biology)
- Math – 6 semester credits
NOTE: Algebra I taken in the eighth grade will receive 2 high school credits (grade “C” or higher).
- Physical Education – 2 credits (1 semester equals 1 credit)
- Health – 1 semester credit
- Computer – 2 semester credit
- Career Academic Sequence – 6 credits
- Flex Credit – 5 credits
- Total – 48 credits

Career Academic Sequence

- Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

Flex Credit

- To earn Flex Credits a student must complete one of the following:
 - Additional courses to extend the career academic sequence
 - Courses involving workplace learning
 - High school/college dual credit courses
 - Additional courses in: Language Arts, Social Studies, Mathematics, Science, World Languages, Fine Arts

Classes of 2011 and Beyond

Beginning with the Class of 2011, the minimum diploma required for admittance into an Indiana College or University is a Core 40 diploma.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student’s parent/guardian, and the student’s counselor meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.

- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

All other requirements for general diploma must be met.

LIFE PREP CERTIFICATE

The Life Prep Certificate is offered for students with particular academic needs and is not considered a college preparatory curriculum. Admissions for this diploma are granted by the Administration in cooperation with the special education department at ECA.

GRADUATION & COURSE REQUIREMENTS

Once enrolled at ECA, students must take all required courses (Bible, English, Science, Social Studies/History, and Math) at ECA. Exceptions may be considered by the Administration, upon written request, submitted in advance, and signed by the parent(s).

All required credits/courses must be satisfactorily completed before graduation exercises in order for a student to participate in graduation exercises and/or end-of-the-year senior activities. "Required course" is defined as any course needed to satisfy diploma and/or credit number requirements.

However, the administration is given discretionary authority to permit a student who has not satisfied the above requirements to participate in graduation and/or end-of-the-year senior activities. These discretionary exceptions may be applied to required course(s) failed during the senior year. The maximum number of failed courses allowed under this exception is limited to two.

All required courses failed before the start of the senior year must be satisfactorily completed by the last day of the senior's academic year in order to participate in graduation exercises and/or end-of-the-year senior activities. If a course(s) is failed during the senior year, every effort must be made to retake and satisfy the course(s) requirements before the end of the senior's academic year if at all possible.

Any student who has not satisfactorily completed the graduation requirements will not receive a diploma until such requirements have been satisfied. Those requirements must be completed satisfactorily within two years from the date of graduation.

GRADING SCALE

Pre-Kindergarten and Kindergarten

- + Excels in Skill
- √ Progressing in Skill
- I Improvement Needed

Grades 1-2

- E Excellent
- G Good
- I Improvement Needed

<u>Grades 3-12</u>					
A+	99-100	4.0	C+	81-82	2.3
A	94-98	4.0	C	74-80	2.0
A-	92-93	3.7	C-	72-73	1.7
B+	90-91	3.3	D+	70-71	1.3
B	85-89	3.0	D	67-69	1.0
B-	83-84	2.7	D-	65-66	0.7
			F	0-64	0.0

GRADE POINT AVERAGE AND CLASS RANK

Class rank is determined by the Grade Point Average (G.P.A.) for all courses taken by the student in grades 9-12. G.P.A. is determined by using the following scale:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

G.P.A. is figured by adding the number of points earned in each semester course and dividing by the total number of credits. For purposes of determining G.P.A. and class rank, the high school transcripts are maintained on a 4.0 scale. For secondary students (9-12), an "F" for a semester grade will count against the G.P.A. Any "F's" in required courses must be retaken; however, the "F" will count as a zero toward the total G.P.A. A student who has passed a course may retake the same course for credit (See section *Retaking Courses*).

Parents will receive a copy of the student's grades at the end of each nine-week grading period. At mid-quarter parents and students in grades 3 - 12 will be notified of academic work in all subjects. At this time, in particular, parents are encouraged to consult with teachers and principals to prevent possible failure for the quarter.

HIGH SCHOOL CLASS CREDITS

1. At the high school level, we operate on a semester basis for credit. This means a student must maintain a grade point average of 65 or higher in order to receive semester credit. A student may pass the first semester, fail the second, and still receive only 1 unit of credit even if the two semester grades added together and divided by two equals 65 or more.
2. 1st semester final exams account for 10% of the 1st semester final grade. Thus, first quarter = 45%, second quarter = 45%, and final exam = 10%. This 1st semester grade determines whether or not a student will receive 1 unit of credit for the first semester.
3. 2nd semester final exams account for 10% of the semester final grade. Thus, third quarter = 45%, fourth quarter = 45%, and final exam = 10%. The 2nd semester exam shall not be cumulative for the whole year, because the 1st semester is officially ended as of the conclusion of the 1st semester exam. The 2nd semester

grade determines whether or not a student will receive 1 unit of credit for the 2nd semester.

4. Seniors will be exempt from semester exams in any course in which they have a 92% or better for the semester.

HONOR ROLL (grades 3-5)

Students earn the privilege of being placed on the High Honor Roll for a nine week grading period, if they achieve the following grades: "A" or "A-" in all subjects, and "C-" or "Good" or better in all specials (band, art, P.E., etc).

Students earn the privilege of being placed on the Honor Roll for a nine week grading period, if they achieve the following grades: "A", "A-", "B+", "B", "B-" in all subjects, and "C-" or "Good" or better in all specials (band, art, p.e., etc).

HONOR ROLL (grades 6-12)

A nine-week Honor Roll is published at the end of every academic quarter. To be placed on the Honor Roll, a student must average 83% or higher and have no more than one grade below 83% and no grade below 71%. To be placed on High Honors, a student must average 92% and have only one grade below 92% and no grade below 82%.

CONFERENCES

The school encourages Parent-Teacher conferences. This is an excellent way to exchange information that will aid the school in being more effective. Parents, teachers, or administration may initiate conferences. During the course of each school year, days are set aside for conferences. This is usually done via written communication from the school, and every effort is made to arrange the conference to meet the teacher and parents' convenience. Conferences between the home and school will not be confined to this scheduled time however. Parents and teachers should feel free to communicate any time there is a question about student progress or responsibility. A parent may observe the student in the classroom setting provided he has made previous arrangement with the school office/teacher.

Parents should be sensitive to the needs of faculty members. Please do not discuss your child's progress with the teacher during church services, or at times when the teacher cannot devote his full energies to the discussion, i.e. school dismissal, etc.

DROP/ADD

No course, including an online course or dual-credit course, can be dropped or added unless the student consults with the school counselor and secures permission to do so. No course may be added after the second week of the semester, unless unusual circumstances prevail. Courses, which have been dropped after the third week of the semester, will be indicated on the student's transcripts either as a Withdrawal/Pass (WD/P), or a Withdrawal/Fail (WD/F), depending on the academic average of the student's course work at the time of withdrawal. A Withdrawal/Fail will count as an "F" in factoring the G.P.A. The administration reserves the right to cancel any class that does not have enough students registered to make it either financially or academically feasible.

Any additional fees incurred for dropping an online or dual-credit course are the responsibility of the student.

DUAL CREDIT/ONLINE COURSES

Dual and/or online courses are available for students to schedule during their school day. All dual and/or online courses must be completed within the semester that they are begun.

EARLY RELEASE

EARLY RELEASE FOR JUNIORS AND SENIORS

Juniors and seniors are allowed to have early release during the afternoon hours of the school day provided that they are able to fulfill the requirements for graduation and are also enrolled at either the Career Center or attending local college-level courses. Tuition is reduced for students granted early release.

Reminder: Students participating in IHSA inter-school competition must be registered for a minimum of 5 class periods per day (including classes taken at the Career Center and/or dual-credit classes at a college).

FIELD TRIPS

Each year as part of the overall program of the school, students usually go on several field trips. These field trips are a part of the planned educational experience for each student. Permission slips must be turned in with parent signature or the student will not be permitted to go on the trip. The insurance provided by the school is designed to cover travel off the school premises while under the jurisdiction of the school for the faculty, staff and students only. It is limited in scope. See "Automobile Insurance" discussion. Generally speaking, if the field trip is to involve activities that will require special clothing, lunch plans, etc., the teacher will send the information via the student to the home.

GUIDANCE COUSELOR SERVICES

COURSE SCHEDULING

A school counselor is available to assist you in planning students' high school and post-secondary careers.

1. A meeting is held with all eighth graders and their parents to explain the graduation requirements for the different diplomas and to help students begin planning their high school course of study.
2. Individual meetings are scheduled with students and/or parents at any time to answer questions concerning schedules, academic progress or difficulties, career choices, or personal concerns.
3. Individual appointments are scheduled during the student's junior and/or senior year to discuss post-secondary plans.

STANDARDIZED TESTING

ISTEP testing is administered to students in grades 3-8.

Class of 2012 and beyond are required to take and pass the state-mandated End-of-Course Assessment for Algebra I and English 10. All high school students are required to take the state-mandated End-of-Course Assessment for Algebra I, Biology, and English 10.

A variety of testing is provided during the high school years to help students decide their course of study and to identify their strengths and abilities. These could include ASVAB,

and PSAT. Information on these tests will be given to all students at the appropriate times. Other tests are also available on an individual basis.

Information on the college entrance exams (SAT and ACT) will be given to all juniors and seniors.

COLLEGE FINANCIAL AID

Financial aid information for college will be given during the senior year. An informational evening is scheduled with a Financial Aid Advisor from a local college to explain the process of filling out the Free Application for Federal Student Aid. Since that cannot be done until parents receive their W-2 forms, this is usually held in January.

COLLEGE SCHOLARSHIPS

A variety of scholarship information is available through the school counselor's office, and will also be announced in senior homerooms, as that information becomes available. Assistance with filling out college applications and sending transcripts will be given in the school counselor's office.

CAREER COUNSELING

Career counseling will be provided throughout the middle school and high school years.

Information on various colleges or vocational schools is available in the counselor's office and college representatives are frequently on campus to speak with ECA students.

HOMEWORK

Homework is assigned to the students for review, practice, and development of skills presented during class time. Homework also teaches a student responsibility and allows the family an opportunity to participate in certain learning experiences.

All assignments must be completed according to instruction. If the work is not done according to the guidelines set down by the teacher, a penalty may be given. Please see the individual teachers' homework policy.

In general, students should expect to spend about 10 minutes x grade level doing homework per night. This standard is for the average student. Some may do it more quickly and some may take longer. If a student consistently is spending well beyond this guideline, an appointment should be made with the appropriate teacher(s).

LATE HOMEWORK

Elementary:

When a student turns in homework late, their grade will be reduced 10% for each day the homework is late.

Teachers will always expect students to turn work in, even if their grade is reduced or is an "F".

Secondary:

- When a student turns in homework late, their grade will be reduced by 20% on the first day late.
- On the day it is due, if it is turned in by 3:30, the grade will be reduced by 10% instead of 20%.

- After the first day late, daily homework will be counted as a zero.
- For projects or long-term assignments, a reduction of 10% per day for the first three days will be given. On the fourth day late, the assignment will be given a zero.
- Teachers will always expect students to turn work in, even if their grade is reduced or is an “F”.

PHYSICAL EDUCATION

All students are required to participate in physical education unless a doctor’s note is supplied. Medical excuses are the only reason for exemption. Notes from parents concerning illness are occasionally accepted; however, more than two consecutive days of non-participation requires a signed doctor’s note

Grades 4 –12 (boys and girls) are required to dress in proper attire for PE classes as follows:

- a. Tennis shoes (with non-marking soles)
- b. White athletic socks
- c. Phys Ed uniform (must be purchased at ECA’s Eagles’ Nest)

Pre-Kindergarten through 3rd grade girls should wear shorts beneath their skirts and dresses for both PE and recess.

PROMOTION/RETENTION

RETENTION DUE TO ABSENCES

A student accumulating more than fifteen absences in a semester may not receive credit for that course. Both excused and unexcused absences count toward the 15 absences. Extensions may be applied for and granted to the student by the principal. Application for extensions must be made in writing to the Principal by the parent or guardian detailing the reason for the excessive absences. The school will attempt to notify parents when 10 days have been accumulated. At the 15-day limit, a conference between parent(s) and principal will be held to discuss imposed restrictions and/or credit loss.

In addition, the attendance of high school students will be recorded by class periods. A high school student accumulating more than 15 absences in a single course may not receive credit for that course (i.e. a high school student may miss more than 15 first-period classes and still receive attendance credit for a full day on the report card. At the same time, he/she may jeopardize receiving credit for that first-period class because he/she has exceeded 15 absences.)

Students in grades Kindergarten through 8th grade who miss 30 days through a school year may be retained. Extensions may be applied for by the parent and granted to the student by the principal.

RETENTION DUE TO ACADEMIC FAILURE

Elementary students may be retained should they fail two or more core subjects (Bible, math, English, reading, social studies, science) for the year. This determination will be made using their final averages for the year. Elementary teachers should conference with the principal about the possibility of retention no later than the beginning of March.

Middle School students (6-8) may be retained should they fail two or more core subjects (Bible, math, English, reading, social studies, science) for the year. This determination will be made using their final averages for the year.

High school students (9-12) receiving an "F" for a semester grade in required courses will be required to re-take the course. However, any "F" will count as a zero toward the total G.P.A.

RENWEB

Parents of students in grades 3-12 may access RenWeb, found on ECA's website, to track their students' academic progress on a weekly basis. Detailed information will be sent home at the beginning of every year from the technology department.

REPORT CARDS

Report cards for Kindergarten through 12th grade will be issued four times throughout the school year (see school calendar for dates). Parents of Pre-K students will receive two progress reports a year.

A student's grade will be computed on the basis of his class work, both written and oral communication, tests in the various subjects and the completion of short and long-range assignments where they apply. Each marking period includes evaluations primarily for that period of study.

All elementary report cards are due back in the school office no later than one week from the date issued.

RETAKEING COURSES

RETAKEING A PASSED COURSE

A student who has passed a course at the high school level may retake a course for credit. The grade of the retaken course will be considered with the previous grade, and the higher of the two grades will be used to compute their GPA. A maximum of three semester courses may be retaken.

The adjusted GPA consisting of only two retaken semester courses will be considered with regards to qualifying as a candidate for senior class valedictorian or salutatorian and other academic awards; furthermore, the repeated courses must be retaken at ECA.

The grade of a repeated course will appear on the student's transcript and will be identified as a course retaken.

RETAKEING A FAILED COURSE

High school students (9-12) receiving an "F" for a semester grade in required courses will be required to re-take the course. Any make-up courses taken, other than at ECA, must be pre-approved through the guidance department. Any "F" will count as a zero toward the total G.P.A.

Beginning with the class of 2013, when any course is re-taken, whether failed or passed, the grades from both courses will be used to determine numerical average and G.P.A. Credit will only be given for the course one time.

SEMESTER EXAMS

- Eighth grade students will be given semester exams at the end of second semester.
- High School students will be given semester exams at the end of both first and second semesters.
- Middle School and High School students who miss semester exams or End of Course Assessments will be charged a fee of \$25 for each test that needs to be made up.

SUMMER SCHOOL

Summer school is offered through the local public school districts or approved correspondence courses. Summer school courses, whether public or correspondence must be approved in advance by the Assistant Principal.

Summer school classes are to be taken for course make-up due to failure or specialized classes not offered at ECA. Any exception to this rule can only be made by the Administration for highly unusual circumstances.

SUSPENSION (*see Discipline*)

TEACHER ASSISTANTS (TA's)

To obtain a Teacher Assistant, each individual teacher should contact the guidance counselor with their specific requests.

QUALIFICATIONS FOR TA'S

1. Junior or senior (under normal circumstances)
2. Student in good standing
 - a. 2.5 GPA
 - b. If the student becomes academically, socially, or behaviorally ineligible, they lose the privilege of being a TA.
 - c. If the teacher is dissatisfied or concerned, they should contact either principal or the guidance counselor.

ELEMENTARY GUIDELINES

1. Assist individual students
2. Read to the class
3. Stuff weekly folders
4. Supervise groups of students
5. Put up/take down bulletin boards
6. Correct papers, but not put grades on

SECONDARY GUIDELINES

1. Type up worksheets, info sheets, or class notes (Students are not permitted to access any teacher's account.)
2. Put up/take down bulletin boards
3. No teaching; individual tutoring is acceptable
4. Not to be left alone with a class or in a supervisory position
5. Run off worksheets, info sheets or class notes, after training

NO TA SHOULD EVER:

1. Put grades on papers or enter grades in RenWeb

2. Be left alone with an individual student

EXPECTATIONS FOR THE TA:

1. The TA should be on time.
2. On the rare occasion that the TA will have to miss, they need to communicate to the teacher directly.
3. If the TA doesn't show, the teacher should let the office know immediately.

No academic credit will be given for a TA position unless distinct academic objectives can be justified.

TESTING

The ECA Testing Program utilizes the following tests:

1. ISTEP testing for grades 3-8
2. PSAT/NMSQT (10th & 11th grades)
3. SAT, ACT (11th & 12th grades)
4. ASVAB (Armed Services Vocational Aptitude Battery) (11th grade)
5. Entrance Exams (as deemed necessary by the administration)
7. End-of-Course Assessment for Algebra I, English 10, and Biology

TEXTBOOKS

Students are held responsible for care and possession of textbooks assigned to them. Non-consumable textbooks are the property of the school and must be covered at all times. If using book covers, please do not use covers that adhere to the textbook.

Books or materials that are damaged must be paid for at a rate based upon the prior condition and age of the book. Books and materials that are lost must be paid for at the replacement price of the book or material.

Fees for lost or damaged textbooks or materials of elementary students must be paid to the school office prior to the release of grades.

Middle School and High School students must pay all fines before being allowed to take semester exams.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for valedictorian or salutatorian, a student must have attended ECA for a minimum of his/her junior and senior years, qualifying for an **academic honors** diploma. A student's cumulative numeric average is used by the school administration to identify candidates for senior class valedictorian and salutatorian. Final determination is based upon academic performance, as well as spiritual qualifications.