

**ELKHART CHRISTIAN ACADEMY
500 STUDENTS**

ATHLETIC TEAMS

ECA offers several inter-scholastic athletic teams throughout the year. Our goal is to meet the students' physical needs while teaching Christ-like attitudes on the playing field. Please refer to the Athletic Handbook section of this manual for more details.

ATTENDANCE POLICIES

ABSENCES

Absences - Excused

Absences will be excused for the following reasons:

- personal illness or injury
- pre-approved family vacations or mission trips – **No more than 5 vacation and/or missions trip days per student per school year will be excused**
- medical appointments that cannot be scheduled outside the school day
- school-sponsored activities (including athletic trips, choir/band tours, field trips)
- serious personal or family problems
- approved government or law commitments
- college visits for juniors and seniors; **juniors and seniors are permitted four prearranged days each year to visit colleges**

NOTE: It should be noted that absences due to vacations, medical appointments, and other non-emergency situations should be kept to a minimum. It is difficult for students to stay current with their class work when missing class on a regular or extended basis. In addition, regular or sustained absences place an undue burden on teachers to help an individual student get caught up when the balance of the class has already progressed to another level.

Please make every effort to schedule non-emergency absences during non-school hours. We understand that it can't always be accomplished, but trust that parents will work toward that end.

Excused and unexcused absences are recorded on report cards and permanent records and reported to the Indiana Department of Education.

Absences - Partial Days

Elementary

- Students must be present a minimum of 3 hours to receive credit for a half day.
- Students must be present a minimum of 6 hours to receive credit for a full day.

Secondary

- Students must be present a minimum of 3 class periods to receive credit for a half day. This does not include activity period.
- Students must be present a minimum of 6 class periods to receive credit for a full day. This does not include activity period.

In addition, the attendance of high school students is 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).

Excused and unexcused half-day absences are recorded on report cards and permanent records and reported to the Indiana Department of Education.

Absence Procedure

Appointments

- Parent communicates with main office via note, email or phone call the day of an appointment, if not before. (email address: FrontDesk@elkhartchristian.org)
- **Students who miss any part of a school day for a medical appointment must bring an official statement from the medical office stating the date and time of the appointment.**
- Elementary teacher will communicate to front office or vice versa about a student's appointment.
- Secondary student should stop in front office for Permission to Leave slip.
- All students should sign out prior to departure and sign in upon return.
- **Appointments should not be made for ISTEP/GQE, End-Of-Course Assessment testing, or secondary exam days.**

Illness/family emergency

- Parent communicates with main office via note, email or phone call the date and specific reason for the absence the day of illness/emergency, if possible. Communication upon student's return is also acceptable. (email address: FrontDesk@elkhartchristian.org).
- Homework must be requested by 11:00 a.m. and will be available for pickup at 3:00 p.m. Please make every effort to pick up the requested homework.
- A student is allowed an equal number of make-up days as days absent to return assigned homework, unless special permission has been granted by the assistant principal to do otherwise.

Vacation/college visits/missions trip

- Parent communicates via note, email or phone call the dates and specific reason for the absence at least two days prior to requested day(s). Failure to do so will result in an unexcused absence. (email address: FrontDesk@elkhartchristian.org)
- Elementary teacher will communicate to front office or vice versa about a parent's request for vacation.
- Once absence is approved by respective principal, family will be notified if absence is excused or unexcused.
- Secondary student should stop in front office for Student Release Form the day before a requested absence in order to collect assignments.
- Absences will not be excused during ISTEP/GQE, End of Course Assessment testing or during secondary exams. **Students who miss ISTEP for personal reasons will be assessed \$25 if they choose to take the makeup test.**
- **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.**
- Homework is due the day of a student's return from vacation, college visit, or missions trip, unless other arrangements have been made with the principal.

Absences – Unexcused

Any absences not approved in this section will be considered unexcused. An absence may also be unexcused if proper procedures are not followed. See section on make-up work for academic consequences.

Credit Losses and Grade Retention

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.

A high school 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 assistant 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), student, and assistant principal will be held to discuss imposed restrictions and/or credit loss.

Make-Up Work

In the event of any absence, a student is held responsible for all schoolwork missed.

- **Absence due to an illness** - A student is allowed an equal number of make-up days as days absent to return assigned homework, unless special permission has been granted by the principal to do otherwise.
- **Pre-approved vacation, college visit, or mission's trips** - The work missed must be completed and turned in upon the student's return to school, unless other arrangements have been made with the principal. This also applies to students missing school for school-sponsored activities in which they are active participants (i.e., athletic trips, choir tours, college tours, field trips).
- **Unexcused absences** – All schoolwork is to be made up and is due on the day of return. All tests and/or quizzes missed during the absence are to be made up on the day of return. All work/tests/quizzes are subject to the teachers' penalty for late work.

TARDINESS

Arriving tardy to school

A quality education is reinforced by punctuality. All students are expected to be at school and in their classrooms on time. A student is tardy if he/she is not in their assigned seat or not in the classroom when the bell stops ringing (up to the discretion of the individual teacher). A student coming to class 15 minutes after it has begun is considered absent or truant. Students must have a signed pass from the previous teacher for the tardy to be excused.

Excused tardies

Late arrivals for the following four reasons will be excused. Parents must telephone, send a note, or email with the reason for the student arriving tardy.

1. Illness.
2. Doctor or dental appointments before school that cannot be scheduled at other times.
3. Hazardous conditions due to inclement weather and/or road emergencies.
4. Family emergencies.

Both excused and unexcused tardies are recorded on report cards and permanent records.

Middle school and high school students (6-12) arriving after **8:25** must report directly to the office.

Excused tardies for extracurricular participation

1. Students are expected to make school attendance a priority. This includes day of and the day after an extracurricular event or practice.
2. Students must be in school, signed in at the front office, by the beginning of **third** period or they will not be permitted to participate in the extracurricular activity or practice for that day.
3. If students leave school early due to illness, they may **not** return that afternoon for an extracurricular activity or practice.
5. Exceptions are legitimate illness, prearranged absences, or school functions.
6. Students leaving school early for an extracurricular event are responsible for any missed work including making prior arrangements for any tests missed.

Elementary tardiness (Pre-K-5)

Being in school and being at school on time is critical. Arriving on time allows students to adequately prepare for the day (sharpen pencils, put things in locker, etc.), and to receive important directions and instruction. Being on time also teaches a student the importance of promptness in other areas of their lives. Parents and students share the responsibility of being on time to school, but in the elementary grades, parents assume much of this responsibility.

A student is counted tardy to school if they are not in their classroom when the **8:15** bell rings. That requires that a student arrives early enough to put their things in their lockers, use the restroom, and be in the classroom by the time the 8:15 bell rings with everything ready to start the day. If they are late to school, they should report immediately to their classroom unless they arrive at/after 8:25. In that case, they must stop at the front office and get a pass before going to their classroom.

A student who has been present at school every day, but has accumulated 8 or more tardies during the school year, will not be eligible to receive a Perfect Attendance Certificate.

Tardiness to class (gr. 6-12)

Middle school and high school students arriving to class late (unexcused) will be penalized according to the following **quarter** guidelines:

- 1-3 tardies: Verbal warnings**
- 4 tardies: Written e-mail or letter notification from the guidance office, notifying parents of future consequences.**
- 5 tardies: One detention**
- 6 tardies: Two detentions and conference with parents and student regarding future consequences.**
- 7 tardies: Out of School Suspension and all Extra-Curricular Privileges**

suspended for three (3) days (includes practices, games, pep rallies, concerts, dramas, junior/senior banquet, academic meets, etc)
8 tardies: Meeting with parent and student to discuss student's future as an ECA student.

Note: "Lates to class" accumulate regardless of class period and/or day.

TRUANCY

Truancy (or skipping) is willful absence from school or any assigned class or study hall without the prior knowledge of the parent and appropriate school authority.

Class: Arriving in the classroom more than 10 minutes late is considered skipping a class. All work must be made-up and will be subject to the teacher's penalty for late work. In addition, the student may face further disciplinary action. For high school students, this absence from a class will be considered as part of the 15 maximum allowable absences per semester.

Day: Skipping two or more consecutive classes is considered skipping a day. All work must be made up and will be subject to the teachers' penalty for late work. In addition, the student may face further disciplinary action.

BIRTHDAY CELEBRATIONS

Elementary students celebrating a birthday during the school year may bring finger food to share with their classmates. They may share their treat at snack time or lunchtime. If you send in a treat, please do not bring in something that requires refrigeration or freezing. Please see your child's teacher to see what snacks are appropriate in the classroom. We strongly encourage you to consider bringing in healthy snacks for the class.

Parents who are planning an after-school party should be sensitive to the feelings of all the children in the class. Please do not send invitations to school unless the entire class or all the girls/boys are invited. When hosting a sleepover for students, please make arrangements to pick up sleeping bags, pillows, etc. before the start of the school day. These should not be brought to the classroom. Children going to an after-school party must have written permission from their parents to change their normal mode of transportation.

BOOKS

Students should treat their non-consumable textbooks as the property of the school. If covering hardback books, please do not purchase covers that adhere directly to the book. At the end of the semester/year, students will be assessed fines for damage to books, beyond the normal wear and tear of daily use.

CELL PHONES

See General Operations

CLOSED LUNCHES

We adhere to a closed lunch policy; that is, students are not permitted to go off campus for lunch unless they have signed out through the office with a parent or other approved adult.

Visitors to the lunchroom are limited to parents, grandparents, youth pastors, alumni and approved former students who have graduated from high schools. All visitors must check into the school office.

DATING POLICY

ECA is not available for married students. The school believes and strongly encourages that students should not be engaged while they are in high school. Physical contact (hand holding, kissing, hugging, etc.) is not permitted between students while at school-sponsored activities or on school grounds.

DETENTION

The purpose of a detention is to be one form of disciplinary action for misbehavior in the classroom. Therefore, a detention needs to be viewed as that both by the students and by the faculty. The following guidelines will be observed and enforced in a uniform manner by all faculty members as they have opportunity to supervise detention.

MORNING DETENTION

1. The teacher in charge will assign seats to each student so that they are not in close proximity to each other.
2. **Detention will be served on Thursdays beginning at 7:15 a.m.** and ending at 8:00 a.m. for elementary and secondary students. Students who are late will be required to stay the extra time to fulfill the 45 minute requirement. Students who are more than 5 minutes late will be assigned another date to serve and given a second detention.
3. During detention, the student is not permitted to read or do any form of written work. They are to sit in silence.
4. Any student who misses his/her assigned detention date without prior notification in the office will be assigned a new date as well as an extra detention. Change of detention date must be done through the school office prior to the day of scheduled detention.
5. Practices do not constitute a reason for missing detention.

LUNCH DETENTION

1. Middle School students may be assigned a lunch detention.
2. Students must report to the detention room within eight minutes after the fourth period bell.
3. Students are to remain seated and silent for the entire lunch period.
4. Lateness or unacceptable behavior will result in a 45-minute detention.

DISCIPLINE

STUDENT CODE OF CONDUCT

Christian young people should show an increasing measure of obedience to the Lord Jesus Christ, with their character and conduct reflecting His lordship. The Holy Spirit produces Christian character; and the fruit of His work is found, in part, in the book of Galatians, chapter 5. One of the purposes of ECA is to build upon and enhance these qualities in the lives of its young people, realizing that everything we do, and allow, impacts our testimony for Christ.

Certain behaviors and activities are counter-productive to the school's ministry and dangerous and counter-productive to godly living. These activities include, but are not

limited to illegal use of firearms, illegal use of drugs, use of tobacco, use of alcoholic beverages, or immoral sexual behavior.

In addition, the mature Christian should find himself going against the tide of public acceptance and opinion in many arenas, most notably in the area of entertainment, always striving to uphold the high standard of the Scriptures (1 John 2:15-16; Philippians 4:8). The school will endeavor to assist parents in training their children to invest their lives in those things that will cause them to grow in their relationship with God and in the likeness of His Son. They should personally commit to being above reproach in their family life, work, church, spiritual life, entertainment and recreational activities. In all of these areas they should exercise great discernment, realizing that everything they do and allow, impacts their testimony for Christ.

The Administrator shall be responsible for establishing administrative guidelines to carry out School Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in and out of school and school-related activities.

ELEMENTARY DISCIPLINE (K-5)

The School-wide Discipline Plan is divided into three sections: RULES, CONSEQUENCES, and POSITIVE RECOGNITION.

I. Rules

A. General

1. Follow directions the first time given.
2. Keep hands, feet and objects to yourself.
3. No gum/candy/drinks/food outside designated areas.
4. Walk in school buildings and keep voice at normal level.
5. Place all trash/waste in proper containers.

B. Playground

1. Follow directions the first time given.
2. Use playground equipment properly as assigned.
3. Stay within stated playground boundaries.

II. Negative Consequences

A. Daily consequences for infractions

1. 1st mark: Warning
2. 2nd mark: Determined by teacher
3. 3rd mark: Determined by teacher
4. 4th mark: Parent called
5. 5th mark: Send to the principal

* Severe Clause (fighting, cursing, disrespect to adult, etc.): Sent to Office + all prior consequences

B. Consequences of being sent to School Office (per semester)

1. First time: Teacher calls parent + age-appropriate consequence.
2. Second time: Principal calls parent + age-appropriate consequence.
3. Third time: Suspension + conference with teacher, parent, principal (and student optional). Create student contract.

4. If the measures used in the first three steps do not work, then more severe consequences will be applied which may include withdrawal and/or expulsion from school.

III. School-wide Positive Recognition

- A. Individual
 1. Verbal praise.
 2. Special privileges.
 3. Principal's Recess.
- B. Group
 1. Verbal praise.
 2. Class privileges.
 3. Public recognition of group.

SECONDARY DISCIPLINE (6-12)

Elkhart Christian Academy seeks for a tone of the highest personal and group conduct that expresses basic principles of life as found in the Scriptures. Among these are honesty, respect for one another, property, authority, a sense of community, self-control, creativity, and stewardship of time, money, and talents. As all staff members are expected to display values consistent with a Christian life-style, students are expected to show traits of Christian character such as integrity, sincerity, and concern for others. Each student is considered responsible for his own behavior. In acting responsibly, the student will observe all of the school rules and respect the rights of others.

Insuring orderly school life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger Christian community. During the year, whether school is in session, on recess, or during summer vacation, the standards apply while on school property, attending school functions, and traveling in school vehicles. It is also understood that the actions of students reflect on the institution, as well as on themselves, family, church, peers, and most importantly the Lord Jesus Christ, even when they are not on campus or engaged in a school activity. Therefore, disciplinary measures may be taken with those students who do not abide by the spirit, purpose, and standards of Elkhart Christian Academy.

Secondary students, by virtue of their enrollment, sign an agreement to accept the responsibility of adherence to the school's Standards of Conduct or to withdraw if they can no longer, with integrity, conform to them. There may be times of temporary noncompliance with school standards. This is not unlike what the Christian experiences in his/her own walk with the Lord. As God disciplines us in love for our own good, so the school will discipline students who do not adhere to school standards.

I. Areas of concentration for all students

- A. Respect – towards all adults, school property, God's name, and each other.
- B. Self-control – in words, conduct, and attitudes.
- C. Obedience – for school rules and teacher's instructions.
- D. Honesty – in all of our dealings with others.

- E. Orderliness – in conduct, with personal belongings, and with regards to assignments.
- F. Kindness – in speech, actions, and attitudes.

II. Areas to limit and discourage

- A. Disrespect – in words, actions, or attitudes.
- B. Disruptiveness – in words, actions, or attitudes.
- C. Disobedience – towards school rules or teachers' instructions.
- D. Dishonesty – in any form.
- E. Disorderliness – in conduct, with personal belongings, or with regard to assignments.
- F. Unkindness – in words, actions, or attitudes.

III. Disciplinary Process

A. Instruction

Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted by teachers for the students to read.

B. Warning

Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

C. Corrections

Teachers and staff may use the following punitive measures to correct a student's behavior:

1. Verbal correction/Counsel – instructing a student as to what is expected, offering suggestions. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point.
2. Detentions
 - a. Morning Detention
 - b. Middle School Lunch Detention
 - c. Administrative Action
 - Student must report directly to the Principal's office.
 - After consultation with the teacher, the Principal will take appropriate action.
Options: conference with parents, in-school suspension, suspension, community service, or expulsion/withdrawal.
 - Expulsion is a School Board decision.
3. Isolation—the Administrators make the decision as to the appropriateness of this consequence. In Isolation, students still attend school, but are removed from their classes. The students are in a private room and allowed to work on assignments that are forwarded from their classes. If the work is not completed, the student may be required to serve additional time in Isolation until the

work is completed. Students may participate in extra-curricular activities.

4. Suspension – the Administration makes this decision. Other faculty members may be asked to participate in the decision-making process. Suspension may be the result of repeated behavior contrary to school standards, a number of detentions, or a single serious act. Students who are suspended from school may not participate in extra-curricular activities on the day(s) of suspension. Each subject will receive a 2% reduction at the end of the quarter for every day of suspension earned. Following suspension, a student may be required to continue his attendance on a probationary basis. The details of this probation will be set by the Administration. If a student fails to comply with the terms of the probation, the student will be requested to withdraw or expulsion will be recommended.
5. Expulsion– this decision is made by the School Board. Expulsion may be the result of repeated behavior contrary to school standards, a number of detentions, or a single act. Expulsion may also be a result of academic deficiencies not addressed by the parent(s) and/or student. Administrators and faculty members will participate in the recommendation presented to the Administration. The parents will have an opportunity to present their appeal to the School Board. The School Board will make a final decision.
6. Student Non-Re-enrollment – this a process meant to deal with habitual student offenders and/or those who demonstrate attitudes and actions contrary to their best interest and the best interests of Elkhart Christian Academy. After following a stated procedure involving various interventions and parent conferences, resulting in no evidence of a change in behavior and/or attitude, the student may not be allowed to return to ECA for the next academic year.

D. Infractions

1. Minor Infractions:

- a. Not following directions
- b. Talking in class
- c. Unprepared for class
- d. Not following class rules
- e. Candy or gum
- f. Food or drinks outside of allowed areas
- g. Tardiness (late to school)
- h. Leaving class early without permission
- i. Boisterous conduct
- j. Inappropriate physical affection

2. Major Infractions

- a. Disruptive classroom behavior
- b. Mocking another student
- c. Lack of courtesy
- d. Unexcused absence
- e. Unacceptable language
- f. Driving violation
- g. Abuse of property

- h. Continued inattention in class
 - i. Failure to accept responsibility for academic work
 - j. Frequent critical or derogatory remarks
 - k. Lying
 - l. Horseplay
 - m. Repeated minor infractions
3. Administrative Action (student(s) sent immediately to the office):
- a. Cutting class
 - b. Defacing school property (plus payment for repairs)
 - c. Stealing, cheating, lying
 - d. Plagiarism
 - e. Truancy
 - f. Bullying
 - g. Fighting
 - h. Unacceptable language
 - i. Disrespect to a teacher
 - j. Impertinence to teacher or another adult
 - k. Immoral behavior
 - l. Arson or false alarm
 - m. Vandalism
 - n. Habitual repetition of minor infractions

Severe disciplinary measures may include detention, suspension, and/or expulsion from ECA.

MISCELLANEOUS DISCIPLINE (COUNTER-PRODUCTIVE ACTIVITIES)

Some behavior is counter-productive to the school's mission. It is not our purpose here to give a comprehensive listing of every wrong, but rather to give some general guidelines of behavior. These guidelines and the school's response to them are listed below:

- A. Use, possession, or sale of Weapons, Drugs, Tobacco, Alcohol, and practice of Immoral Sexual Behavior. Involvement in such behavior may result in suspension, and/or permanent dismissal.
- B. Videos, Movies, Music, Dancing

We strongly discourage entertainment that includes videos, movies, and music containing blasphemy, profanity, nudity, adult situations, and graphic violence. Any material endorsing or portraying an anti-Christian lifestyle should be avoided. Elkhart Christian Academy does not sponsor social dances. Attendance at dances at another school is a parental decision.

When the administration becomes aware of ECA students participating in such forms of entertainment, a conference will be held with the student and/or parent(s). Continual participation in such activities may jeopardize the student's enrollment status.

ATTITUDINAL BEHAVIOR

There are situations in which a student exerts a negative influence upon the class's behavior. Though this student may obey the outward rules, he exhibits an attitude of mocking and contention. It is for this reason that the school has developed a policy for dealing with such a student (see Matthew 18; Titus 3).

Some of the characteristics of a child with an attitude that disrupts are insulting, hating, not listening to instruction, resentful, scornful (see Proverbs 1:22; 9:7,8; 12:1; 15:12; 22:10; 29:8). The Scriptures also indicate the affect of a scorner and mocker; that is, influencing his immediate environment with a negative behavior.

The school has developed a process to be used in dealing with such a student.

1. As the teacher notices strife and contention in a student and if no rule has been broken, yet there is clearly an attitudinal problem, the teacher will speak with the student with a desire to correct the attitudinal behavior. In addition, the teacher will begin documenting a student's attitudinal behavior in a classroom using the Observation, Interpretation, Clarification form (OIC).
2. After documenting several instances, the teacher and principal will speak with the student with a desire to correct the attitudinal behavior. The teacher will continue to document incidences. The teacher notifies the parent of the conversation with the student.
3. If the scorning and mocking continues, a parent/teacher conference is required and the teacher will document further incidences. The teacher will keep the principal informed of the situation.
4. If the behavior continues, the teacher, principal, parent and student will meet and a letter will be sent home summarizing this conference with parents. Disciplinary measures will be determined at this conference.
5. Non-re-enrollment policy will go into effect after reasonable measures have not proven to be effective. See Non-Re-enrollment policy.

DRESS CODE

The dress code at Elkhart Christian Academy is intended to provide a general framework within which parents and students can make wise decisions regarding appropriate clothing for school. Though the Scriptures do not give specific details of what is appropriate or inappropriate in dress, clear principles are given which should govern our choices as we seek to be good disciples of Jesus Christ.

Students, when selecting clothes, should honor the Lord Jesus Christ, honor their parents, and this school. The Scriptures stress the importance of obeying and honoring your parents and those in authority over you (Ephesians 6:1, 2; 1 Timothy 2:2; Hebrew 13:17).

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1Thess. 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2). We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). As we determine to glorify the Lord in all we do (1 Cor. 10:31), these qualities help us to do that in the area of dress. *We discourage students from*

wearing clothing that promotes an unbiblical lifestyle, such as Abercrombie and Fitch, Hollister, and others whose advertising practices clearly do not honor God.

We expect that all ECA students will abide by the principles of neatness, appropriateness and modesty which apply to student attire after school, during practices, involvement in extra-curricular activities and other school sponsored functions.

It is also important to realize that parents, as the primary educators of their children (Deut. 6; Eph. 6), play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of Elkhart Christian Academy in the area of dress. **If you have a question about any article of clothing, we encourage you to bring it to the appropriate school personnel and have it checked before a student wears it to school.**

ELEMENTARY GIRLS Grades PreK-2		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> • neat, modest, appropriate for school environment • in good repair 	<ul style="list-style-type: none"> • faded, holes, frayed, tears
TOPS	<ul style="list-style-type: none"> • t-shirts, blouses, sweaters, sweatshirts, sleeveless shirts • modest, thin-strapped tops with acceptable shirt underneath 	<ul style="list-style-type: none"> • tube tops • tank tops • halter tops • offensive wording, pictures, or symbols.
SLACKS, CAPRIS, SHORTS	<ul style="list-style-type: none"> • jeans, cargo pants, knit pants, capris, corduroys • nylon athletic pants • uniform/dress shorts at least fingertip length • bib overalls 	<ul style="list-style-type: none"> • pajama style • athletic shorts, or shorts of inappropriate length • sweatpants • leggings under shirts • any frayed hems
SKIRTS, SKORTS, DRESSES	<ul style="list-style-type: none"> • skirts or dresses no shorter than 3" from top of kneecap • leggings underneath appropriate length skirts and dresses. • skorts fingertip length 	<ul style="list-style-type: none"> • any dress or skirt shorter than 3" from top of kneecap. • any skort shorter than fingertips.
FOOTWEAR	<ul style="list-style-type: none"> • all year round: dress shoes, tennis shoes, athletic shoes • hot weather (1st and 4th quarter only) = may wear sandals, flip-flops, open-toed shoes. • cold weather (2nd and 3rd quarter only) = may wear boots 	<ul style="list-style-type: none"> • backless shoe or sandal for recess or PE • sandals, flip-flops, or open-toed shoes during cold weather quarters • wearing indoor boots during hot weather quarters
GROOMING AND ACCESSORIES	<ul style="list-style-type: none"> • neat and clean • nail/toe polish 	<ul style="list-style-type: none"> • facial make-up • hats, hoods, caps, bandanas • sunglasses indoors

ELEMENTARY GIRLS Grades 3-5		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING.	<ul style="list-style-type: none"> neat, modest, appropriate for school environment in good repair 	<ul style="list-style-type: none"> tight, clingy, form-fitting faded, holes, frayed, tears.
TOPS <i>Must be modest</i>	<ul style="list-style-type: none"> t-shirts, loose-fitting blouses, shirts, sweatshirts, sweaters sleeveless (at least 3" straps and covers underwear) thin-strapped tops with acceptable shirt underneath 	<ul style="list-style-type: none"> tube tops, halter tops tank tops, thin straps, backless sundress, unless worn with an acceptable shirt/blouse offensive wording, pictures, or symbols. un-tucked shirts that expose skin when arms raised or bending over untucked shirts longer than wrist length
SLACKS, CAPRIS, SHORTS <i>No fading; finished hem</i>	<ul style="list-style-type: none"> jeans, cargo pants, corduroys, khakis dress slacks capris, crops uniform/dress shorts no shorter than 4" above top of knee leggings under appropriate dress or skirt 	<ul style="list-style-type: none"> pajama style athletic shorts, non-uniform shorts, or shorts of inappropriate length sweatpants, knit, or athletic pants leggings under shirts bib overalls, camouflage pants frayed hems
SKIRTS, SKORTS, DRESSES	<ul style="list-style-type: none"> skirts or dresses to top of knee when standing leggings underneath appropriate length skirts and dresses. 	<ul style="list-style-type: none"> any dress or skirt shorter than 2" above knee when seated skorts
FOOTWEAR	<ul style="list-style-type: none"> all year round: dress shoes, tennis shoes, athletic shoes. hot weather (1st and 4th quarter only) = may wear sandals, flip-flops, open-toed shoes. cold weather (2nd and 3rd quarter only) = may wear boots. 	<ul style="list-style-type: none"> backless shoe or sandal for recess or PE untied laces wearing sandals, flip-flops, or open-toed shoes during 2nd or 3rd quarter. wearing boots 1st or 4th quarter.
HAIR	<ul style="list-style-type: none"> dyed hair should be a natural color 	<ul style="list-style-type: none"> extreme or distracting styles or colors
GROOMING AND ACCESSORIES.	<ul style="list-style-type: none"> neat and clean jewelry simple and in good taste nail polish 	<ul style="list-style-type: none"> hats, hoods, caps, bandanas, sunglasses indoors permanent tattoos outer coats in school building body piercing
P.E. UNIFORM <i>Must be purchased at ECA</i>	<ul style="list-style-type: none"> black nylon ECA shorts gray ECA t-shirts 	<ul style="list-style-type: none"> any shorts/shirts other than the approved ECA p.e. uniform

ELEMENTARY BOYS Grades PreK-2		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING.	<ul style="list-style-type: none"> • neat, modest, appropriate for school environment • in good repair 	<ul style="list-style-type: none"> • faded, holes, frayed, tears.
SHIRTS	<ul style="list-style-type: none"> • dress • casual • t-shirts, collared shirts, sweatshirts, sweaters • proper fitting sports jerseys (sleeveless must have a t-shirt underneath) 	<ul style="list-style-type: none"> • offensive wording, pictures, or symbols.
PANTS <i>Finished hems</i>	<ul style="list-style-type: none"> • jeans, cargo pants, corduroy, nylon athletic pants, • uniform/dress shorts at least fingertip length • bib overalls 	<ul style="list-style-type: none"> • pajama style • athletic shorts, non-uniform shorts, or shorts of inappropriate length • sweatpants • rips, holes, or tears • frayed hems
FOOTWEAR	<ul style="list-style-type: none"> • all year round: dress shoes, tennis shoes, athletic shoes • hot weather (1st and 4th quarter only) = may wear sandals, flip-flops, open-toed shoes. • cold weather (2nd and 3rd quarter only) = may wear boots 	<ul style="list-style-type: none"> • backless shoe or sandal for recess or PE • wearing sandals, flip-flops, or open-toed shoes during cold weather quarters • wearing boots during hot weather quarters
GROOMING AND ACCESSORIES.	<ul style="list-style-type: none"> • neat and clean • hair should be cut above the collar, to the eyebrows, and no longer than mid-ear 	<ul style="list-style-type: none"> • hairstyles that are extreme or disruptive • hats, hoods, caps, bandanas, or sunglasses indoors • earrings, body piercing

ELEMENTARY BOYS Grades 3-5		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING.	<ul style="list-style-type: none"> neat, modest, appropriate for school environment in good repair 	<ul style="list-style-type: none"> tight, clingy, form-fitting faded, holes, frayed, tears.
SHIRTS	<ul style="list-style-type: none"> t-shirts, Henley style shirts, dress shirts sweatshirt sweaters sports jerseys no longer than wrist-length (sleeveless must have a t-shirt underneath it) 	<ul style="list-style-type: none"> offensive wording, pictures, or symbols. un-tucked shirts that are not straight-edge around bottom or longer than wrist length t-shirts hanging out below sweatshirts or other top shirts rips, holes, or tears sleeveless undersized or oversized shirts
WEARING SHIRTS "in" or "out"	<ul style="list-style-type: none"> shirts with "tails" must be tucked in shirts with square/straight hems may be left untucked if they are no longer than wrist-length 	<ul style="list-style-type: none"> untucked shirts that expose skin when arms are raised untucked shirts that extend beyond the wrist
PANTS/SLACKS <i>Finished hem</i>	<ul style="list-style-type: none"> jeans, cargo pants, corduroys, khakis uniform/dress shorts no shorter than 4" from top of knee length to top of foot 	<ul style="list-style-type: none"> pajama style, athletic shorts, non-uniform shorts, or shorts of inappropriate length sweatpants or athletic pants baggy or faded camouflage pants bib overalls rips, holes, frayed, or tears floor length pants
FOOTWEAR	<ul style="list-style-type: none"> all year round: dress shoes, tennis shoes, athletic shoes. hot weather (1st and 4th quarter only) = may wear sandals, flip-flops, open-toed shoes. Cold weather (2nd and 3rd quarter only) = may wear boots. 	<ul style="list-style-type: none"> backless shoe or sandal for recess or PE untied laces wearing sandals, flip-flops, or open-toed shoes during 2nd or 3rd quarter. wearing boots 1st or 4th quarter.
GROOMING AND ACCESSORIES.	<ul style="list-style-type: none"> neat and clean dyed hair should be a natural color hair should be <u>cut</u> above the collar, to the eyebrows, and no longer than mid-ear 	<ul style="list-style-type: none"> extreme or distracting hair styles or colors hats, hoods, caps, bandanas, sunglasses permanent tattoos outer coats in school building earrings, body piercing
P.E. UNIFORM <i>Must be purchased at ECA</i>	<ul style="list-style-type: none"> black nylon ECA shorts gray ECA t-shirts 	<ul style="list-style-type: none"> any shorts/shirts other than the approved ECA p.e. uniform

Secondary Girls Grades 6-12		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> neat, modest, appropriate for school environment 	<ul style="list-style-type: none"> tight, clingy, form-fitting, faded, holes, tears, frayed
SHIRTS, BLOUSES, SWEATERS <i>Loose-fitting, no fading Hoods may not be worn in the building</i>	<ul style="list-style-type: none"> dress, casual, polo, sleeveless (at least 3" wide straps) and covers underwear Solid or Striped t-shirts All other shirts must have a collar or buttons ECA t-shirts 	<ul style="list-style-type: none"> tops that expose cleavage, midriff, or underwear when standing or bending halter, tube tops, sheer materials tank tops, thin straps, backless sundress, unless worn with an acceptable shirt/blouse t-shirts that are excessively faded or worn-looking t-shirts that are baggy or oversized t-shirts with pictures or designs white undershirts t-shirts with words (other than small logos) camouflage
SWEATSHIRTS <i>Hoods may not be worn in the building</i>	<ul style="list-style-type: none"> ECA ONLY 	<ul style="list-style-type: none"> other than ECA professional/College team jerseys
PANTS <i>Not worn-looking; finished hem</i>	<ul style="list-style-type: none"> dress, khakis, capris, crops, leggings under appropriate dress or skirt Neat denim/jeans bermuda shorts, walking shorts, skorts (knee length or longer) during 1st and 4th quarters only 	<ul style="list-style-type: none"> sweatpants, athletic pants, pajama bottoms, camouflage, bib overalls, athletic shorts, gym shorts, short shorts, leggings under shirts only No rips, holes, frays, or tears
SKIRTS, DRESSES	<ul style="list-style-type: none"> no shorter than top of the knee slits no higher than the top of the knee 	<ul style="list-style-type: none"> shorter than two inches above the knee when seated
FOOTWEAR <i>All footwear with laces must be laced</i>	<ul style="list-style-type: none"> dress shoes, athletic shoes, sandals, tennis shoes flip flops, athletic sandals (during 1st and 4th quarters only) 	<ul style="list-style-type: none"> slippers, outdoor boots flip flops, athletic sandals during 2nd and 3rd quarters
OUTDOOR WEAR <i>Jackets, hats</i>	<ul style="list-style-type: none"> sweaters, jean jackets, fleece jackets, fitted dress jackets, jackets without hoods shirts under jackets must meet dress code 	<ul style="list-style-type: none"> coats, nylon jackets hats, caps, bandanas sunglasses
HAIR		<ul style="list-style-type: none"> extreme styles or color
JEWELRY	<ul style="list-style-type: none"> bracelets, necklaces, rings earrings toe rings 	<ul style="list-style-type: none"> no extreme styles
TATTOOS		<ul style="list-style-type: none"> once enrolled as a student, NOT permitted
P.E. UNIFORM <i>Must be purchased at ECA</i>	<ul style="list-style-type: none"> black nylon ECA shorts gray ECA t-shirts 	<ul style="list-style-type: none"> any shorts/shirts other than the approved ECA p.e. uniform

Secondary Boys Grades 6-12		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
GENERAL GUIDELINES FOR ALL CLOTHING	<ul style="list-style-type: none"> neat, modest, appropriate for school environment 	<ul style="list-style-type: none"> tight, faded, holes, tears, frayed
SHIRTS, SWEATERS <i>Buttoned except top two buttons; not faded</i>	<ul style="list-style-type: none"> dress, casual, polo, golf, henley style, turtleneck, mock turtleneck Solid or Striped t-shirts All other shirts must have a collar or buttons ECA t-shirts 	<ul style="list-style-type: none"> tank tops, muscle shirts, athletic jerseys, sleeveless, camouflage baggy or oversized shirts T-shirts that are excessively faded T-shirts with pictures or designs white undershirts T-shirts with words (other than small logos or ECA shirts)
WEARING SHIRTS “in” or “out” <i>Hoods may not be worn in the building</i>	<ul style="list-style-type: none"> shirts with “tails” must be tucked in shirts with square/straight hems may be left untucked 	<ul style="list-style-type: none"> untucked shirts that expose skin or underwear untucked shirts that extend beyond mid-thigh undersized or oversized shirts excessively baggy shirts
SWEATSHIRTS <i>Hoods may not be worn in the building</i>	<ul style="list-style-type: none"> ECA ONLY 	<ul style="list-style-type: none"> other than ECA professional/College team jerseys
PANTS/SLACKS <i>Not worn-looking or excessive wear and tear; finished hem</i>	<ul style="list-style-type: none"> dress, khakis bermuda shorts, walking shorts (knee length or longer) during 1st and 4th quarters only Neat denim/jeans 	<ul style="list-style-type: none"> sweatpants, athletic pants, pajama bottoms, camouflage, bib overalls athletic shorts, gym shorts, short shorts no rips, holes, frays, or tears no sagging of pants undergarments should not be visible
FOOTWEAR <i>All footwear with laces must be laced</i>	<ul style="list-style-type: none"> dress shoes athletic shoes, tennis shoes sandals with backs boat shoes, work shoes/boots flip flops, athletic sandals (during 1st and 4th quarters only) 	<ul style="list-style-type: none"> slippers, outdoor boots flip flops, athletic sandals during 2nd and 3rd quarters
OUTDOOR WEAR <i>Jackets, coats</i>	<ul style="list-style-type: none"> sweaters, jean jackets, fleece jackets, dress sport coat, shirts under jackets must meet dress code 	<ul style="list-style-type: none"> coats, nylon jackets hats, caps, bandanas sunglasses
HAIR	<ul style="list-style-type: none"> must remain out of eyes, neat and trimmed, clean must be <u>cut</u> above the collar, to the eyebrows, and no longer than mid-ear 	<ul style="list-style-type: none"> extreme styles or color
FACIAL HAIR	<ul style="list-style-type: none"> sideburns—bottom of ear clean shaven 	<ul style="list-style-type: none"> unshaven, facial hair
JEWELRY	<ul style="list-style-type: none"> bracelets, necklaces, rings 	<ul style="list-style-type: none"> earrings no extreme styles
TATTOOS		<ul style="list-style-type: none"> once enrolled as a student, NOT permitted

Secondary Boys Grades 6-12		
CATEGORY	ACCEPTABLE	UNACCEPTABLE
P.E. UNIFORM <i>Must be purchased at ECA</i>	<ul style="list-style-type: none"> black nylon ECA shorts gray ECA t-shirts 	<ul style="list-style-type: none"> any shorts/shirts other than the approved ECA p.e. uniform

DRESS DOWN DAY GUIDELINES

- | YES | NO |
|---|---|
| <ul style="list-style-type: none"> Shorts Sweatpants Athletic pants Sweatshirts T-shirts Hats | <ul style="list-style-type: none"> Pajama pants Tight clothing Inappropriate writing and designs |

DRESS FOR FORMAL OCCASIONS

At ECA, it is our goal to do everything to the honor and glory of our Lord Jesus Christ. Formal occasions provide opportunities to teach students about the Biblical principles of being appropriate, modest, and neat. It is with this spirit that we sponsor events such as the Alternative, which gives students an opportunity to be part of a classy event without all the negative connotations associated with typical high school proms. Therefore, we want to clearly state the standards required for ECA students attending the Junior/Senior Banquet.

Male Guidelines	Female Guidelines
<ul style="list-style-type: none"> A suit or sport coat must be worn Dress pants are required. A dress shirt and tie are required. Standard formal wear is acceptable. Appropriate dress shoes must be worn (no athletic shoes allowed). Socks must be worn. All other aspects of the ECA dress and grooming code apply. 	<ul style="list-style-type: none"> Neckline must be modest in both front and back. <ul style="list-style-type: none"> In front, it must be high enough in front so that cleavage is not exposed whether upright or bending. In back, the neckline should come no lower than the middle of the back or no lower than six inches above the waistline. The opening of the back should reveal only the back. No part of the side should be visible. All gowns must have some kind of straps over the shoulders. The hems of dresses and all slits should come no higher than the top of the knee. No form-fitting, clingy skirts or dresses will be permitted. Appropriate dress shoes must be worn (no athletic shoes allowed). Underwear must be worn. All other aspects of the ECA dress and grooming code apply.

INFRACTION PROCEDURE

The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness and appropriateness. It is the responsibility of parents to help educate a student in appropriate dress. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers to enforce the dress code at ECA.

Elementary students: Teachers of lower elementary students (grades PK-2) will contact parents in the event of dress code infraction instead of speaking directly with the student. When an upper elementary student (grades 3-5) has broken dress code, the teacher will speak to the student concerning the infraction and follow up with the parent.

Secondary students: When the infraction can be corrected immediately (i.e. untucked shirt, etc.), the teacher will speak with the student concerning the infraction and e-mail the dress code monitor. If the dress code infraction cannot be corrected immediately (i.e. short skirts, hair, etc.), the infraction will be handled by the dress code monitor. An accumulation of infractions (per semester) will warrant:

First Infraction:	Written Warning
Second Infraction:	One Detention
Third Infraction:	Two Detentions and conference with parent and student
Fourth Infraction:	Out of School Suspension and all Extra-Curricular Privileges suspended for 3 days.
Fifth Infraction:	Conference with parent and student to discuss student's future as an ECA student

In cases of severe dress code violations (immodesty, etc.), the student will be sent to the secondary office immediately and parents will be notified. The student shall remain in the secondary office until the infraction has been remedied.

Note: If class periods missed because of non-compliance exceed three periods, the periods missed will be considered an in-school suspension.

MISCELLANEOUS

We would also appreciate parents and other family members observing the appropriate dress standards when they come to the school or school functions. Adults chaperoning field trips are to wear appropriate and modest dress.

ELECTRONIC DEVICES

Students may not have electronic devices (i.e. iPods, MP3 players, video games, toys, etc.) turned on during school hours. This includes elementary student during recess/indoor recess. Consequences for having them on during the day are similar to consequences for cell phone (see Cell Phones).

The school does not accept responsibility for the loss of such items, and students who bring these items do so at their own risk. Misuse of these items may result in the confiscation of these items which may not be returned to the student. The school reserves the right to amend this rule and will have the final say in the decision.

HEALTH

The Elkhart County Health Department, in accordance with the Indiana State Department of Health, assists our school with health services, recommendations, and requirements. The following is required:

All students entering Kindergarten: a medical doctor's health evaluation.

All students participating in sports: a medical doctor's evaluation before the first practice of their particular sport.

All students: Up to date immunizations and a copy of the record to the nurse.

All students are required to have all needed immunizations by the 1st day of the new school year. Please refer to the following immunization schedule:

ISDH IMMUNIZATION SCHEDULE

PreK (ages 3-5)	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus, & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
K & 1st	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella* *schedule change in 2010-all students starting Kindergarten now required to have 2nd Varicella
Grades 2 to 5	3 Hep B 5 DTaP 4 Polio	2 MMR 1 Varicella* *remains on old schedule-2nd Varicella not required until 6th grade
Grades 6 to 12	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 1 Tdap 1 MCV (Meningococcal)

**MEDICAL/RELIGIOUS IMMUNIZATION EXEMPTIONS

If you have religious and/or medical exemptions, a letter explaining those exemptions must be submitted by the 1st day of school. A new letter will need to be submitted every school year the student is in attendance.

HEALTH SERVICES

The Elkhart County Health Department will evaluate hearing and vision on various grade levels during the school year. You will be notified if additional evaluations are recommended. Parents are encouraged to make an appointment as soon as possible. If the student's learning ability is thought to be affected, the school would appreciate a letter from the doctor explaining the circumstances.

The Nurse's Office is provided for students who become ill at school. If a student must take medicine during the school day, that medicine, along with the directions, and written permission to administer, is to be given to the school nurse immediately upon arrival at school and will be kept in the Nurse's office.

Parents will be notified when their student has a temperature of 100 degrees or above or other symptoms that might make it unsafe to have the student remain in school.

A student who is sent home from school with a fever, vomiting or diarrhea may not return to school until he/she is symptom free for at least 24 hours. It is in the student's and the school's best interests not to send a student back to school prematurely.

Students should not call home in the event of illness. They should contact the school nurse, who will then call the home.

A student being treated for a contagious infection, such as strep throat, must be on antibiotic medication for 24-36 hours prior to the return to school. Please remember that the entire course of treatment must be completed for antibiotics to be effective.

MEDICATION GUIDELINES

1. Taking medication during school hours should be discouraged. Medications should be administered at home. Adjustments usually can be made regarding the time the medicine is to be taken. Ask your physician about this.
2. If medication must be given at school, the school's medication permission form must be completed first. Forms may be obtained in the office and on our school website. **Medication will not be administered unless accompanied by a permission form.**
3. Prescription medication must be in the **original container** and have the pharmacy name, name of the student, name of the medicine, amount to be given, time to be taken and the physician's name.
4. Over-the-counter medication must be in the **original container** and labeled with the name of the child.
5. All medicine, prescription, or non-prescription, brought from home must be kept in the Nurse's office and dispensed in the Nurse's office. Notes of permission and instruction are to accompany medication. **STUDENTS ARE NOT ALLOWED TO KEEP MEDICATION IN HIS/HER POSSESSION, LUNCH BOX, OR LOCKER.** The **ONLY** exception to this rule is an inhaler. A permission form must be signed for student to have in possession.
6. The school nurse or assigned school personnel will administer necessary medication. It is the responsibility of the child to report for medication.
7. If medication is to go home with the child at the end of the day, it is the responsibility of the child to pick up the medication at 3:05 p.m.
8. Medication administered by the school is to be given only during school hours. It is not the responsibility of the before and after-school care staff to administer medication.

EXCUSES FOR RECESS

Elementary recess is a required activity. Please submit to the teacher in writing any request excusing a student from recess. The teacher and/or Principal will make the final determination. A doctor's note is required to excuse a student for longer than two consecutive days.

EXCUSES FOR PHYSICAL EDUCATION CLASS

Medical excuses are the only reason for exemption in physical education classes in kindergarten through high school. Notes from parents concerning illness are occasionally accepted; however, more than two consecutive days of non-participation requires a signed doctor's note.

LAPTOP USAGE BY SECONDARY STUDENTS

We support and encourage the use of computers for school work. Because computers can be a helpful tool when working on reports, etc. students will be allowed to bring laptop computers from home to use during their Activity Period on Monday – Thursday. We do not have an Activity Period on Friday. The following guidelines should be considered carefully before allowing students to bring a computer to school:

- Computers may only be used during Activity Period.
- Laptops may be used for school work only.
- Students will not have network or Internet access; no personal broadband access will be allowed. Students needing information from the internet may access it in the LRC.
- Students should not allow other students to use their computer.
- School is not responsible for damage to or loss of any student's computer.
- Students should either keep laptops in their possession during the day or in their locker with a lock from the school office.

LEAVING SCHOOL

All requests to leave the building while school is in session must be cleared through the school office and/or school nurse. Leaving school without permission is classified as truancy.

Any time a student leaves the building during school hours he or she must sign out at the school office.

Parents coming during class time to pick up children for dental or doctor appointments or other excused absences MUST report to the office and NOT to the student's classroom. The office staff will make the contact and have the student report to the office to meet the parent. Teachers are instructed not to dismiss a student early unless contacted beforehand by the office.

LOCKERS/LOCKS

See General Operations

LUNCH

In an effort to keep the schoolrooms and hallways neat and clean, students are expected to eat in assigned areas only. Occasionally, with teacher supervision, exceptions to this expectation may be allowed. Hot lunch menus for the month are sent home in each

monthly mailing. The cost for a full lunch for students in grades Pre-K through 5th grade is \$2.50. A meal with larger portions is also available at the cost of \$3.50. Milk tickets cost \$8.00 for a packet of 20 tickets. Milk tickets are \$.50 if buying less than 20 tickets. Students in grades 6-12 may buy individual items from the menu, with an average cost for a lunch being approximately \$3.00-3.50.

Occasionally, students may forget their lunch or milk money. In such cases, they may go to the main office and borrow money. In an effort to teach our young people the importance of responsibility, excessive borrowing or indebtedness will not exceed \$10.

ECA has a “**closed**” **lunchroom**; that is, students are not routinely permitted to go off campus for lunch. Visitors to the lunchroom are limited to parents, grandparents, youth pastors and alumni. All visitors must check into the school office.

MUSIC LESSONS

Private music lessons are available to ECA students beginning in grade 3. Detailed information will be provided each year as to which teachers/types of lessons are being offered.

The Fine Arts secretary will work with administration/teachers in developing lesson schedules for students who wish to participate in this opportunity.

Guidelines for taking lessons are as follows:

- Secondary: Secondary students may take lessons before or after school, during activity period, or during band or choir. They may not miss any other class or chapel to take lessons.
- Elementary: lessons for elementary students will begin at 3rd grade. Their lessons may be scheduled before or after school, during recess, or during a non-teaching time. They may not be scheduled during teaching time, specials, library, computer class, or chapel.
- The school establishes fee guidelines but fees are paid directly to the teacher. Each teacher will set his/her own payment schedule, practice and attendance requirements.
- Families which fall behind 30 days with private lesson fees will not be allowed to participate in private lessons until the fees are current.

PROHIBITED ITEMS

The following items should not be brought to school and school-sponsored activities:

1. Magazines, music and books or any other items that portray anti-Christian lifestyles.
2. Illegal items such as, but not limited to weapons, guns, knives (including pocketknives), etc.
3. Other illegal items such as, but not limited to drugs, alcohol and tobacco.
4. Prescription drugs on a student's person.

Being in possession of such articles may result in immediate suspension and/or expulsion. Any threat, real or implied, will be grounds for severe discipline including suspension and/or expulsion from ECA.

RE-ADMISSION

Any student who has been dismissed from school and desire re-admission may, with parents, request a meeting with the administration for that purpose. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return will not be easy. Students dismissed from ECA may apply for re-admission one full semester after dismissal. However, and administration is always interested in the student and will do all it can to see that repentance and restoration become a reality, which is the spirit of the Scriptures (I Corinthians 5:1-13; II Corinthians 2:1-11; and Galatians 6:1-10).

Re-admission rests squarely on the dismissed student and his/her demonstrated repentance, submission to the counsel of his/her pastor, willingness to follow the recommendations of the administration, and his/her overall attitude about spiritual matters. Re-admission, if accepted by the school, will be granted only on a probationary basis.

RECESS

Elementary recess is a required activity. Please submit to the teacher in writing any request excusing a student from recess. The teacher and/or principal will make the final determination. A doctor's note is required to excuse a student for longer than two consecutive days.

Recess will be held indoors during inclement weather. A determination will be made based on weather conditions, including wind chill and also on the condition of the field and other play areas.

Students are not allowed to bring electronic toys for recess. We want to encourage them to socialize with others and we would also hate to see expensive toys broken during play with other students.

STUDENT GOVERNMENT

MIDDLE SCHOOL CLASS OFFICERS

Qualifications:

- A. Student must completely fill out an election application and return it for review.
- B. Student must attend a Bible-believing church on a regular basis and be actively involved there.
- C. Student must have no grade lower than a C+ on the final report card of the previous academic year.
- D. Student must have been enrolled in ECA for at least one full school year.

Offices:

- A. President-must be an 8th grader.
- B. Vice President-must be an 7th or 8th grader.
- C. Secretary/Treasurer-6th, 7th or 8th grade.
- D. Homeroom Representatives -1 from each homeroom.

HIGH SCHOOL CLASS OFFICERS (Student Leadership Association – SLA)

- A. Each grade (9-12) will elect three class officers: President, Vice-President, and Secretary/Treasurer, as well as SLA representatives.
- B. Student nomination forms may be secured through the secondary secretary.

- C. Nominations should be submitted to the secondary school secretary for approval by the administration and class sponsors.
- D. The SLA will conduct the elections in cooperation with the high school class advisors.
- E. The classes will vote for the class officers.
- F. The class officers are responsible to plan class parties and other class functions. They are also expected to take a positive leadership role in the school and maintain a good academic standing.

STUDENT ORGANIZATIONS

NATIONAL HONOR SOCIETY

The name of the ECA chapter of the National Honor Society is *Integritas*. The purpose of the chapter is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote godly leadership, and to develop Christian character in the students of ECA. NHS recognizes students for outstanding achievement in the areas of scholarship, service, leadership, and character. Those elected participate in one or more service projects sponsored by the chapter each year.

STUDENT LEADERSHIP ASSOCIATION (SLA)

ECA sponsors a student council for high school students, which is called the "SLA." Its purpose is to encourage student participation in a representative form of government, to provide students with opportunities for leadership experience, for assuming responsibility, and for the use of initiative. Membership includes the class president and two elected representatives per class.

STUDENT LEADERSHIP INSTITUTE (SLI)

STUDENT PERMANENT RECORDS

Current student records are located in the main office and are to never leave the building. Parents of students under age 18 and students 18 years and older may request a viewing of or copy of this file according to the following guidelines:

EXAMINATION OF STUDENT RECORDS

This policy provides access to student records to parents and students under the following stipulations:

1. Any student 18 years of age or older and every parent of a student under 18 may examine official records, official files, and official data of the school directly relating to the student. Parents of students who are 18 years old or older must have written consent of the student to see the records.
2. All material in a student's accumulative record must be available for examination and would include but not be limited to identifying data; academic records; achievement level records (such as grades, achievement test scores, etc.); attendance data; scores on IQ aptitude and psychological tests; interest inventory results; health information; family background information; observations and ratings of teachers and counselors; general behavior or discipline records.
3. Requested examination of the file will be made in the school office. Those eligible for examination of records will be allowed a copy for their own personal records. Such a request will be filled within three (3) working days.

TELEPHONE

IN CASE OF EMERGENCY ONLY (emergency as determined by office staff) students may use the phone in either the elementary or secondary offices. School phones, including the office phone, are NOT to be used by students for personal calls at any time.

TRANSPORTATION

STUDENT VEHICLES

Any student driving to school must register with the Office and park in the designated student area. Student and visitor parking are to the east of the school. Driving from the school grounds during school hours is not permitted without permission from the Office. All vehicles must enter from C.R. 22 for safety and smooth movement of traffic before and after school.

Students should leave their cars locked and enter the school building immediately upon arriving at school. There is to be no loitering in the parking areas at any time. Sitting in cars during the school day is not permitted.

STUDENT DRIVING CONCERNS

A general warning will be given to grades 9 –12 informing them of the following policy at the beginning of each school year:

1. In case of an infraction one written warning will be issued to the student driver. A parental signature will also be required.
2. A second infraction will result in a one-week revocation of driving privileges.
3. A third infraction will result in a revocation of driving privileges for the rest of the school year.

Teachers/Staff/Administration may issue infractions during the course of the school year. In the event of an infraction, the employee should send the Driver Infraction Form to the school office.

Parking lot speed is 15 miles per hour. Exceeding the 15-mph speed limit will be considered reckless operation of a vehicle. Repeat offenders will lose the privilege of driving to school.

Students going to and from school need to have permission from their parents in order to ride with someone other than their regular transportation. The driver needs permission as well to transport students other than his own family members. A note or phone call from the parents will serve as permission.

Failure to comply with any of the above rules or improper conduct, such as speeding, reckless driving, etc., on the way to or from school will be sufficient grounds for revocation of the privilege to drive to school. The administration reserves the right to revoke a student's school driving/parking privilege at any time.

