

*"Blessed are those who hunger and thirst for righteousness, for they will be filled."
Matthew 5:6*



EMMANUEL
CHRISTIAN ACADEMY

Student Handbook
2011-2012

2177 Emmanuel Way • Springfield, Ohio 45502
Phone: (937) 390-3777 • Fax (937) 390-0966
Website: www.ecaoh.com

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Student Life Covenant
Community Life at Emmanuel Christian Academy

Introduction

Emmanuel Christian Academy is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. We are a Christ-centered K-12 school committed to strong academics and advancing the Gospel of Jesus Christ in a broken world. We seek to honor Him by integrating biblical faith and learning while our hearts and lives embrace the process of maturing in Christ.

The Emmanuel community consists of those who, in furtherance of our mission, are living together in intentional, voluntary fellowship, aware that we are called to live our lives before a watching world. Although centered on the ECA campus, this community is not defined by geography, but rather by membership in the ECA educational mission.

This Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the Emmanuel community, they commit their children to the responsibilities and expectations outlined in this covenant. These Expectations are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms that the Bible is the inspired, inerrant and authoritative Word of God; therefore it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the continuing ministry of the Holy Spirit, by whose indwelling believers are enabled to live a Godly life, thus equipping them with the inner resources and attributes to minister to others through supportive relationships. It is our hope that our students their families are in complete accord with our desire to help them grow in their faith. Unfortunately, in some case individual students or parents may have reservation about biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipline and correction within the Emmanuel student body despite the personal spiritual condition of individual students or their parents.

Biblical Responsibilities

Responsibilities for Loving God, Others and Self

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love confirm our allegiance to God and are glorifying to Him. (Matthew 22:36-40; John 15:11-14; Romans 15:5-6)

Living in daily fellowship with other Christians is a privilege and an expression of God's will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Students are encouraged to seek opportunities to demonstrate fellowship. (1 Corinthians 12:12-31; Ephesians 4:1-6)

All persons are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God's attention to creative detail is uniquely applied in each person in whom is given the capacity to love God with heart, soul, mind and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

Responsibilities for Community

Within our community the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another. (1 John 3:11, 16, 18; 4:7-21) For the purpose of our community we have identified the following specific expressions of love as being among the most desirable.

- **Building Up One Another:** We expect each member of the community to strive consciously to maintain relationships that support, encourage and build up one another. (Romans 15:1-2)
- **Forgiving One Another:** Because of our fallen natures, difficulties in relationships will occur. In such cases we must strive to respond with compassion, kindness, humility, gentleness and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)
- **Caring for One Another:** We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation and intercession. (Galatians 6:2)
- **Respecting One Another:** Because of the God-given worth and dignity of people, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat or act of violence directed toward another person will not be tolerated. (Colossians 3:11-14; 1 John 3:14-18)
- **Speaking the Truth in Love:** A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is motivated by and acting in love, the process can produce growth. (Ephesians 4:15, Galatians 6:1)
- **Reconciliation, Restoration and Restitution:** Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships and make restitution. (Matthew 5:23-24; 18:15-20)
- *Responsibilities for Individual Attitudes and Behavior*
- **Attributes of the Heart:** Scripture gives us mandates for daily living through the Ten Commandments and the Sermon on the Mount. (Exodus 20:2-17; Matthew 5-7) In addition, Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness

and self-control. Against such things there is no law." (Galatians 5:22-24 NIV) This "fruit of the Spirit" is to be sought, encouraged and demonstrated in our relationships. We are also called to live lives characterized by peace and holiness. (Hebrews 12:14)

- In contrast to encouraging these positive attributes of the heart, Scripture condemns injustice and attitudes such as greed, jealousy, pride, lust, prejudice and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. (Galatians 5:19-21; Ephesians 4:31; Micah 6:8)
- Prohibited Behaviors: Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex and involvement with pornography in any form), underage use of alcohol, immodesty of dress and occult practice. (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11)
- Academic Integrity and Truthfulness: As a Christ-centered academic community we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism and other forms of cheating are forbidden; we expect truthfulness and fidelity to be expressed in every learning context. (Luke 16:10; Ephesians 4:25)
- Submission to God Ordained Authority:
- All students are first and foremost under the authority of their parents, and by extension, institutions and authority structures under which their parents place them, such as their local church and this school (Ephesians 6:1, Exodus 20:12). In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the Emmanuel community are expected to uphold the laws of the local community, the state and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior. (Romans 13:1-7) Behavior resulting in arrest on or off campus is subject to review within the school's disciplinary procedures.

Institutional Expectations

In addition to subscribing to the section on Biblical Responsibilities, members of the Emmanuel family voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality, but rather as values and standards of the school and guidelines that serve to preserve the values of the campus community. Furthermore, they reflect our commitment to helping each member of the community grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the community. The following expectations apply to all members of the ECA student body.

- Worship: Corporate worship, prayer, fellowship and instruction are essential for our community. Therefore, students are expected to attend, and encouraged to participate in the life of a local church.
- Lord's Day: Members of the community are encouraged to observe this day as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation, exercise and study may be a part of the day, "business as usual" relative to school programs and services will not generally be sanctioned or encouraged.
- Entertainment and Recreation: Students are expected to use discretion and discernment in their choices of entertainment and recreation (some examples include media, Internet usage, and games). Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle.
- Illegal and Legal Substances: ECA prohibits the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication.
- Tobacco: Students will not possess, use, or distribute tobacco in any form on or off campus regardless of their age.
- Alcoholic Beverages: Underage use, possession, or distribution of alcohol is illegal.
- Gambling: Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of God-given resources.
- Respect for the Property of Others: Members of the community are expected to respect the property of others, including school property, private property on and off campus, and public property. The intellectual property of others is also to be respected.
- Policies and Procedures: Compliance with day-to-day policies and procedures of the community is expected from students. These routine items are listed in the Handbook.

Conclusion

The book of Colossians provides an appropriate summary of the goals for our community: "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another. . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:12-17 NIV)

Acknowledgement of the ECA Student Life Covenant

This Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the Emmanuel community, they commit their children to the responsibilities and expectations outlined in this covenant. These Expectations are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms that the Bible is the inspired, inerrant and authoritative Word of God; therefore it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the continuing ministry of the Holy Spirit, by whose indwelling believers are enabled to live a Godly life, thus equipping them with the inner resources and attributes to minister to others through supportive relationships. In addition to these biblical responsibilities flowing from the Scripture and articulated in our Statement of faith, ECA has some specific institutional expectations as is the case with any such organization. Therefore, compliance with day-to-day policies and procedures of the community is expected from students. These routine items are listed in the Student Handbook which is readily available on the school's web site and in student homerooms.

It is our hope that our students and their families are in complete accord with our desire to help them grow in their faith. In some cases, however, individual students or parents may have reservation about biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipleship and correction within the Emmanuel student body despite the personal spiritual condition of individual students or their parents.

***We have read the Student Life Covenant and acknowledge that it outlines the core values governing community life at Emmanuel Christian Academy.

Parent Signature _____

Date _____

Student Signature _____

Date _____

EMMANUEL CHRISTIAN ACADEMY

Statement of Faith

Emmanuel Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Protestant Christian view of life as presented in the Bible. The following statements of faith and practice are held by every Emmanuel Christian Academy employee and school family:

1. I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; John 10:30; John 10:37, 38)
3. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16)
4. I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19; John 3:16-19; Ephesians 2:8-10; Titus 3:5-6)
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20)
6. I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
7. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
8. I believe in the creation of man by the direct act of God. (Genesis 1:26-28; Genesis 5:1-2)

NOTE: Emmanuel Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

Membership

Emmanuel Christian Academy (kindergarten through twelfth grades) is chartered by the State of Ohio, Department of Education. We are a member of the Association of Christian Schools International. Emmanuel is accredited by the North Central Association Commission on Accreditation and School Improvement.

Mission Statement

“Emmanuel Christian Academy recognizes that God, through His Word, the Bible, is the absolute authority and basis for all truth. Under that authority, desiring to work with the local church and the evangelical community, we seek to assist Christian families in their Biblical responsibility to train their children to become Christ like and to fulfill God’s purpose for their lives in the home, church and society.”

Doctrinal Position

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity here at Emmanuel Christian Academy. God is blessing this ministry because we have strived to place Jesus Christ at the focal point of everything we do. We all believe in the central message of the Word of God, and stand solidly behind the Statement of Faith that appears on every student, faculty and staff application. We will not compromise on these central doctrines of the Word of God, yet those of us who belong to the body of believers have some differences that are peculiar to our particular denominations. When these particular issues are raised in our school system, we refer the student to their parents, and their local church for guidance.

Ministry Goals

- | | |
|----------------------------|---|
| 1. Serving the FAMILY | To serve the home and local church as they train young people to have a personal and intimate relationship with Jesus Christ. (Deuteronomy 6:5-7) |
| 2. Providing the TRUTH | To provide a Christ-centered educational program which is based on the authoritative Word of God. (II Timothy 2:15) |
| 3. Equipping the STUDENT | To equip students to evangelize and disciple others and to encourage involvement in practical ministry opportunities. (Matthew 28:19-20) |
| 4. Unifying the BODY | To offer Christian education which unifies the body of Christ in accord with Biblical principles and Statement of Faith. (Ephesians 4:1-6) |
| 5. Modeling the SAVIOR | To employ and develop mature Christian faculty and staff members who minister through the power of the Holy Spirit to their family, students, and community by word and action. (Luke 4:30) |
| 6. Following the BIBLE | To follow Biblical principles in all of our practices, policies and guidelines. (II Chronicles 1:10) |
| 7. Balancing the RESOURCES | To communicate, locally and globally, the purpose and objectives of Christian education by sharing Emmanuel Christian Academy’s goals, curricula, policies and resources. (I John 3:17-18) |

Academic Expectations

It is our belief that a quality education is the result of (1) a curricula that integrates God's Truth into all courses and adequately prepares the student for future educational endeavor (2) teachers that model a Christian life and (3) classes of 25 or less which enable the student to derive maximum benefit from his/her academic exposure.

Each student is expected to utilize all of the available resources and to perform at his or her highest level so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom.

The teacher is the focal point of our instructional emphasis. Each member of the faculty is qualified to teach his or her major subject area through using a Christian philosophy. This environment is carefully constructed to enable the student to derive maximum benefit from this academic exposure.

A student must receive a passing grade for a course during the first semester to be permitted to enroll for the second half of that subject.

Academic Performance

Academic progress is reported at interim and at the end of a grading period basis. Letter grades are used in grades K-12. In the case of failing grades, the numerical average may also be listed.

Final grades are recorded on the student's permanent record.

Grading Scale

Grades 2 - 12		GPA	GPA Honors
A+	99-120	4.1	5.1
A	94-98	4.0	5.0
A-	92-93	3.7	4.7
B+	90-91	3.3	4.3
B	85-89	3.0	4.0
B-	83-84	2.7	3.7
C+	81-82	2.3	3.3
C	76-80	2.0	3.0
C-	74-75	1.7	2.7
D+	72-73	1.3	2.3
D	67-71	1.0	2.0
D-	65-66	0.7	1.7
F	0-64	---	---

Grading policy

- Teachers will generally post two or three grades per week
- Homework or daily grades will count 10-20 percent
- Quiz or quiz equivalent grades will count 30-40 percent
- Test or test equivalent grades will count 40-50 percent
- Midterms or Interim reports will be distributed to give a snapshot of grades halfway through the grading period. Parents are able to obtain grading information at any time via RenWeb.
- RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education.

Honor Rolls

Academic Excellence: Grade average of 3.7 or higher. .

Honor Roll: Grade average of 3.3 or higher.

Elementary specials are not calculated when determining Honor Roll eligibility.

Late policy

Teachers will individually address their policy on late assignments in their course syllabi or classroom expectations.

Addressing Concerns

If a parent has a question or concern, he or she should contact the individual involved. If the matter is not resolved, the principal is the next contact. If a parent feels that he or she cannot accept the decision or explanation given by the principal, then a meeting with the Principal/Superintendent will be scheduled. The final recourse is to take the matter before the school board with the teacher and person "in charge" present. This meeting is requested in writing to the principal. In Matthew 18:15-17 we are told that we ought to go to the offender, after making our own hearts right before God, and confront him or her with the purpose of restoration about the wrong. (This takes tremendous courage)

If, after going to the offender, there is not the correct response, we are told to go again and to take others with us. If still not the correct response, we are told to go to the authorities. Since we have twice gone to the offender, there is no question of "squealing." If we do not follow through on our responsibilities, we could hurt our brother or sister by allowing him or her to sink deeper into sin, hurt others, and harm our way of life at the school.

Age of Majority

Students who have attained the age of majority (18 years or older) are subject to all local district and school policies regarding their conduct pertaining to the operation of the school campus. The school will remain in contact with parents and guardians of the students.

Athletics – see addendum

Attendance Procedures and Policies

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An excused absence is an absence due to a personal illness; serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers, and secure the class assignments for that period of time. All course work and homework assignments are due on the day of return to class. Any make up exams must be scheduled by the teacher within three (3) school days after the student returns. Failure to meet this requirement will result in an unexcused absence for the days missed. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence. The authority for determining the legitimacy of an absence rests with the school administration. All other absences are unexcused. If a student receives an unexcused absence, all course work and homework assignments are due and no grade higher than a 70 may be received. After three unexcused absences in a six-week grading period, the letter grade of the course will be dropped one letter grade. Each unexcused absence after three, the letter grade will be dropped one letter grade per unexcused absence. After five excused absences in a six-week period, a student may make no higher than a C- in the coursework (unless the excused absences are verified by the doctor and/or agreed to by the Principal / Superintendent.

Upon returning to school after an absence, the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student must present the note to the school office before returning to class. The office will give an admission slip to the student. This dated slip will permit the student to return to class and will indicate to the teacher(s) whether the absence is excused or unexcused.

1. When a student is absent from school and a phone call from a parent is not received, then: A phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).
 - First phone call will be made to the home.
 - Second phone call will be made to place of work of person(s) responsible.
 - Reasonable attempts will be made to notify the person responsible, of the student's absence by phone.
 - If the parent does not respond verbally or by note to the attendance person within 3 school days of the absence, the absence will be considered as an unexcused absence and will result in the consequences that come with an unexcused absence.
2. Any student who has been absent more than sixteen (16) days per semester must have a doctor's note for each absence. Any student with more than thirty (30) absences in a given school year could repeat the grade the following year at the Board of Trustees' discretion. Parents should contact the school principal if unusual circumstances occur.
3. Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes to teachers at the beginning of the day.
4. Students out of school from one to four hours will be counted absent for one half day. Students absent for more than four hours will be counted absent for the entire day.
 - If your child arrives between:
 - 8:05 a.m. and 9:15 a.m. – they will be counted as tardy
 - 9:16 a.m. and 11:15 a.m. – absent half day
 - 11:16 a.m. and 3:00 p.m. – absent all day
 - If your child leaves between:
 - 8:00 a.m. and 11:55 a.m. – absent all day
 - 11:56 a.m. and 1:54 p.m. – absent half day
 - 1:55 p.m. and 3:00 p.m. – early dismissal – no deduction
5. Any student absent after 11:00 a.m. will not be allowed to participate in any after school activity unless his/her absence during the day was prearranged with the administration.
6. Parents are asked to call the school office before 8:30 a.m. if their child is absent. This enables us to know for sure where the students are and helps provide safety for all our children.

For more information about tardy procedure, see "Tardy Procedure."

Before and After School

No student is permitted on school property prior to 7:00 a.m. or after 3:15 p.m. unless in approved programs

Bible Translation Statement

Emmanuel Christian Academy believes the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. We believe this refers to the original manuscripts of Scripture and we hold to this without compromise. We have chosen to use the New International Version of the Bible in our school system.

Block Schedule

The Junior and Senior High will operate on a modified block schedule. The school year alternates days between a 'white day' and a 'purple day.' Each day consists of 4 blocks that are 90 minutes in length. There are many pedagogical and best practice benefits of longer instructional periods that meet every other day. It has a college prep feel and allows more student freedom for planning and implementing the learning balanced with responsibility process. The focus of the day is more narrow and the homework can be done on one of two nights. With a modified block schedule, student planning and consideration of everyday activities is a must. To miss one class period will feel like missing two days of that subject in the old system. The modified block schedule will begin with 1st period at 8:05 am—9:40am, 2nd period will be 9:55am—11:23am (9:40—9:55am is a break time), 3rd period will be 11:26am—1:27 (with lunch in between from 12:05—12:32pm), and 4th period will be from 1:30 —3pm. Lunch time will be the same everyday, regardless of chapel, assembly or early release schedule accommodations. Chapel will remain on Thursdays morning, and will be held from 9:40—10:25am.

Book Bags

No book bags in the room. Keep book bags in your locker and use for coming and going to school. This helps students maneuver safely in crowded hallways and classrooms while motivating students to be organized for their day. Block scheduling and scheduled breaks allows students to need fewer materials at one time.

Break

There is a 15 minute break between 1st and 2nd block. Use this time to go to the rest room and locker, grab a snack (eat only in the multipurpose room), and develop positive relationships with school mates.

Campus Wear Guidelines

General Guidelines

1. Students are to be in campus wear during the school day.
2. Students must be clean, neat, modest and well-groomed at all times while at ECA. The administration reserves the right to determine modesty issues. Parents may be asked to pick up their child or bring clothing.
3. Clothing must be well-laundered; free of split seams, holes and torn or frayed hems; and properly fitted.
4. Proper underclothing must be worn.
5. Hats and outerwear will not be worn in the building during the school day.
6. No book bags in the room. Keep book bags in your locker and use for coming and going to school. This helps students maneuver safely in crowded hallways and classrooms while motivating students to be organized for their day. Block scheduling and scheduled breaks allows students to need fewer materials at one time.
7. Makeup, clothing, and jewelry must be conservative. Boys may not wear earrings, wallet chains, or jewelry except a watch and ring. Tattoos, (including pen and marker writing/art) whether temporary or permanent, are not permitted.
8. Hair must be neat, clean, conservative and of a natural color and not distracting to the educational process. Students must be clean-shaven with side burns not to extend below the bottom of the ear.
9. Shirts must be buttoned, except for the top button*(see chapel dress). No visible logos, words or graphics should be seen through or outside of any Campus Wear attire. Girls must wear appropriate undergarments under white and other light colored shirts, or layer with a sweater.
10. All pre-K through sixth grade students must have a red polo for off campus activities.
11. Girls' skirts and jumpers must be knee-length.
12. Campus Wear pants and shorts must be worn at the waist. A belt must be worn.
13. Shoes:
 - Girls grades K-6: Shoes having laces must be laced. Heels and soles must not exceed two inches in height. Stiletto heels are not permitted. Sandals and flip flops are permitted. Athletic shoes must be worn for P.E. classes.
 - Girls grades 7-12: Shoes having laces must be laced. Heels and soles must not exceed two inches in height. Stiletto heels are not permitted. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. classes.
 - Boys grades K-6: Shoes having laces must be laced. Sandals and flip-flops are permitted. Athletic shoes must be worn for P.E. classes.
 - Boys grades 7-12: Shoes having laces must be laced. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. classes.
13. Every Friday will be a Spirit Day. Students are permitted to wear denim jeans with no holes and the 2011-2012 Spirit Shirt sold by the Consignment shop / Athletic Department for \$ 15.00. Beginning with the first day of the second semester, other ECA shirts may be worn on Spirit Day.
14. A relaxed dress code may be determined by the administration for designated events; i.e. field trips, OSU/Michigan Day, etc.
15. **All Campus Wear items must be purchased from Educational Apparel, or the ECA Spirit/Consignment Shop** (when available), except socks and shoes. ECA Spirit wear, sweatshirts, hoodies and t-shirts, are only available through the ECA Spirit Shop.

Campus Wear

All students

- Daily Campus Wear
- Khaki or navy pants or shorts
- Plaid, khaki, or navy skirts, skirts or jumpers also available for girls
- Polo shirt in choice of yellow, navy, red, hunter green, white, gray, pink and purple
- White or blue Oxford shirt or Peter Pan blouse
- Vest, pullover or cardigan sweater in red or navy (optional)
- ECA Spirit Shop sweatshirt with Campus Wear polo or Oxford underneath

Campus Wear Cont.

Girls' Chapel Campus Wear

- Plaid, khaki, or navy jumper and white or blue blouse (Oxford or Peter Pan)
- Plaid, khaki, or navy skirt or skirt and white or blue blouse (Oxford or Peter Pan)
- Vest, pullover or cardigan sweater in red or navy (optional)

Boys' Chapel Campus Wear

- Khaki or navy pants
- White or blue Oxford shirt, *top button must be buttoned
- Tie (Optional for Kindergarten and First Grade)
- Vest, pullover or cardigan sweater in red or navy (optional)

Adherence to the Campus Wear Dress Code is a family responsibility. The cooperation of the student and the parents is necessary in maintaining the standards of the Campus Wear dress code. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Therefore, any action taken to enforce the dress code will be directed to the parent(s), though such actions will, by necessity, impact the student.

Parents shall assume this important responsibility and leave the school free to focus on its primary goal, building Godly character and academic excellence.

Violations of the dress code will result in a minor infraction. Failure to heed correction will lead to greater consequences. Modesty issues typically result in students going home or parents bringing in a change of clothes.

Care of Property

Emmanuel Christian Academy belongs to God. The way the property is maintained and cared for is important in reflecting our Christian testimony of the school and its students. Thus, willful damage, defacing of or destruction to the school will not be tolerated. All damage must, be paid for, whether willful or accidental.

No signs, banners, plaques, pictures, posters or other objects may be hung on walls of the building without permission from the school administration.

If a student willfully destroys school or private property, suspension and subsequent dismissal is possible. If a student damages an item by accident, it should be reported to a teacher immediately.

Cell Phones See Electronic Devices

Chapel

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be a portion of their Christian training, but not the extent of it.

Chapel is held each week. A designated individual will be responsible for conducting the chapel service. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

As a part of our chapel program and spiritual growth curriculum we have small groups. All groups are led by trained high school student leaders. We expect all students to participate.

Christian Conduct

One necessity of life is control. Every area of life has it. The Christian life is one of control - not merely self-control, but CHRIST-CONTROL! True joy is found in submitting to Him and taking His yoke (Matthew 11:28-30). It is by outward control that we learn self-control. By submitting to the authority of home, school, and church we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible!

Emmanuel Christian Academy recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint. Practices detrimental to a Christian's character and body are not permitted, and may subject the student to immediate dismissal. Exposure to movies, videos, music, television and literature should be carefully guided and supervised by parents in accordance with Philippians 4:8: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy - think about such things." Christian conduct is expected of students at all times. Remember, you are representing ECA and its standards twenty-four hours each day, seven days a week.

The following acts by a student shall constitute sufficient cause for discipline, placement in suspension or expulsion:

- Arson
- Assault or attempted assault
- Behavior that adversely affects the testimony of Jesus Christ, Emmanuel, and/or the student
- Deception, lying, and/or cheating
- Defiance of authority
- Destruction or defacing of school or private property
- Disrespect to an adult or student
- Disruptive behavior
- Excessive unexcused class tardiness
- Excessive unexcused tardiness to school
- Extortion
- Failure to attend detention
- Failure to follow a teacher's instructions

Christian Conduct Cont.

- False alarms or threats of such
- Fighting or horseplay
- Forgery
- Gambling or betting
- Inappropriate dress
- Insubordination
- Intimidation of a student or staff member
- Leaving school without authorization
- Possession and/or concealment of a dangerous weapon
- Possession and/or use of fireworks and/or explosives
- Repeated violations of school rules
- Sexual immorality
- Stealing
- Truancy
- Unacceptable behavior
- Unauthorized absence from class or school
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco and/or tobacco products
- Verbal abuse of staff or students
- Violation of motor vehicle guidelines
- Vulgarity, profanity or obscenities (verbal and non-verbal)
- Aiding and/or abetting any of the above

Church Attendance

Believing that our role at ECA is to assist the home and church in the task of training young people, we feel it is important for all of our students to be regular in their church attendance. We do not feel that we are working in harmony with the home if the family is not active in church attendance. Church participation is required for continued attendance at Emmanuel.

Classroom Newsletter

The Week Ahead will be sent by email and available as a link on the website www.ecaoh.com. Printed copies are available at the school office upon request.

Closed Campus

Emmanuel is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 5:30 p.m. unless they have been given prior approval to attend. No minor student is permitted to leave during the day without authorization from a parent. Those individuals who have passed their eighteenth birthdays need approval from an administrator. No student may transport another student without parental permission. No student, regardless of age, may sign out without permission from a parent.

Communicable Diseases

The Ohio Department of Health requires that students with the following conditions be excluded from school:

Strep Throat	may return to school 24 hours after medication is begun if no fever* is present
Chicken Pox	excluded from school until all lesions are crusted over
Impetigo	may return 24 hours after treatment is begun and sores are beginning to heal.
Hepatitis A	excluded from school at least ten days after onset of jaundice
Measles	excluded from school at least five days after rash appears
Influenza	excluded from school until they have been fever free for 24 hours
Head Lice	excluded from school until treated and head inspection by school nurse reveals no nits
Mumps	excluded from school for nine days after swelling occurs
Ringworm	excluded until 24 hours of treatment is completed
Scabies	excluded until student and household contacts have been treated
Conjunctivitis	(pink eye) excluded until 24 hours of antibiotics completed
Common Cold	exclude from school if have fever* and/or not feeling well.
Diarrhea Diseases	exclude with acute diarrhea
Flu	exclude from school if a fever* exists and/or not feeling well.

* Fever is defined as a temperature at or above 99.8 degrees

Parents may assist in the health program by:

- Meeting the immunization requirements on time
- Carefully observe children for signs of disease and sickness, and keep them home when ill
- Promptly sending in statements concerning child's sickness
- Providing a sound health program for your children at home -adequate rest, outdoor recreation, balanced diet, good study hours, regular medical exams, and encourage good hand washing to prevent illness.

Community Outreach Requirement

Twenty (20) hours of community outreach are required for high school students each year; 5 hours must be completed each quarter. Fulfilling this requirement is necessary to pass each quarter of Bible in high school. Students will report their hours on the appropriate form. The student is responsible for obtaining the form, completing it after working the outreach hours, having it signed by an adult supervisor and returning the completed form prior to the end of the grading period each quarter, on the date designated by the Bible teacher. Hours will not be carried from one quarter to the next. Students are encouraged to do more than the required amount. In the interest of encouraging regular service, no more than 10 summer service/mission trip hours will be accepted for the following school year. Students who accumulate 10 hours of summer/mission service hours will meet the requirement for the first quarter, and may apply the second half of those hours to any of the following three quarters, in the event of busier extra-curricular or work schedules. However, hours submitted cannot be "banked" from one quarter to the next (e.g., if a student submits 8 hours at the end of 1st Quarter, s/he will not have 3 extra hours applied to the next quarter).

Outreach is defined as:

- Hours of active participation.
 - The total hours required do not have to be in the same type of ministry and do not need to occur in a single block of time.
 - Training will qualify if it is done as preparation for the outreach activity (e.g., training to volunteer at a camp for disabled children)
 - Active participation is doing something to assist in the activity. Listening, watching or observing an activity would not qualify.
 - 5 hours must be completed each quarter.
- An activity is giving of one's self to others in service. If compensation of any kind is received in any form the hours will not be credited toward the community outreach requirement.
- The outreach must be supervised, directly or indirectly, by an adult.
- Hours are to be completed outside of school hours, unless it is a school sponsored outreach activity and has received approval from the administration. Helping one's own family does not count as community service.

Twenty (20) hours of community outreach are required for high school students each year. Hours completed are a part of the Bible curriculum.

Students who completed 10 or more hours over the summer of 2011 (up to and including the 20 hours required for the 2011-2012 school year), with the understanding of the previous policy, may apply them to the entire 2011-2012 academic year.

Communication

The faculty and staff will be in contact with parents via letter, website email, RenWeb and other internet access.

Cumulative Grade Point Average (GPA)/Class Rank Calculation

Grade point average is computed on a 4.0 scale for most courses and includes all grades earned. Rank in class is determined by the grade point average of all students in a particular class of graduation. Class rank and grade point average are updated each semester. Honors courses are calculated using a 5.0 point value scale.

Disciplinary Categories and Consequences

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. The school's discipline policies include instruction, correction, punishment, and reward. All of these elements are Biblical principles and a balance between punishment and reward is essential. The purposes of the discipline policies at ECA are:

- To assist students in developing a life style that is pleasing unto the Lord as they strive to become more like Him.
- To apply Biblical principles in handling daily problems.
- To provide a consistent pattern of expectations to which students can respond positively.
- To encourage in our students a positive response to authority systems so that they will be better prepared to yield their will to God's
- To protect and build respect for the personal rights of fellow students and adults.
- To protect and build respect for the personal property of persons and organizations.
- To encourage students to accept responsibility for their words and their actions.
- To establish standards that would support the Biblical instruction that is provided in the Christian home of which ECA is an extension.
- To encourage complete honesty in all matters.
- To avoid behavior which may tempt a weaker brother.
- To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Normal discipline issues will be handled by the classroom teacher and not involve the procedures listed below. It is felt that most violations of the rules are best addressed quickly and by the educator in charge.

As an educational institution, academic integrity is a vital concern. To address this issue, the following procedures are in place. If a teacher feels that a breach of academic integrity has occurred, he or she will submit a written statement of the event to the principal. He or she will determine whether or not further action is needed. These penalties are listed below. A written statement will be given to the student, the Dean of Students and the Principal / Superintendent.

Should the student wish to appeal the decision, the grievance procedure in section 4.054-1 of the Policy Manual needs to be followed. Misconduct has been classified and divided into three categories, depending upon the severity of the violation.

CATEGORY I. ANY MINOR DISTURBANCES THAT PREVENT CLASSROOM INSTRUCTION OR A SCHOOL ACTIVITY
CONSEQUENCES: Offenses in grades kindergarten through sixth will result in one or more of the following: additional class work, loss of

play time, loss of class privileges, discipline notice, detention, parent/teacher conference, student/principal conference, or Category II consequences for reoccurring offenses.

Offenses in grades seven through twelve will result in one or more of the following: additional class work, loss of grade points, discipline notice, detention, student/principal conference, or Category II consequences for reoccurring offenses.

CATEGORY II. ACTIVITIES AND ATTITUDES THAT SHOW DISRESPECT FOR AUTHORITY, OTHERS, OR PROPERTY
CONSEQUENCES: Offenses will result in discipline notice with after school detention, student/principal conference, suspension or probation, emergency removal or Category III consequences for reoccurring offense.

Disciplinary Categories and Consequences Cont.

CATEGORY III. VIOLATION OF NATIONAL, STATE, OR LOCAL LAWS. ACTIVITIES THAT SERIOUSLY THREATEN THE SAFETY OF OTHER STUDENTS; SHOW GROSS DISRESPECT FOR AUTHORITY, OTHERS, OR PROPERTY; VIOLATION OF BIBLICAL PRINCIPLES OF CONDUCT
CONSEQUENCES: Offenses will result in suspension, probation, or expulsion. In lieu of expulsion, the student may withdraw from school.

Discipline Consequences

School wide

- Infractions of an academic nature will be handled by the teacher.
- An after school detention will be assigned after the third minor infraction has been filed. Each after-school detention will have a fee assessed of \$10.00.
- Three detentions lead to Saturday School (charge of \$ 25.00) which may lead to an in-school suspension, out-of-school suspension and potential expulsion.
- The discipline steps will increase in severity and include counseling with the student and meeting with the parents.
- In-school suspension will automatically place the student on behavioral probation. (In-school suspension will incur a \$ 40.00 fee.)

Elementary

- Additional Class work - Work assignments done during playtime, before or after school.
- Loss of Play Time - Five to fifteen minutes spent sitting quietly during recess.
- Loss of Class Privileges - Not able to serve as line leader, class helper, door holder, and other activity within the classroom.
- Loss of grade points - Students will lose five percentage points from their grade for the material being worked on when the disruption occurs.

Types of Detentions

After school Detention. This will be served for secondary students from 3:15 until 4:00 p.m. Those on the elementary level will be served at the teacher's discretion. A \$ 10.00 fee will be assessed.

Saturday School will be served on the assigned Saturday from 9:00 a.m. until 11:00 a.m. There will be a \$ 25.00 assessment to cover the cost of the program.

Discipline Notice. Parents will be involved and communicated with concerning the consequences, detention level and beyond.

Parent/teacher Conference. A meeting held between the parents and the teacher to discuss classroom situations or actions that affect the child and or his peers.

Student/principal Conference. A meeting held between the student and the principal to discuss classroom situations or actions that affect the child and or his peers. Notification of parents is made regarding this meeting.

Types of Suspension

In-School Suspension. The removal of a student from the classroom to a specific location for the duration of the suspension. All assigned work is expected to be completed and will earn a grade no higher than a 70. There will be a \$ 40.00 fee assessed.

Out-of-School Suspension. A student may be suspended from school, following a disciplinary hearing with the parents. Specific changes in attitudes and actions will be expected prior to readmission. A conference between the parents and the principal must occur prior to the student returning to school. Work missed during this period will be treated as that from an unexcused absence, and receive a grade no higher than a 50. There will be a \$ 50.00 fee assessed. **All fees assessed need to be paid to the Business Office.**

Probation. This is invoked when a student has a serious problem and gives the student an opportunity to correct his/her problem. This can be for reasons concerning academic performance, as well as for attitude or disciplinary reasons. If he/she does not improve to a satisfactory level of conduct, he/she will be dismissed and asked to withdraw from the school.

Expulsion. This will be recommended when it becomes apparent the school is unable to meet the needs of a student or the student's behavior prevents classroom instruction. Expulsion may also be recommended for violation of Category III rules; unresolved academic or disciplinary probation, as well as a failure to correct the deficiencies specified in probationary admission. When expulsion is recommended, a date of withdrawal and the procedure to be followed will be given. The Board must approve this action. The parents have the option to withdraw their child prior to the expulsion hearing. If this is done, the same requirements are necessary for the child to be reinstated as if he or she were expelled. Appeals will be submitted to the Board of Trustees.

Emergency Removal. The conduct is so disruptive that learning cannot occur or the safety of the other students is threatened.

Suspension (in or out-of-school). The Principal / Superintendent has the authority to suspend a student. The length of suspension will be from one to five days determined by the Principal / Superintendent. The reasons for a suspension include any of the following:

- Multiple school detentions and multiple Saturday Schools during the school year.
- Deliberate disobedience or disrespectful behavior, which is continuously displayed.
- A rebellious spirit that remains unchanged after continuous effort by the staff.
- A consistent negative attitude or bad influence upon other students.
- A serious breach of conduct, which adversely affects the school's image.
- Failure to comply with the disciplinary actions taken by the administration.

Probation

Probation is invoked when a student has a serious problem. It provides an opportunity for a student to correct the problem. If a satisfactory level is not met, the student will be dismissed or asked to withdraw from the school. Reasons for probation:

Academic:

1. Insufficient academic achievement in classes taken.
2. Not passing all of the courses during two consecutive quarters.

Behavioral:

1. A rebellious spirit, which remains unchanged after continuous interventions by the teachers.
2. Committing a serious breach of conduct which adversely affects the school's image.
3. Failure of the parents to comply with the disciplinary procedures of the school.
4. A total of two (2) suspensions in one semester or unwillingness to progress toward goal behaviors and attitudes.
5. A continued negative attitude that exerts an undesirable influence upon other students.

Invoking Probation: The probation will occur following a review of the student's behavior and/or academic performance by the student's teachers and principal. If two thirds of the reviewing staff members agree, the student will be placed on probation. A conference will be held with the parents, student, the Administrator to provide notification and an explanation of the probation. A letter, explaining the probation with suggestions for parental action will be sent to the parents and a copy to the President of the Board.

Probationary Period: Probation will begin following the Administrator's conference with the student and parents. Participation in extracurricular activities will be denied during this period. The parents will receive weekly progress reports during the probationary period.

Academic Probation: Academic probation is invoked when a student has a serious academic problem. Its intent is to involve the parents, the student, and the school in a joint effort to correct the academic deficiency. Academic probation will involve the following steps:

1. A student who failed two or more courses in a quarter and/or Bible for the quarter
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher(s), and the principal to explain the probation and provide suggested remediation.
4. The principal will review the academic status of the student by the end of the grading period.
5. If the student receives no failing grades for the quarter on probation, he or she will be removed from probation and extracurricular activities will be resumed.
6. If the student receives one failing grade for the quarter on probation, the student will be dismissed unless granted an exception to policy.
7. Following removal or requested withdrawal for academic reasons, a student may apply for reenrollment on academic probation if all of the following are fulfilled.
 - The student attended another school for one full year.
 - The student completed a full academic load for the semester and received no grade lower than a "C" in any subject.

Behavioral Probation: Behavioral probation is invoked when continuous and deliberate disobedience is a problem. As with academic probation, this effort includes the student, parents, and teachers. Behavioral probation involves the following steps:

1. Probation is divided into two parts and begins following the Principal's conference with the student, parents, and teachers.
2. Following the first two weeks of probation, the teachers will meet and discuss the student's behavior. The results will be shared with the student and parents.
3. Two weeks later, a second conference will be held with the student, parents, and teachers. At this time, the student will be either reinstated or dismissed from the academy.
4. A student may be dismissed prior to the end of the probationary period for egregious behavior.

Cutting

Definition of the word "cut": Failing to come to campus or leaving the campus without proper permission for any part of the school day or choosing not to attend any class or classes while on campus without proper permission. (The student parking lot is off campus during the school day.)

1. First cut: Student will meet with the Principal and have parents notified verbally or by written communication.
2. Second cut: Student will receive an after school detention; also, the student and parent will meet with the Principal.
3. Third cut: This will be considered a Category II offense.

Expulsion

A student may be expelled from school for a serious breach of conduct and/or poor academic performance. Procedure:

1. The matter will be referred to the Educational Committee of the Board.
2. The Committee will make a recommendation to the Board.
3. The Board has the authority to expel any student for noncompliance with the school's rules and regulations.
4. If a student is expelled, the parents remain financially obligated for the year's tuition.

Post Behavioral Probation or Expulsion Procedures: As a Christian institution we value the extending of grace to students, even to those who left for behavioral reasons. Nevertheless, we must be realistic in our approach to chronic and unrepentant offenders. There comes a point when the time and energy expended in trying to reform students is not producing the desired results. Those who make poor choices damage our efforts to maintain high academic and behavioral standards. All who have been dismissed or voluntarily left prior to a pending dismissal, or have undergone behavioral probation and persist in inappropriate conduct, will be subjected to the following procedure.

Offenses that would normally lead to a student's first in-school suspension are grounds for dismissal.

Dress Code (see Campus Wear)

Drills

Fire Drills

State law requires periodic fire drills. At the sound of the fire alarm system, each student will leave his or her room and move, single file, to the designated place as outlined in the drill plan. All doors should be closed. Quiet **MUST** prevail during the entire procedure. Students are to stay together with their teacher and remain until dismissed.

Lockdown Drills

State law requires periodic lockdown drills. This procedure will be announced over the public address system by a building administrator. A "Lockdown with warning" message indicates that a possible threat exists outside of the building. A "Lockdown with intruder" message means that the threat/intruder is inside the building. Quiet must prevail during the entire procedure. Faculty and staff must be able to listen intently to the instructions. Students must stay together with the teacher in charge.

Tornado Drills

State law requires periodic tornado drills. At the sound of the alarm, students are to move single file, to the designated area. Students will be made aware of the exact area by their teachers. Quiet **MUST** prevail during the entire drill. Students are to remain in their designated group areas until dismissed.

Early Dismissal

For the safety of the children, we ask that all visitors, including parents, report to the office first. Teachers will not release a student except to an authorized person.

Electronic Device Guidelines

The use of cellular phones, pagers or electronic signaling devices by students on campus is prohibited during normal school hours. If a student brings such a device to school, it must remain "off" and stored in a locker, backpack, purse, pocket or any other location where it is not visible. Should such a device be observed or heard, it will be confiscated until redeemed by a parent or guardian. Photographing, videotaping or otherwise recording individuals without their permission is prohibited.

Cell Phone Guidelines: Cell phones are a major problem on campuses across the nation. Ringing cell phones are disruptive during class. Camera phones and text messaging are used to cheat. Phones which are stolen or loaned to other students may be lost or broken. Due to the enormous amount of time spent on stolen cell phones, the school will not investigate stolen cell phones. Their security is the sole responsibility of the owner.

If a student is using electronics devices during restricted time, the following consequence will be imposed:

All electronic devices will be confiscated from the student and a minor infraction will be imposed. The device will be available at the front office for pick up by a parent or guardian. A fine of \$ 5.00 will be paid at pick-up.

Emergency Closing of School

One Call Now will alert student families with school closings and delays.

If it becomes necessary to close school on a short notice, parents may secure the details by listening to television or radio stations: TV2, TV7, and WEEC 100.7FM. When there is bad weather, one of two messages will be conveyed: (1) school is closed; (2) school is delayed so many hours. If no message is aired, then one can assume that school is scheduled as usual. When the message is aired that the opening of school for that day is delayed, this applies only to car riders. If you depend upon public school buses to bring you to school, you must go by what your district buses are doing. If Emmanuel Christian Academy has school and one of the public schools is closed, students from that district school will be excused.

Emergency Medical Authorization

All students must have a current Emergency Medical Authorization (EMA) form on file. These are distributed each year on the first day of school and are to be completed and returned immediately.

If your phone number, address or place of employment should change during the school year, please notify the office.

When parents are out of the city and their child is under someone else's care, the office is to be notified, in writing, of that person.

Failure to have the EMA form on file later than 14 days after the student begins school will cause him/her to be excluded from school.

Exam Exemptions

Each semester students that accomplish one of the following criteria listed below may exempt the semester final. The student will automatically receive a 100% on the exam they choose to exempt. The 7th through 10th grade students are allowed 1 exemption while the 11th and 12th grade students are allowed 2 exemptions (choose wisely). To exempt an exam you must fulfill one of the following in the chosen class:

- No Absences for the semester*; no missed assignments in the class a student wishes to exempt; have a C or higher in the combined quarter grades OR
- No more than 2 absences for the semester*; no missed assignments in the class a student wishes to exempt; have a B- or higher in the combined quarter grades OR
- No more than 5 absences for the semester*; no missed assignments in the class a student wishes to exempt; have an A- or higher in the combined quarter grades.

* Absences are counted by day, not class. Therefore, if you are absent for 1 day and two ½ days, it is counted as 2 absences and you may qualify to exempt an exam if you have no missed assignments and a B- or higher in the class.

Extracurricular Activities for Home School Students

ECA welcomes home school students to enroll for classes to enrich the home school experience, to broaden the scope of subject matter for students, and to meet eligibility requirements for participation in extracurricular activities.

Home school students may enroll in classes at ECA, provided that space is available in the course(s), once full-time ECA students have enrolled. Open enrollment in courses for home school students will be made available by July 15 of each year for the coming fall.

Home school students are expected to comply with the policies, guidelines and rules of ECA. These include, but are not limited to, the dress code, code of conduct, discipline policies, and eligibility requirements for participation in extracurricular activities.

Home school students in grades K-12 are eligible to participate in ECA extracurricular activities provided they take at least one core class on the ECA campus. They must comply with the eligibility requirements that apply to ECA students and follow all ECA student policies. Further, it is recognized that the needs of those who home schooled on the elementary level are different from those in grades 7 - 12. Students usually attend special activity classes and are here only one period each day. For this reason, 1/7th of the tuition is charged. Should a parent decide to have a child attend more classes, then a charge of 1/7th will be made for each period of attendance. The multi-family discount applies to the home school family. Tuition will be divided by 1/7th for each class taken. The home school family will be responsible for applicable registration, activity and book fees and administrative fees. The registration fees for the current year are expected at the time of registration. A full time ECA student is given priority over the home school student for course availability during open enrollment which concludes on July 15.

Field Trips

Classes take field trips to interesting and educational places in the area as an integral part of the instructional program. Parents will be notified in advance of any costs associated with the trip.

Food and Drinks

There will be no food or drink (except water) in the classrooms or in the hallways. Only with permission from the office will teachers organize meetings that might include food or drink.

Framework for Discipline

We use the following steps in seeking to resolve discipline problems in our school. How far we have to go through the steps depends upon how persistent the problem is:

1. Teacher talks to, counsels, and prays with the student.
2. Teacher confers with parent over phone or in person.
3. Disciplinary action is taken, in keeping with the offense.
4. Parent - Teacher - Student conference.
5. Student referred to the Principal
6. Parent - Teacher - Student - Administrator conference
7. Suspension and/or probation (conditional status) recommendation to the Board of Trustees.

General Rules

- Radios, iPods, tape recorders, CD players, electronic games, squirt guns, comics, violent toys, or anything which would detract from a Christian educational atmosphere are not permitted during the school day. Items confiscated will be returned only to the parents. Special permission may be granted by a teacher for class projects, and these items will be kept in the teacher's room during the day.
- No knives, guns or any weapons are permitted on the school grounds. No exceptions.
- Students are not to write in any books, on any furniture, walls, or other places not specifically designated for writing.
- There is to be absolutely no snowball throwing.

Grade Level Placement (9 - 12)

Grade placement at Emmanuel Christian Academy is determined by the student's success during the previous school year.

- Ninth Grade – successful completion of the eighth grade
- Tenth grade – completion of five (5) or more credits
- Eleventh grade – completion of eleven (11) or more credits
- Twelfth grade – completion of sixteen (16) or more credits

Graduation Criteria

GRADUATION REQUIREMENTS FOR AN EMMANUEL DIPLOMA FOR THE CLASSES OF 2012 THROUGH 2013

Bible (a)	4.0
Language Arts	4.0
Social Studies (b)	3.0
Science (c)	3.0
Mathematics	3.0
Physical Education (d)	.5
Health	.5
Electives (e)	3.5
Total Credits (Units)	21.5 or more

- a) Because the educational philosophy of Emmanuel Christian Academy is based on a Biblical worldview, students are required to earn an elective unit by successfully completing a Bible course for each year of enrollment. One credit for every year of enrollment is required.
- b) Social Studies must include one unit of American History and one-half unit of American Government.
- c) Science must include one unit of biological sciences and one unit of physical sciences.
- d) Alternative for Physical Education credit (see course description)
- e) In addition to the four elective units completed through Bible courses, students from the graduating class of 2013 and beyond must complete a ½ semester of Communication and Public Speaking and three additional units of electives must be successfully completed in order to earn a diploma.

ADDITIONAL CRITERIA FOR EARNING AN EMMANUEL DIPLOMA:

- Complete twenty hours of Community Outreach for each year enrolled.
- Students are required to fulfill twenty hours of community outreach for each year of enrollment. This activity is defined, explained, tracked, and graded by the Bible teacher. Students must fulfill this requirement in order to pass Bible.
- Meet the Ohio Graduation Test Requirements.

GRADUATION REQUIREMENTS FOR AN EMMANUEL DIPLOMA FOR THE CLASSES OF 2014 AND BEYOND

Bible (a)	4.0
Language Arts	4.0
Social Studies (b)	3.0
Science (c)	3.0
Mathematics (d)	4.0
Physical Education (e)	.5
Health	.5
Electives (f)	2.5
Total Credits (Units)	21.5 or more

- a) Because the educational philosophy of Emmanuel Christian Academy is based on a Biblical worldview, students are required to earn an elective unit by successfully completing a Bible course for each year of enrollment. One credit for every year of enrollment is required.
- b) Social Studies must include one unit of American History, one-half unit of American Government, and one-half unit of Economics.
- c) Science must include one unit of physical sciences, one unit of biology, and one unit from one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
- d) Mathematics must include one unit of Algebra II.
- e) Alternative for Physical Education credit (see course description)
- f) In addition to the four elective units completed through Bible courses, students from the graduating class of 2013 and beyond must complete a ½ semester of Communication and Public Speaking and two additional units of electives must be successfully completed in order to earn a diploma. One unit must come from a fine arts class.

ADDITIONAL CRITERIA FOR EARNING AN EMMANUEL DIPLOMA:

- Complete twenty hours of Community Outreach for each year enrolled.
 - Students are required to fulfill twenty hours of community outreach for each year of enrollment. This activity is defined, explained, tracked, and graded by the Bible teacher. Students must fulfill this requirement in order to pass Bible.
- Meet the Ohio Graduation Test Requirements.

GRADE LEVEL CREDIT/UNIT REQUIREMENTS:

- Five credits are required to enter the tenth grade.
- Eleven credits are required to enter the eleventh grade.
- Sixteen credits are required to enter the twelfth grade.

Graduation Criteria Cont.

GRADUATION REQUIREMENTS FOR ECA DIPLOMA WITH HONORS

Students must fulfill all but one criterion to meet the requirements for a Diploma with honors.

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Electives	Not counted toward requirements
Grade Point Average *	3.5 on a 4.0 scale (must be a non-weighted GPA - grades earned in honors classes will not be weighted for this GPA calculation)
ACT/SAT Score [excluding scores from the writing sections]	27 ACT / 1210 SAT

- See the school counselor for information about earning a Career-technical Diploma with Honors
 - Diploma with Honors requirements pre-suppose completion of all ECA high school diploma requirements including the following: one unit of Bible for every year enrolled, one-half unit physical education, one-half unit health, one unit of world history, one unit in American history, one-half unit in government, one-half unit economics, twenty-four hours of community outreach for each year enrolled, and successful completion of the Ohio Graduation Test requirement.
- * Students must have a cumulative G.P.A. of at least 3.5 at the end of the first semester of their senior year.

COLLEGE ADMISSION REQUIREMENTS

- Admission policies vary with the colleges. Most require a high school diploma or high school equivalency (GED). Many colleges consider a student's class ranking, SAT or ACT scores and recommendations from the high school faculty when admitting students.
- Many colleges recommend or require the following:
 - English 4 units
 - Math 4 units
 - Science 4 units
 - Social studies 3 units
 - Foreign language 3 units (same language)
 - Fine Arts 1 unit

Criteria for Diploma

The Board of Trustees must grant a diploma to anyone successfully completing the curricula and having fulfilled all responsibilities. It must be signed by the President of the Board and the Superintendent and bear the date of issuance. (Romans 13:1) A student would typically attend ECA for at least four consecutive semesters and participate in the college prep track to be eligible for valedictorian or salutatorian status.

Home School Credit for Diploma

In order to graduate from high school in Ohio a student must have earned twenty-one units of credit as prescribed by state law and have courses scrutinized and approved by the Principal.

Diploma with Honors

The Diploma with Honors recognizes those individuals who have successfully completed the academic requirements beyond the requirements for a graduation diploma. This diploma requires the following:

- A composite score of 27 on the ACT or a combined verbal/math score of 1210 on the SAT; or
- An overall high school grade point average of at least 3.5 on a four-point scale, up to the last grading period of the senior year.

Guided Study

Guided Studies are the new replacement for Study Halls. Teachers will interact with students to ensure the time is used wisely and to give accountability to the students. Students can use the time to complete the following four areas, called "HouSe RuleS": Homework, Study, Reading, and Spiritual Growth.

Gym Rules

1. Gym shoes are to be worn during PE classes and other activities in the gym.
2. There will be no playing in the gym unless supervised by a faculty, staff member or a coach.
3. Students will remain in the gym area until the assigned activity is over.

Hall Passes

Students in grades 7 – 12 are NOT to be in the hall during class time without their student planner (hall pass card). If a student is in the hall without their student planner a minor infraction will be issued. A student must report to the assigned class before a pass to visit another teacher is valid. If a teacher detains a student after class it is to be noted in the student's planner. A replacement planner may be purchased for \$ 10.00 at the front office.

Homework Policy

The Board of Trustees recognizes the educational value of homework. Meaningful home study is a necessary part of each pupil's educational program. Homework should be an extension of the school day, and provide additional opportunities for the development and practice reinforcement of instructional objectives.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. There are four types of assignments:

- Practice: Most common, given to help student to gain specific skills; limited to material presented to class.
- Preparations: Given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives.

It is the responsibility of the student to complete assigned homework. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

The parents' role is to be aware of the assignments and expectations of their child. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

The average amount of time needed to complete the assigned homework is about ten minutes per grade level. For example, a kindergartener has ten minutes and a student in the sixth grade has an hour. This is total time and not time per subject.

The homework assigned on the secondary level (grades 7-12) should be within reasonable limits and with an understanding of the fact that the student may be assigned homework from as many as five other teachers.

Honors Courses

Emmanuel Christian offers honors courses in the following areas: English, Science, Math and Foreign Language. Honors courses are calculated using a 5.0 point value scale. Honors courses are calculated using a 5.0 point value scale.

Immunization Policy

By law, all students in kindergarten through twelfth grade must have on file prior to the fifteenth day of school, evidence of one of the following:

1. The specific date (month/day/year) that each dose of required immunizations per grade level were given:
OR
2. A written statement from the physician stating that immunizations were withheld due to medical reasons
OR
3. A written statement from the parents or guardians stating that immunizations were withheld due to philosophical or religious beliefs.

Failure to meet one of the above will result in the student being excluded until such requirement is met. We encourage you to check with your family doctor or the clinic nurse if you have any questions. Immunizations can be obtained from your County Health Department for a modest fee.

Incomplete Grade

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to F if the work is not completed within two weeks.

Leaving the Building

Students must not leave the school building other than at regular dismissal time, except by permission from the school office. A signed parental note must be presented to the school office for approval prior to the time of early dismissal. Students must sign out in the office when leaving early. (A parent's phone call is an acceptable alternative to a written note.) Students staying for approved after-school activities must have adult supervision, and are to remain on the premises until picked up by parents. No student, regardless of age, may sign out without permission from a parent.

Leaving the School due to illness

Any call made to a parent or guardian requesting student release due to illness must be made from the school office. All students leaving due to illness must be signed out by the parent, guardian, or parental designee.

Library

- Each student going to the library during school hours must have a hall pass signed by his/her study hall or classroom teacher. This pass must be given to the librarian on duty when the student enters the library and must be signed by the librarian and carried back to the teacher when the student leaves the library. If a student leaves the library before the end of the period, he or she is to report back to the study hall or classroom.
- Books are checked out at the desk. They are checked out for two weeks and may be renewed once. A fine of five (5) cents per day for each school day is charged on books not returned by the due date. If not returned within thirty (30) days of the due date, the student will be charged the cost of replacement.
- Magazines and reference books are to be used in the library and not taken out.
- Since the library is a place for study and reading, only limited talking is permitted with permission.
- Students who abuse their library privileges will be restricted from its use.

Library Cont.

- Students are not permitted in the library without adult supervision.

Lost and Found

The lost and found department is located on the second floor. Items that have not been claimed will become the property of the school and they will be disposed of by the school periodically.

Lunch Period

1. All food is to be eaten in the lunchroom.
2. Tables are not to be moved
3. Each student is to clean his or her area when lunch is concluded
4. Courtesy and good manners shall be in evidence at all times
5. All trash is to be placed in containers
6. Students are expected to remain in the cafeteria until dismissed

Make-up Work for Absences

When a student is absent, he or she must contact the teacher to receive make-up work as soon as possible. It is to be finished in twice the amount of time missed. Such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated. If, however, a student misses only the day a test is given, or an assignment is due, he or she is responsible to make-up the work the first day back in class. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying during the illness; the test could be delayed at the teacher's discretion. Please check with your child's teacher and/or ParentsWeb for more information.

Medication

The timing for taking medications should be scheduled so it can be taken at home. Only when this is not possible will it be acceptable for it to be taken at school.

NO student is to have medication in his or her possession at school.

If it is necessary for a child to take a medication at school, the following requirements must be met:

1. Written instruction by physician and parents/guardian for prescription medications (form can be obtained from the office).
2. Written instruction by parent/guardian for all non-prescription medications (form can be obtained from the office).
3. Reserve the right not to administer certain medications.

No medications will be given without completion of one of the above forms.

All medications must be sent to school in original containers, properly labeled with the student's name, name of the medication, dosage of medication to be given, and time medication is to be given.

The clinic nurse will then review this information and designate the appropriate person to administer the medication.

Should there be any change in the administration of the medication. The nurse should be notified in writing.

These regulations are in accordance with Section 3313.713 of Ohio Revised Code regarding administration of medications to students at school. Compliance with this is an effort to provide a safe setting for all children.

Music

Any music or "talk" recordings that are profane or of questionable taste, or clearly express anti-Christian standards are not to be a part of our school.

Online Courses through Ignitia

Built exclusively for Christian schools, this comprehensive curriculum for students in grades 3 through 12 includes lessons in five core subject areas: Bible, language arts, math, science, and history and geography, with a diverse list of electives also available. Ignitia courses are not only rigorous and interactive, but provide instruction based on a Christian worldview, encouraging students to consider challenging questions from a biblical perspective.

Courses include text-based lessons, assignments, quizzes, and tests that engage students while they learn. Optional external web links, interactive learning games, audio and video clips, and off-computer assignments help students develop the skills necessary for academic success in a media-rich environment.

Using Ignitia, Emmanuel is proud to offer a number of online courses for students to take during the school year in the classroom or at home online. Students can also take online courses during the summer for credit recovery. Below is a complete listing of the courses offered for high school students. Contact the guidance office or visit <http://www.aopschools.com/ignitia/overview.php> for more information.

Online Courses through Ignitia Cont.

Courses Offered

BIBLE

Bible Doctrine
Christian Faith and Living
New Testament Survey
Old Testament Survey

ELECTIVES

American Literature
British Literature
Business Computer Information Systems
College Planner
Consumer Math
Digital Arts
Essentials of Business
Essentials of Communication
Family and Consumer Science
Foundations for Living
General Science III
High School Health
Integrated Physics and Chemistry
Music Appreciation
Music Theory

Personal Financial Literacy
Physical Education
Physical Fitness
The Story of the Constitution

ENGLISH

English I
English II
English III
English IV

FOREIGN LANGUAGE

French I
French II
Spanish I
Spanish II

MATHEMATICS

Algebra I
Algebra II
Calculus
Geometry
Integrated Math I

Pre-Algebra
Pre-Calculus
Trigonometry

SCIENCE

Biology
Chemistry
Earth Science
General Science I
General Science II
Physics

SOCIAL STUDIES

American History
Civics
Civil War
Government and Economics
Twentieth Century American History
Vietnam Era
World Geography
World History

Parent Messages and Telephone Calls

Lunches, forgotten books, assignments or other items will be delivered to the classroom. We will contact your child with the forgotten item in a timely manner. Please remind your child to check at the office whenever he or she forgets an item. Thank you.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and spring. Additional conferences may be scheduled at any time during the school year.

ParentsWeb

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer. To login go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=EM-OH&SchoolCode>. Or visit the guidance office or www.renweb.com for more information.

RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education.

Plagiarism

Plagiarism is not acceptable and will merit serious consequences.

Pledges:

American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

Christian Flag:

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it is. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Bible Pledge:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Playground Rules

- All children must wait for an adult to escort them to the playground.
- Walk in a line, both entering and leaving the playground.
- Nothing is to be thrown (rocks, snowballs, leaves, mulch, etc).
- Never leave the playground without reporting to an adult on duty.
- One child per swing, NO STANDING ON SWINGS, and no high swinging.
- Recess is an important break for youngsters as a constructive channel for their energies. They are expected to participate unless excused by their parents or teachers. A good playground is founded on safety and sharing. Any activity which could be dangerous will not be permitted.
- Playground equipment, balls, etc, must be shared.

Playground Rules Cont.

- Volunteer playground supervisors should be given the same respect as the teachers. Discipline problems will be referred to the principal.

Progress Reports

Report cards are sent home at the end of each grading period. Interim reports will be sent for the first and third terms for all students and in the second and fourth for any student with a "D" or below in a subject. This report must then be signed by the parent and returned to the school.

Promotion

Students in grades kindergarten through eighth will be promoted to the next grade at the end of year unless recommended for retention. They will not be assigned to the next grade if they have had excessive absences or have not fully met the criteria for promotion, upon the recommendation by the Principal with full parental involvement.

Promotion shall be based upon satisfactory completion of the requirements. Assignments to the ninth grade shall be based upon satisfactory completion of grade eight, or as specified in Section 3301-35-02-B.5 of Minimum Standards of the State Department of Education of Ohio.

PSEO – see Addendum

Public Display of Affection

Inappropriate contact is not allowed. A minor infraction will be given.

Pupil Transportation

In order to encourage safe, proper and acceptable student behavior on school buses, students are expected to follow the Bus Rules and Regulations. In the event a bus infraction occurs, a Discipline Notice will be mailed to the parents stating the infraction and action taken.

Misbehavior may result in the loss of bus privileges for a period of time. ECA students are expected to abide by these guidelines.

RenWeb

Renewing School Management via the Web (RenWeb) is the software used by Emmanuel Christian Academy for parent communication, grading and more. RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education. Visit the administration or <https://www.renweb.com/> for more information.

School Colors

Emmanuel Christian Academy has chosen the following colors:

- Purple is a school color because it has been long a symbol of royalty. This is not to be construed as pride or self-exaltation but instead it is to signify our exalted "Royal" position with Jesus Christ. We all need to be reminded of our position in Christ, and that we should reflect that relationship as we represent Him! "Seek those things which are above"
- White signifies moral, spiritual and physical purity. We feel our students need to remember their separation from things of the world which could corrupt their out-look, performance, and testimony. Hence, white is a focal point to remind us of purity and righteousness as we compete. "What would Jesus do?"
- Gold signifies we are constantly striving for success. One should strive for eternal rewards, not temporal. We want to achieve that which will last! "When he is tried, he shall come forth as gold"

Screening

The following screenings are done by our clinic nurse;

Grades: K, 1,3,5,7	Hearing
K, 1,3,5,7	Vision
6-12 girls	Scoliosis
7-12 boys	Scoliosis

Specific parent or teacher referrals are done at any age level.

Screenings will be done on the above schedule unless a specific request is made by the parent or guardian that the screening be omitted.

Sermon Notes

The body of Christ is a diverse organization as ECA is privileged to have 80+ churches represented by our student body. It is our expectation that our students are supporting their local church through their attendance and gleaning from weekly teaching. Bible teachers will collect and grade sermon notes each week. To receive a 100% on the sermon note portion of the class grade, a student must turn in 7 notes each quarter.

Sexual Harassment

Emmanuel Christian Academy affirms its commitment to appropriate sexual behavior between all men and women who may be members of its student body, faculty, and/or staff. Amorous behavior, even though consensual, which is inconsistent with the Word of God and the Emmanuel Christian Academy's standards will not be tolerated.

Behavior which asserts sexuality as relevant to student or employee performance violates both federal law and school standards. Sexual harassment inhibits the spiritual and academic mission of the school and is prohibited. When the authority and power inherent in relationships between faculty and their students or between supervisors and their employees is abused by sexual harassment, there is potential for great damage to students, to faculty and to the spiritual and educational climate of the school.

Therefore, individuals in positions of authority must be sensitive to the potential conflicts between personal relationships and professional relationships. Sexual Harassment is a particularly sensitive issue, which may affect any member of Emmanuel Christian Academy, and such will be dealt with promptly and discreetly by the administration or the Board of Trustees. The procedures for addressing complaints are available in the school office.

Social Events

All social events are to be approved by the administration. The socials are to be planned under the guidance of advisors.

Springfield-Clark Career Technology Center (SCCTC)

Emmanuel students can choose to attend the Springfield-Clark Career Technology Center (formerly the Springfield-Clark County Joint Vocational School) during their Junior or Senior year to pursue a career-training program. SCCTC students would consider Emmanuel their home school and would take Bible each year they attend. Upon successful completion of a career-training program and academic courses, SCCTC students graduate and receive a high school diploma from their home school. SCCTC students will also attend a Convocation ceremony where they receive their Career-Technical Certificate and Career Passport. Contact the guidance office for more information or visit www.springfieldclarkctc.org.

Student Clubs and Organizations

All student organizations shall be formed with the permission of the administration. They shall have an adult advisor approved by the administration. Any activity scheduled must be approved by the advisor, who will secure permission from the administrator. The activity will then be scheduled on the appropriate form. Any collection of funds must be done only with the approval of the administration, which is secured by the advisor. Receipts will be given in every case. No money is to be spent by any club without the written permission of the advisor, and the written approval of the administration. It is recommended that no student hold office in more than one club.

Student Drivers

Students who drive to school must have a copy of their driver's license, insurance card, parental permission and the approval of the Principal on file in the school office. A student parking permit will be issued from the school office and must be displayed on the dashboard of the student's vehicle. Please note: The State of Ohio, House Bill 343 states that all student drivers ages 16 - 17 can only have one non-family member in the car while driving. This does not apply to drivers 17 years or older.

Student-Faculty Relationships

It is understood that every student at Emmanuel Christian Academy should develop and maintain an attitude of respect for each teacher and for fellow students. The proper method of addressing a teacher is to use the term "Miss", "Mrs.", "Mr. or "Dr.", and all replies should be given respectfully.

This standard is applicable throughout the school day and all school programs and activities.

In responding to adults, students are to respond respectfully with such phrases as "Yes, Sir", and "No, Ma'am". Mannerly expressions such as "Please", "Thank You", and "Excuse me" are to be used when appropriate. It is expected that boys will hold doors for girls and allow them to go first through a door, getting a drink, etc.

Student Grievance Procedure

Before starting the Student Grievance Procedure, a student must follow the Matthew 18 principle.

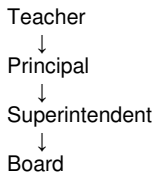
In the event that any student feels aggrieved of any policy of Emmanuel Christian Academy or actions of its agents or employees, such individuals shall be entitled to the use of the following method of obtaining redress. The student will be permitted an advocate during any of the hearing sessions. Either a parent or another adult may serve in this capacity. Each student will present his or her case.

If satisfaction is not achieved the aggrieved has a three-day period in which to appeal in writing to the Principal.

If satisfaction is still not achieved the aggrieved has a three day period in which to appeal in writing to the Principal / Superintendent. They may initiate a hearing or discussion based on this written request. Any assigned punishment will be held until a final determination is made.

If resolution is not reached, the aggrieved has three days to petition the Secretary of the Board in writing to request a review. The Board or a committee appointed by it will determine within three days whether a formal hearing will be held. Any policy being appealed will remain in effect until it is modified or rescinded by the Board.

Student Grievance Procedure Cont.



Student Withdrawal from a Class

Withdrawal from a class within the first two weeks will be marked as WD. Withdraw from a class after two weeks will result in either a WD – pass or a WD – fail. This period of grace is designed to allow parents and students the opportunity to determine whether or not to continue in a course. It is required that a conference occurs with the teacher/guidance counselor before a final decision is made.

Student Withdrawal from School

The parent of a student withdrawing from school must complete a withdrawal form obtained from the office. Teachers will collect textbooks and other instructional materials loaned to the student.

Summer School

Summer school will be offered at Emmanuel beginning the summer of 2012. Courses will be offered for enrichment and credit recovery for grades 3 to 12. Contact the guidance office for more information.

Tardiness Grades K-12

Each teacher is to maintain an attendance record for each student in his/her homeroom.

If a child arrives between:	8:05 a.m. and 9:15 a.m. – they are counted as tardy
	9:16 a.m. and 11:15 a.m. – absent half day
	11:16 a.m. and 3:00 p.m. – absent all day
If a child leaves between:	8:00 a.m. and 11:55 a.m. – absent half day
	11:56 a.m. and 1:54 p.m. – absent half day
	1:55 p.m. and 3:00 p.m. – early dismissal – no deduction

Tardy Procedure

Three tardies to class result in minor infraction (note that three minor infractions will result in detention).

In order for a late arrival to be considered excused, the parent must communicate with the office in person, by note, or by phone giving the excusable situation that caused the lateness to school.

Telephones

School telephones are for school business only. Students should not be called during school hours except in cases of emergencies. Cell phones are NOT to be used during the school day. Students who need to call home must do so from the school office.

Testing

Emmanuel Christian Academy uses a number of testing and assessments throughout the school year in order to assess students learning levels, prepare students for college entrance exams and admissions, and/or fulfill Ohio graduation requirements

ACT – The ACT is a national college admissions examination that consists of subject area tests in English, Mathematics, Reading and Science. The ACT is accepted by all 4-year colleges and universities in the United States. The ACT is hosted at area schools and locations throughout the school year. Students should take the ACT during the second semester of their Junior year and the first semester of their Senior year. The ACT is used primarily for scholarship determinations and college admissions. Therefore, students should take the ACT before applying to college. Students can take the ACT as many times as they wish during their Junior and Senior years. Visit the guidance office or www.actstudent.org for more information.

ASVAB – The Armed Forces Vocational Aptitude Battery (ASVAB) is the entrance test to enlist in the US Military. You can't enlist in the US Military without taking the ASVAB. The ASVAB has two primary purposes: First, it determines whether you have the mental aptitude to enlist in the military branch of your choice, and second, the results help the service(s) determine which military job(s) you have the mental aptitude for. High school guidance counselors use the ASVAB to help you decide which civilian occupations you may have an aptitude for. The ASVAB is typically given biannually to the 10th through 12th grade students. Visit the guidance office or <http://www.official-asvab.com/> for more information.

MAPS - Understanding each student's academic level gives teachers the power to help them excel. MAP computerized adaptive assessments are the tools that make it possible – providing educators with the detailed information they need to build curriculum and meet their students' needs, one child at a time. Created by educators for educators, Measures of Academic Progress (MAP) assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, NWEA works with educators to create test items that interest children and help to capture detail about what they know and what they're ready to learn. It's information teachers can use in the classroom to help every child, every day. MAP dynamically adapts to a student's responses – as they take the test. In this way, the test narrows in on a student's learning level, engaging them with content that allows them to succeed. Visit the elementary principal or guidance office or <http://www.nwea.org/products-services/computer-based-adaptive-assessments/map> for more information.

OAA - The Ohio Achievement Assessments for grades 3-8 measure students on what they know and are able to do in various subjects. The Ohio Reading and Mathematics Achievement Assessments are annual tests that measure how well students have learned the reading and math concepts taught in grades 3–8. The Ohio Science Assessments are annual tests provided to students in grades 5 and 8. These assessments are designed specifically for Ohio students and are based on Ohio's Academic Content Standards. They do not test a child's intelligence or aptitude and are not meant to compare children's abilities. Visit the elementary principal or guidance office or <http://ohio3-8.success-ode.state-oh-us.info/> for more information.

OGT - Ohio Graduation Tests (OGT) are a key part of Ohio's education reform to establish an aligned system of standards, assessments and accountability for Ohio schools. The testing requirements were established by the Ohio General Assembly in 2001 based on recommendations by the Governor's Commission for Student Success. Tests in reading, writing, mathematics, science and social studies make up the OGT. The purposes of the OGT are to:

- Ensure that students who receive a high school diploma demonstrate at least high school levels of achievement;
- Measure the level of reading, writing, mathematics, science and social studies skills expected of students at the end of the 10th grade;
- Meet federal requirement for high school testing.

Students take the OGT for the first time in the spring of their sophomore year. Students who do not pass one or more tests on their first attempt will retake the tests they need to pass during their junior and senior years. Ohio Graduation Tests are administered each fall and spring, with an optional summer administration available within some school districts. At this time Emmanuel does not offer the optional summer administration. Visit the guidance office or visit <http://www.ode.state.oh.us/> and keyword search "OGT" for more information.

PLAN - The PLAN program helps 10th graders build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. Emmanuel offers the PLAN to all 10th graders in the fall. Visit the guidance office or visit <http://www.act.org/plan/> for more information.

PSAT/NMSQT - The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides firsthand practice for the SAT®. It also gives you a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures critical reading skills, math problem-solving skills and writing skills. The most common reasons for taking the PSAT/NMSQT are to:

- Receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- See how your performance on an admissions test might compare with that of others applying to college.
- Enter the competition for scholarships from NMSC (grade 11).
- Help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- Receive information from colleges when you check "yes" to Student Search Service.

Emmanuel offers the PSAT/NMSQT to all 11th graders in the fall. 10th graders can take the PSAT/NMSQT by notifying the guidance office. Many Sophomores desire to take the test before their Junior year for practice as Sophomores are not eligible for the scholarship competition. Visit the guidance office or visit www.collegeboard.com/student/testing/psat/about.html for more information.

SAT - The SAT is designed to assess a student's academic readiness for college and consists of Critical Reading, Writing and Mathematics. This exam provides a path to opportunities, financial support and scholarships, in a way that's fair to all students. The SAT keeps pace with what colleges are looking for today, measuring the skills required for success in the 21st century. The SAT is accepted by almost all 4-year colleges and universities in the United States. The SAT is hosted at area schools and locations throughout the school year. Students should take the SAT during the second semester of their Junior year and the first semester of their Senior year. The SAT is used primarily for scholarship determinations and college admissions. Therefore, students should take the SAT before applying to college. Students can take the SAT as many times as they wish during their Junior and Senior years. Visit the guidance office or <http://sat.collegeboard.org/home> for more information.

Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept covered and handled carefully. Students will be required to pay for lost or damaged books.

Transcript Release Policy

1. To release records, the parent must give written consent or the student may, if of legal age.
2. Emmanuel Christian Academy will release a transcript only after first securing permission from the Business Office to ensure the account is clear.
3. If it is, a transcript will be sent.
4. If the account is not paid, transcripts or other written details regarding the student's academic record will not be sent. Emmanuel
5. Christian Academy will release by telephone to a counselor, courses the student has taken for scheduling purposes. We will not release the grades the student has received.

Five complimentary copies of transcripts will be released for current students.

Transportation

Transportation may be provided by some local school districts in accordance with State Transportation Aid for non-public schools; or by private transport. Parents are responsible to contact their local school district to secure transportation or reimbursement if available.

Vacation During the School Year

Families wishing to take a vacation during the regular school year must obtain a Family Vacation Request form at the school office. This form must be completed and returned for administrative notification at least seven business days prior to the expected vacation. When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers, and secure the class assignments for that period of time. All course work and homework assignments are due on the day of return to class. Any make up exams must be scheduled by the teacher within three (3) school days after the student returns. Failure to meet this requirement will result in an unexcused absence for the days missed.

Visitors

Students are welcome to bring visitors but must receive approval from the administration at least one day in advance. All visitors must report to the school office for a Visitor's Pass. Students from neighboring schools are requested to make advance arrangements for visits through the principal or the other school involved, if their school is in session. The student making a visitor's request should take the responsibility of acquainting the visitor with our standard of dress and conduct. Student visitors must adhere to the student dress code. Visitors should be prospective students. Parents wishing to visit a class should call the school office in advance and a Visitor's Pass will be issued.

Zero Tolerance

The intent of this policy is to provide a safe and secure environment. In 1994, Congress passed the Gun-Free School Act. This was the start of zero tolerance policies. With various threats to students and school personnel, the law and penalties became stricter. The following are the steps to be followed for any occurrences here:

- A report is given to an administrator and written details are supplied in a timely manner.
- The School-Community Relations Officer is contacted and informed of the situation. He or she will advise if law enforcement officers need to be involved.
- The student, the parent and administrator meet. This is for cases not involving the police department.
- Appropriate discipline will be awarded. This can range from a warning to dismissal from Emmanuel.
- A written report will be made by the administrator and copies given to the parents, members of the Board and placed in the child's academic file.

ATHLETIC ADDENDUM

Goal and Philosophy of the Athletic Program

To provide athletic competition for those students who are grades 7-12. To bring glory to God through our involvement with athletics by giving our best effort in school, during practices and games while upholding our faith and strong testimony in the community.

Minimum Standards

These policies are set as minimum standards for the athletic department of Emmanuel Christian Academy. They are also in accordance with the rules and regulations of the Ohio High School Athletic Association. Coaches may set higher standards for their team beyond those set by this department.

Grades 7-12

This Athletic Handbook sets policies that apply to all our student athletes in grades 7-12. Student-athletes need to be aware that violations may carry consequences that extend beyond the current school year and into a following one.

Athletic Eligibility:

Academic Eligibility

Athletes must meet the OHSAA requirement to take **and pass at least five (5) one credit classes** (or the equivalency) during the grading period immediately preceding the beginning of the season. Also, athletes must have at least a **2.0 cumulative grade point average**.

Student Athletic Participation Requirements

- a. No student may participate in a scheduled game unless he/she has submitted a physical exam form. (This form is provided by the OHSAA)
- b. No student may participate until a participation fee has been paid and all required paperwork submitted.
- c. Students must maintain a 2.0 for the final grading periods during the season.
- d. All students participating in extracurricular activities must be in school by the beginning of the third period and remain throughout the day to be eligible to participate in any after school activity. Exceptions may be made as determined by the administration.
- e. Reports will be provided to the athletic director for all students participating in school-sponsored sports at interim, and two weeks thereafter, along with quarter grades. If a student has less than a 70 in any subject, a study table will be required of that student for 45 minutes after school once per week at a cost of \$10.00.
- f. Students must make every effort to attend the day after contests. Any students showing a pattern of absence following game days will be subject to discipline.

Tryouts

Tryouts may be necessary for team sports for 7-12 grade athletes. Our junior and high school athletes participate in interscholastic competition. Each program has as its goal being competitive while teaching our athletes about the sport in which they are participating. The maximum number of players will be decided on by the coach and the athletic director for each season as well as each sport. Every sport, with the exception of cheerleading, will hold tryouts on the first day of practice. No tryouts will be held before the first day of practice so that each student has the opportunity to participate. Tryouts will be administered by the coaching staff and the athletic director.

Cheerleading tryouts

Cheerleading tryouts will be offered in the spring for the following year. Junior high and high school teams will accept a maximum of eight students. Each squad will be composed of five to eight students. The tryouts will begin with several clinics or practices concluded by a final day of tryouts in which all interested students are expected to attend. A second tryout will be held in the fall for interested students for the three remaining "spots". The final decision will be made by a neutral evaluating panel.

Participation Fees

Each sport offered by ECA carries a \$ 95 participation fee. The fee helps to cover the cost of running all of the sports. Paying a fee does not guarantee a minimum playing time.

Sports Season

Once a student has participated in a practice, a scrimmage, or a contest, he or she is considered an athlete of Emmanuel Christian Academy. This designation shall continue until the season's last game.

Non-Interscholastic Participation

A student that is on an athletic team shall not participate in that same sport during the same season for another organization. A student's obligation shall be to the school team while in season. Participation on a non-interscholastic team during the same season is a violation of OHSAA regulations.

OHSAA eligibility

Please read the OHSAA brochure and checklist for athletic eligibility.

Athlete Expectations

Requirements

- Must be an enrolled student to participate on an athletic team
- Must meet academic requirements
- Must meet OHSAA Eligibility requirements
- Must be in good standing regarding school attendance.
- Must show satisfactory attitude and conduct in and out of school.
- Must be ready to fulfill the necessary financial responsibilities
- Home School students must be enrolled in two core subjects to participate in any athletic program.

Responsibilities

- Complete all paperwork and turn in by the first week of practice
- Participates in athletic fundraisers (mandatory)
- Consider himself or herself a member of a team and maintains a team focus.
- Keep all problems within the team and report problems to the coach.
- Stay committed to the team for the duration of the season. Any athlete who fails to stay committed will be ineligible to participate as determined by AD.
- Attend all games whether injured or cleared to play with no exception to playing status
- Participates in team building activities such as working concessions or group outings.
- Participates in conditioning programs and accept all risks that each sport presents
- Attends all practices set by the coach (All practices are mandatory)
- Informs the coach of an unusual circumstance ahead of time where he/she would have to miss a practice. Unexcused absences for missed practices or games may lead to immediate dismissal from a team or other corrective action such as missed game time. Absences beyond five missed practices for any reason with the exception of an injury, may lead to immediate dismissal or other remedial action. All athletes should expect "make up" activities if a practice is missed.

Hazing

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm or embarrassment to the student or a third party. This would occur as a form of initiation into or to be affiliated with any school, group, club team or other organization. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or any other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment.
- Any activity involving any violation of federal, state or local law or any violation of school district policies and regulations.

Any student that experiences any type of hazing is encouraged to immediately talk to a member of the coaching staff or administration. Hazing will not be permitted and will result in a serious consequence.

Transportation

Athletes are expected to ride athletic events on school arranged transportation. Students who plan to ride home from an athletic event or practice with another parent may do so with written approval from their parent and given to the head coach.

Directions for away contests

A directional booklet will be made available at the beginning of the sport's season with directions to each of our away games.

Athletic Communication Guide

PREFACE

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of Emmanuel Christian Academy. It is our objective to provide our athletes with the best environment in which their sport experiences may be as rewarding as possible. Through sports we believe that every athlete will be challenged physically as well as spiritually. We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators and athletes communicate more effectively.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR COACH

- School Athletic and Spiritual philosophy
- Spiritual focus throughout the season
- Expectations the coach may have for your child and the team
- Locations and times of all practices and contests
- Team requirements such as fees, special equipment, attendance, eligibility, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation
- Athletic Code of Behavior policy and any additional rules that may affect your child's participation
- Requirements to earn a letter
- Disposition of lost/outstanding equipment at the end of the season

COMMUNICATION THE COACH EXPECTS FROM PARENTS AND ATHLETES

- Open line of communication between the athlete and the coach
- Parents encouraging their child to communicate with his or her coach when there is a problem
- When a child believes they cannot effectively communicate with the coach regarding a problem, a parent expresses their concerns in a private setting
- Notification of schedule conflicts well in advance of the conflict
- Special needs of the athlete regarding physical limitations, or other concerns

APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

- The positive treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

As your child becomes involved in the various athletic programs of Emmanuel Christian Academy, it is our desire that they will experience spiritual, physical, and academic growth. We would like this to be a rewarding experience for them which will help shape the rest of their life. It is important to understand that things may not always go as you or your child wishes. At these times discussion with the coach may be desirable (and encouraged) to clear any unresolved issues and to avoid further misunderstandings.

AREAS NOT APPROPRIATE TO DISCUSS WITH THE COACH

- Playing Time
- Team Strategy/Play Calling
- Matters concerning other student athletes

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions by the coaches, administration, officials, athletes, parents and fans. As you have seen from the previous list, certain concerns can and should be discussed with your child's coach. They make judgment decisions based upon what they believe to be best for all students involved under the circumstances.

PROCEDURE TO FOLLOW IF YOU HAVE CONCERNS TO DISCUSS WITH THE COACH

There are situations that may require a conference between a coach and a parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

- Have your child try to resolve the issue with the coach first
- If your child does not reach resolution, contact the coach to arrange an appointment.
- If the coach cannot be reached after a reasonable period of time contact the Athletic Department and they will arrange an appointment for you
- **Please do not confront a coach before or after a game.** These are emotional times for players, parents and coaches.
- **Please do not confront a coach during practice.** Coaches have specific plans for each practice and should not be interrupted. A coach may be able to meet with you in a private setting after practice.

THE NEXT STEP

What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and a better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

CHAIN OF COMMAND

Emmanuel Christian Academy in conjunction with its' Department of Athletics follows the chain of command as listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

Head Coach → Athletic Director → Principal / Superintendent

At each level, the person in the chain of command will be asked if you have followed the sequence of communication as listed in this guide. Please help us in making each season a rewarding and valuable time everyone who is involved.

Athletic In and Out-Of-Town Trips (Grades 7-12)

Due to the number of buses, it may be necessary that parents avail themselves to meet this ministry need. The cumulative hours transporting players to and from games can be used and counted as volunteer time.

Buses and drivers, when available, will be used. When used, a student shall travel both to and from the game or contest with the rest of the team unless his/her parents notify the coach. Permission will be granted to allow a student to travel with his/her parents, but no volunteer hours can be counted.

Post-secondary Enrollment Options Program Addendum (PSEOP)

Program Purpose

The purpose of the Post-secondary Enrollment Options Program (PSEOP) is to provide enriched education opportunities to secondary grade students that are beyond the opportunities offered by the high school in which they are enrolled (This comes from 3365.02 new language per House Bill 66).

Program Options/Financial Arrangements

Option A – enrollment in college courses for college credit or both high school and college credit
Students and parents are required to pay all costs incurred, including tuition, books, materials, and fees.

Option B – enrollment in college courses for college and high school credit

All costs incurred are paid for by the Ohio Department of Education using a fund designated for non-public school pupils. These funds are limited and are allocated using the following system:

Student applicants are awarded one allocation unit based on a grade-level rotation, starting with the seniors, and continuing with juniors, sophomores, and freshmen, respectively, until all allocation units have been allotted. An allocation unit equals either six quarter hours or four semester hours in the student's chosen college. The process continues until there is not sufficient appropriation to award all applicants in a grade level with one additional allocation unit. If there is not sufficient appropriation to award all applicants in a grade level with one additional allocation unit, the department will conduct a lottery to determine which students within the affected grade level receive the additional allocation units remaining.

The financial obligation shall default to the student/parent if the student fails to complete the college course.

The Steps towards Eligibility: Responsibilities and Requirements of Students and Parents

1. Students must be in grades 9 – 12.
2. Prior to enrollment in the program, students and their parents must do the following:
 - Receive counseling/information regarding PSEOP (tonight's meeting fulfills this requirement) and sign a form indicating they received information/counseling covering the major aspects of the program (yellow form).
 - Indicate in writing the student's intent to participate in PSEOP (gray form). The form must be signed by students and parents and given to the ECA Guidance Office by March 30.
3. Students must apply for post-secondary admission at a college, be accepted by the college, adhere to their guidelines and meet all requirements and standards for college courses. Apply to the college as soon as possible!
4. Before the last day of classes for Spring Semester (prior to exams week), students must notify the ECA school counselor the name of the college to which they have been accepted (and plan to attend) and the total number of PSEOP credit hours they are requesting to be funded for the upcoming school-year.
5. After meeting with the school counselor, the student will be given the "Application for Nonpublic Student Participation in the Post-secondary Enrollment Option 'B' Program," which he or she will then need to take to the advisor/counselor at the college in order to gain the needed signatures/stamps/seals.
6. At that time, the student should discuss the classes that they plan to take at the college during Fall Quarter/Semester.
7. The "Application for Nonpublic Student Participation in the Post-secondary Enrollment Option 'B' Program" must be completely filled out by the student and parent and mailed to the Ohio Department of Education (address is at the bottom of the application) by June 15th.
8. The Ohio Department of Education will mail a letter to the home address of the student to notify him or her of the number of allocation units he or she has been awarded for the upcoming school year.
9. Students must have each college course that they intend to take approved by ECA. In order to do so, students must first complete the "Request to Substitute PSEOP Course for ECA Credit" form for each college course that they intend to take and submit it to the ECA Guidance Office no later than one week before the beginning of the semester at ECA. If a course is not approved by the ECA school counselor, it may not be eligible for high school credit or reimbursement.
10. Transportation arrangements must be taken care of by students and parents.
11. If participating in Option A, all financial obligations must be met by students and parents.
12. Upon completion of the PSEOP course(s), the student must ensure that an official transcript is sent by the college or university to ECA. Students are also responsible for returning their college textbooks (when applicable).

Consequences of Failing (or withdrawing)

- Will potentially affect GPA and class standing
- May limit what college courses a student may take through PSEO in the future (must have a 3.0 subject GPA)
- May cause the student to fail to meet ECA's requirements for graduation

Granting Academic Credits

Conversion of college credits to high school Carnegie Units

Semester Hours	High School Credits	Quarter Hours	High School Credits
1 – 2.25	¼	1 – 3.5	¼
3 – 4.45	½	4 – 7.0	½
5 – 7.50	1	7.5 – 10.5	1

Scheduling

- Students must have a GPA of 3.0 or above in the subject they want to take as a college course (e.g. if a student wants to take a college history course, he or she must have a cumulative grade average of 3.0 or higher in the social studies courses he or she has taken in high school).
- The ECA school counselor must approve all college course work prior to enrollment.
- Students must meet with the ECA school counselor prior to scheduling college coursework for each quarter or semester. Additionally, students must meet with the school counselor before making schedule changes such as adding or dropping a course.
- The maximum number of college credits earned as high school credits can not exceed the number of units that might be earned by a student at the high school in one year (8).
- In order to be eligible for athletics, students must take enough coursework at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses.
- Students must have periods available in order to participate. It is possible to take college coursework outside of the school-day as long as the maximum amount of credits earned by the student during one school-year does not exceed 8 credits (e.g. if a student is only taking high school courses during 7 out of the 8 class periods, the student could take 1 college course worth 3-4.45 semester hours or 4-7 quarter hours). If all class periods of the day are scheduled with high school classes, a student can not participate in PSEOP that term.
- Schedule conflicts are not the responsibility of Emmanuel Christian Academy. PSEOP schedules will be arranged around the high school schedule.

Graduation Requirements

- No high school graduation requirements may be waived for any student as a result of participating in the PSEO program.
- All graduation requirements must be completed prior to the graduation ceremonies in order to participate.
- Final transcripts are not mailed (e.g. to prospective colleges) until final records are received from the college or university at which PSEOP courses are being taken.