

# Elite Christian Academy

*"Don't let anyone look down on you because you are young, but set an example for believers in speech, in conduct, in love, in faith and in purity." -1 Timothy 4:12*

## 2019-2020 Student And Parent Handbook



**Physical Address:**

1260 Weatherford Hwy  
Building B  
Granbury, Tx 76048

# **Student and Parent Handbook**

## **TABLE OF CONTENTS**

<b>Statement of Purpose</b>	<b>4</b>
<b>Mission Statement</b>	<b>4</b>
<b>Core Values</b>	<b>4</b>
<b>Section 1 - General Information</b>	<b>5</b>
1.1 Programs Offered	5
1.2 General Admissions Policy	5
1.3 Transcripts	5
1.4 Graduation Requirements	6
1.5 Graduation Ceremony Participation	6
1.6 Health Information	6
1.7 Inclement Weather	6
1.8 Safety Fire / Tornado / Intruder Emergency Drills / Drug Searches	6
<b>Section 2 - School Policies and Procedures</b>	<b>7</b>
2.1 Enrollment	7
2.2 Academic Policies	7
2.3 Daily Procedures	10
2.5 Minimum Progress and Maintenance of Active Enrollment	11
2.6 Forms and Documents for Other Agencies and Institutions	12
<b>Section - 3 General Policies</b>	<b>13</b>
3.1 School Supplies	13
3.2 Food and Beverages	13
3.3 Student Parking	13
3.4 Telephone Use	13
3.5 Student Appearance and Dress Code	13
3.6 Student Conduct	14
3.8 Threats of Violence Policy	17
3.9 Backpack / Purse / Bag Checks	17
3.10 Sexual Harassment	17
<b>Section 4 - Parent Responsibilities</b>	<b>18</b>
4.1 Payment of Fees	18
4.2 Student Accountability (Home Study Program)	19
4.3 Parent Conferences	19
4.4 Parent Complaints	19
4.5 Attendance and Tardiness	19



## **Statement of Purpose**

It is the purpose of Elite Christian Academy to train youth of differing abilities in the highest Biblical principles of leadership, academic achievement, self-discipline, individual responsibility, personal integrity, and good citizenship. Through love, personal attention, parental support, and consistent direction, we endeavor to make every student's association with Elite Christian Academy a rewarding, pleasant, and memorable time. We believe that students learn better in a structured and individualized environment. Therefore, guidelines are necessary to produce an atmosphere conducive to learning, with the goal of meeting the needs of all students. Elite Christian Academy specializes in the individual and offers values-oriented, mastery-based curriculum for all of our programs.

Because each of the programs of Elite Christian Academy are designed with the students' best interests in mind, and since we believe in the value of the family, we work hand-in-hand with the parents to help the students meet their God-given potential both academically, emotionally, and spiritually. We see ourselves not as replacements for, but as a complement to the home.

## **Mission Statement**

Elite Christian Academy exists to **"Create Christian leaders of today and tomorrow"** by offering individualized, mastery-based instruction for students in grades Pre K through twelve.

## **Core Values**

To fulfill our mission statement of "master learning and master life," it is the desire of Elite Christian Academy to create an atmosphere of growth through the following core values.

### **Our Mission is to foster an elite culture of students by:**

- Creating critical thinkers.
- Promoting work ethic.
- Providing a low student-to-teacher ratio.
- Connecting learning to real world scenarios.
- Developing Christian centered leaders of today and tomorrow

## **Section 1 - General Information**

### **1.1 Programs Offered**

It is our desire to meet the ever-increasing educational needs of our community. Elite Christian Academy (ECA) offers several program options. Current program offerings are listed below. Program options may be added or deleted as the need dictates.

#### **1.1.1 On-Campus Study Program**

Students in K -12th grade have the benefits of daily instruction and supervision available at the Academy. Students may come to ECA each day, Monday through Thursday, and complete their necessary educational requirements. The time spent at the Academy is devoted completely to academics under the tutelage of highly qualified, certified teachers. Students often work, practice music, pursue athletics, or develop other interests in their off time.

#### **1.1.2 Home Study Program**

The number of families desiring to educate their children at home is growing every year. Therefore, ECA has developed a Home Study Program for grades 9-12 (others on a case-by-case basis) that offers both accountability and assistance. Students in the Home Study Program receive placement within the curriculum, use of certain enrichment programs. Also, students may obtain an hour of tutorial assistance. Additional tutoring can be purchased at a rate of \$50 per hour. Graduation requirements are the same for Home Study students. They must complete the same assignments and pass the same exams as those who attend daily classes.

#### **1.1.3 Concurrent/Dual Credit College Enrollment Program**

Select upper-level students may opt to take courses at a community college while enrolled at ECA. With administrative approval, college courses fulfill credits toward graduation.

### **1.2 General Admissions Policy**

All of the programs of ECA are open to qualifying students regardless of race, sex, age, national origin, ethnic background or religious beliefs. ECA does not administer an admission test to determine eligibility to enroll. However, diagnostic and placement tests will be administered to tailor a curricular program for the individual student. Applicants, along with their parents, agree to abide by all standards, guidelines, and policies outlined in this Student/Parent Handbook, and to abide by any special conditions which may be determined upon initial enrollment or when a need arises. ECA employs practicing Christians as faculty and staff, and primarily uses Christian-based curricular materials. There is no requirement, however, for students or their parents to be of, or to profess, Christian faith to enroll.

### **1.3 Transcripts**

A student may obtain a transcript for personal use, or request a transcript be sent to a college/university. Upon graduation, three official transcripts will be given to each student for submission with college applications. Additional transcripts may be requested from the secretary. The secretary will respond directly to transcript requests for colleges or prospective employers.

## 1.4 Graduation Requirements

ECA offers one graduation program. To graduate, students must complete at least the minimum requirements for their chosen diploma plan. Program descriptions are comparable to those offered in Texas public schools. There is no maximum number of credits a student may earn while at ECA.

Making a change from a lower degree plan to a higher degree plan is not permitted because of the amount of make-up work necessary. However, changing from a higher degree plan to a lower degree plan is permissible with parental approval, but is irreversible.

***NOTE: Second semester seniors CANNOT change diploma plans.***

## 1.5 Graduation Ceremony Participation

ECA conducts graduation ceremonies each year in May. To participate in spring graduation, *students must* have completed sufficient work to be able to complete remaining graduation requirements by the end of the summer following the graduation ceremony. Faculty and administration will determine a student's eligibility to participate by **March 1<sup>st</sup>**.

## 1.6 Health Information

Records of current immunizations are a requirement when students enroll for the school program. Generally, these records are transferred from the previous school; however, it is the responsibility of the parents to see that these records are up-to-date. **A student may not begin classes with incomplete or out-of-date immunizations.** Students who are not able to, or opt out of, an immunization program must submit a letter to ECA stating that their child is not participating in an immunization program.

All parents/guardians must complete and return the **Medical Consent Form**. If your child requires the administration of any prescription medications while at school, you must complete and return a **Prescription Medication Form** for each medication.

Should students need medical attention while at the school, a staff member will telephone the parents, and if necessary, call an ambulance. It is vital that parents provide up-to-date telephone numbers for their places of employment, home, other relatives, and the family physician on the medical consent form that is submitted with the registration form and kept on file in our office.

## 1.7 Inclement Weather

It is the policy of ECA to suspend all classes whenever Granbury ISD closes or starts late for inclement weather.

## 1.8 Safety Fire / Tornado / Intruder Emergency Drills / Drug Searches

Periodic drills will rehearse emergency procedures to be followed in the event of a fire, severe weather or intruder, which threatens the safety of the inhabitants of the school. Students are expected to respond quietly and quickly to faculty and staff directions during these drills or emergency events.

## Section 2 - School Policies and Procedures

### 2.1 Enrollment

Each student is considered on an individual basis. Since learning is individualized at ECA and student placement is based on performance level, a student's past academic achievements do not affect entrance into the school program. The staff at ECA plans for the future success of each student.

The privilege of remaining in the program depends upon the student's attitude and action after being placed in the school. Oppositional behavior, rebelliousness, lackadaisical attitude towards accomplishing academic goals, extreme hyperactivity, and disrespect toward ECA staff constitute grounds for dismissal from the school.

### 2.2 Academic Policies

#### 2.2.1 Work Texts

The curriculum fee is considered a "use fee" because most texts are consumable. Work texts are returned to students to keep after students have completed and been tested on those work texts. This policy is in effect to protect the integrity of the curriculum and safeguard the maximum learning opportunity for future students

#### 2.2.2 Cheating on Tests and Plagiarism

Cheating is an attempt to get something for nothing. It robs the student of the most successful and productive educational experience. **and will receive an automatic 25% penalty on the test. This grade will be recorded, whether it is a passing or failing grade.**

### **CHEATING IS THE ONLY WAY TO RECEIVE A FAILING GRADE.**

Students who complete assignments honestly will not have failing grades entered on their records. There is no reason to cheat at Elite Christian Academy.

**Plagiarism**, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia, plagiarism by students is considered academic dishonesty or academic fraud. At ECA, plagiarism is considered cheating and is subject to the same penalty as cheating on a test.

**Students who plagiarize an assignment will be required to rewrite the entire assignment on campus under the direct supervision of their teacher. Additionally, a penalty will be applied to the test when it is taken. Multiple plagiarism infractions may result in dismissal.**

#### 2.2.3 Student Progress

Teachers will help direct students as they work their way through their curriculum. This is to ensure a student's curricula is in balance and maintains uniform difficulty throughout the school year, preventing students from leaving their most difficult courses to complete at the end of the year.

**Home Study students** are required to pass at least one test per week per course. Failure to meet

the weekly and monthly minimums **due to the student's neglect or refusal to apply him/herself to the task of completing required assignments, he/she will be placed on academic probation. If a student is placed on academic probation twice in a school year, it may result academic dismissal.**

Students who are unable to complete the minimum number of tests due to physical impairments or learning differences may, with appropriate documentation and administrative approval, have the monthly minimum standard modified.

#### **2.2.4 Employment and Work Credits (High School Only)**

ECA recognizes the value of work experience in the lives of our students. With staff approval, older students may secure a job and earn up to two elective credits toward their diploma requirements.

For Work-Study verification, students must provide the school with their paycheck information, listing hours worked, tax deductions, etc. Confidential or sensitive information will be blacked out and photocopies will be made and filed in a secure location as evidence supporting the credibility of Work-Study hours and awarded credit.

Hours must be verified during the last week of each of the four quarterly ECA grading periods. Special circumstances may be considered when requested to ECA in writing.

Credit for work is dependent upon the number of hours worked per week (averaged over the nine-week grading period), the successful completion of the duties required while on the job, and turning in the required monthly documentation for credit.

Credit for employment is computed as follows:

- 30 hours per nine-week grading period = 0.25 credit (one credit per year)
- 60 hours per nine-week grading period – 0.5 credit (two credits per year)

Two Maximum Elective Credits Per Year and Four Total Elective Credits in high school.

#### **2.2.5 Credit for Off-Campus Activities**

Since ECA does not offer courses on campus for certain elective and activity courses, credit may be awarded for off-campus activities. Verification must be provided from a sponsor or leader of the activity. In most cases, 54 contact hours = 0.5 credit, graded as a Pass/Fail course. Pass/Fail credits count toward graduation requirements but are not computed in a student's GPA.

Examples include the following:

- **Drivers Education** - Completion of course or issuance of driver's license = 0.5 credit.  
*Note: This does not apply to a hardship license where no class time is required.*
- **Fine and Performing Arts** such as theatre, voice, choir, art, ballet, piano, guitar, drums, or other instruments. Documentation is required from the teacher, coach, director, etc.
- **Athletic Participation** including hockey, basketball, baseball, softball, rodeo or other equine competitions, tennis, golf, bowling, dance, gymnastics, karate, or fitness center programs. Credit is based on documentation from the coach, trainer, director, etc.



- **Volunteer Service** in hospitals, nursing homes, children's shelters or community centers. Documentation is required.
- **Civic Organizations** such as Boy Scouts, Girl Scouts, Explorer Scouts, etc. Credit is based on documentation by an adult leader or parent of merit badges earned and/or participation in troop activities. Eagle Scout projects may be submitted for 0.5 credit in Teen Leadership.

### 2.2.6 Cumulative Grade Point

Cumulative grade point averages are based on all grades for which a numeric score was assigned from grades 9 through 12. ECA does not assign letter grades. If requested by another high school or by a college, numeric grades may be converted to alphabetic grades using the following scale:

A = 90-100

B = 80-89

C = 70-79

F = 70 and Below

Should a school or college request the cumulative GPA on a 4-point scale, the numeric GPA will be converted to the following scale, based on the academic rigor of the courses and diploma plan completed.

**Transfer grades** from schools that award credit for less than 70 will receive 1.0 GPA points.

### 2.2.7 Students with Learning Differences or Other Matters

ECA offers tailored curriculum for students with learning differences. For your student to receive modified curriculum and accommodations in instruction and testing, the school must have appropriate documentation on file. To modify a student's curriculum or standard progress requirements, at least one of the following must be submitted:

1. Diagnosis of the learning difference from a certified educational diagnostician.
2. Copies of all diagnostic testing performed.
3. Current IEP and/or 504 plans.

If a student has a psychological or psychiatric condition and, therefore requires an accommodation of additional testing time or temporary exemption from monthly minimum test requirements, the school must have the following on file:

1. Diagnosis of the condition by a psychology or psychiatric specialist.
2. Recommendation of the psychology or psychiatric specialist for necessary accommodations.

Speech therapy and testing is available through our local school district.

### 2.2.8 Academic Probation

The purpose of probation is to allow the student to redeem him/herself when performance has been below expected minimum standards due to the student's neglect or refusal to apply him/herself to the task of completing required assignments. It is not appropriate for students who are incapable of meeting the minimum standard due to learning handicaps, emotional trauma, physical illness, etc. It is expected that parents will advise the school of such conditions.

During a student's first month of attendance, students will not be placed on academic probation.

New students often cannot accomplish the minimum number of assignments because we don't issue them curriculum, we spend time in diagnostic testing, they are still accustomed to being told what to do by the teacher, they don't understand our methods, etc.

### **2.2.9 Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of ECA policies as put forth in the Handbook. An administrator, always, has the authority to suspend a student. The length of suspension will be determined by the administration. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended. Suspended students are not allowed to be on campus without administrative approval during the period of suspension.

### **2.2.10 Expulsion / Dismissal**

Attendance at ECA is a privilege. **Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the principles and policies of the school will be dismissed.** A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing a conducive, academic environment. Expulsion may be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal will be set, and withdrawal procedure will be followed. The expulsion date may be immediate.

## **2.3 Daily Procedures**

### **2.3.1 Arrival and Departure**

**Arrival and departure times will be recorded for students who arrive late and/or leave early.** Students who arrive prior to starting time should come into the school upon arrival. The staff cannot be responsible for students who are not in the building. Should students choose to disregard these guidelines, a warning will be given. Students who disregard warnings are subject to dismissal.

### **2.3.2 Homework**

Responsibility for scholastic achievement is placed **on the student through the establishment and accomplishment of daily goals.** Teachers will assist students in setting goals and will be available for academic support and motivation whenever the need arises. There is a direct correlation between daily homework accomplished and academic progress and success in a course.

### **2.3.3 Daily Assembly (On-Campus Program)**

At an appropriate time, the following activities take place:

- A brief motivational, informational or inspirational Christian or moral message.
- Pertinent announcements by the staff.
- Prayer by one of the staff members (or student volunteer).

#### 2.3.4 Daily Breaks

Periodic breaks are scheduled each day on campus. The second break is longer (lunch). Home Study students should schedule breaks at periodic intervals during their study time at home.

### 2.4 Communications with Parents

#### 2.4.1 Parent Conferences

ECA desires to complement the home in the education of the students; therefore, parent- faculty conferences are encouraged. Parents, as well as faculty members, may request a conference at any time. However, parents are reminded that conferences **MUST** be scheduled in advance. Teachers and parents should exchange e-mail information to assist in ongoing communication.

#### 2.4.2 Grade Reports

Grade reports are issued quarterly and indicate numeric scores. Grades of less than 70 are recorded when **the grade was earned as a result of cheating, plagiarism and/or lack of effort by the student.**

#### 2.4.3 Daily Student Communication

Parents are able to monitor their child's daily progress using **their child's Daily Folder**. Please check these every day.

### 2.5 Attendance and Tardies

Absences and tardiness are recorded and become a part of the student's record. Students are expected to be in school - at their student desks - at 8:30 each morning. Late entry should be done in a manner that is not distracting to others.

- **3 Tardies will be counted as an absence.**
- **A maximum of 6 unexcused absences will be permitted per semester. After the 6th absence, the parents will be required to attend an attendance board meeting. It will be determined by the board further disciplinary actions.**
- **If a student anticipates an extended absence due to extracurricular activities, teachers must be notified at least 1-week in advance.**

Doctor appointments, job interviews, counseling sessions, etc. should be scheduled during hours other than the time students are in school or scheduled for school-work at home. Students have Fridays to attend to these matters.

Parents of students in the On-Campus program should make every effort to see that their children are in the school on time every day. Parents of Home Study students are responsible for overseeing the daily study routine of their students. If chronic illness causes multiple absences or repeated tardiness, individual consideration will be given upon submission of documentation from a licensed medical provider.

## 2.6 Forms and Documents for Other Agencies and Institutions

### 2.6.1 Verification of Enrollment (“TEA Certificates”)

Students who are enrolled for at least 30 days and fulfilling the required monthly minimum number of tests may request a TEA certificate for obtaining and/or renewing their driver’s license. **A Student who is on academic probation will not be issued the TEA certificate until the end of the month in which the student is in a probationary status, provided the student has fulfilled his/her probationary requirements.** For example, if a student is on academic probation for the month of April, the TEA certificate will be issued on the first school day in May, provided the student has been removed from academic probation.

Students who have been enrolled at ECA for less than one month will be issued a TEA certificate based on having met attendance standards (90 percent attendance for the last 45 days) at their previous school, provided that there was no more than a one week delay between withdrawal from the previous school and enrollment at Elite Christian Academy. Requests for TEA certificates should be made at least one day in advance.

### 2.6.2 Outside Agencies or Institutions

When documents and forms from outside agencies or institutions are presented to the school office for signature of certification regarding the status of, or information about, enrolled students, such signature will be provided only for students who are making at least the required minimum academic progress and whose financial accounts are current.

## Section - 3 General Policies

### 3.1 School Supplies

A minimal school supply list for ECA students can be found in the Parent Portal on [www.elitechristianacademy.com](http://www.elitechristianacademy.com)

### 3.2 Food and Beverages

Beverages, other than small bottles of water, are not permitted in the classroom. Snacks may be eaten during authorized breaks, and should be consumed prior to the end of the school day or taken with the student upon departure. Soft drinks, fruit drinks, etc., should be consumed **only during lunch or other breaks**.

Students are required to bring their own lunch. Microwaves and refrigerators will be provided.

### 3.4 Telephone Use

**Cell phones and devices with phone capabilities are NOT allowed during school hours.** Cell phones and iWatches are to be kept in the front office. Students found having or using cell phones during school hours will have their phones confiscated. The phone will be returned to the student at the end of the school day upon payment of a \$20 fine. The phone will be returned **ONLY** upon payment of the fine.

Students who continue to violate the cell phone policy after 2 violations will be subject to further disciplinary action by the administration that may include losing the privilege of bringing a cell phone to school, suspension and/or dismissal.

### 3.5 Student Appearance and Dress Code

The dress and grooming standards of Elite Christian Academy are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Students should not come to school with the idea of making a "fashion statement," but to foster their own learning, as well as nurture the learning of others.

**Our dress code is built on two principles – MESSAGE and MODESTY**

#### **MESSAGE**

- 1) Students must wear a collared shirt or dress daily (see Modesty). Only small logos are permitted. Jeans (without holes or rips) or khakis are allowed.
- 2) Appropriate shoes are to be worn. Students must bring athletic shoes on PE days. House shoes (slippers) are not acceptable.
- 3) Sagging pants are inappropriate and have been declared illegal in many locations. Pants are to be worn at or about the waist to not expose underwear. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments are not to be visible at any time.
- 4) Students who wear hoods on their heads during class are suspect of sleeping or listening to electronic devices when they should be busy with academic pursuits. Hoodies may be worn, but only with the hood off the head.
- 5) Facial piercings must be limited to earrings and small studs (1/8" or less diameter).

Barbells eyebrow piercings, lip rings and ear gauges do not promote an appropriate message and may not be worn to school.

- 6) Hair should be clean and well groomed. Highlighting is permitted. Any hairstyle, which, in the opinion of the staff, creates a distracting and/or undesirable appearance, will not be allowed.

### **MODESTY**

- 1) Skirts, shorts, and dresses should have hemlines that extend to just below finger length with the arms extended at the sides.
- 2) Tight, short skirts are not to be worn to school. Shorts must meet the following standards: must be loose-fitting (no biking shorts, cutoffs, boxer shorts, or a combination thereof), must be hemmed or cuffed, and the length must extend to just below finger length with the arms extended at the sides.
- 3) Leggings, yoga pants, or tights (including mesh, net, sheer, etc.) can be worn only with acceptable style dresses, shorts, skirts, and tops that extend to just below the fingertips with arms fully extended (**as deemed by staff**).

**Students in violation of the dress code may correct the situation by:**

- a. Changing into appropriate clothing (Parents must bring alternative clothing).
- b. Leaving campus.

**Turning a shirt inside out to hide inappropriate material does NOT constitute correction. See options A and B above.**

The administration reserves the right to disapprove of clothing/personal grooming not listed above. Students who repeatedly violate dress code are subject to disciplinary action, which may include suspension or dismissal.

## **3.6 Student Conduct**

Students are expected to maintain responsible, courteous and respectful conduct whenever they are at ECA. The following guidelines are given to clarify what is and is not considered to be courteous and respectful behavior.

### **3.6.1 Alcohol and Other Illegal Substances**

Students who arrive under the influence of alcohol or other illegal substances will be suspended.

Parents/guardians must meet with the administration regarding reinstatement. Repeated offenses will result in the student's dismissal. **Students caught bringing alcohol or other illegal substances to school or school functions will immediately be placed on a three-week suspension. During the suspension, the student will not be able to attend ECA. Upon returning to campus, the students and parents must meet with administrative staff.**

### **3.6.2 Tobacco and E-Cigarettes**

We are concerned about the physical, emotional and spiritual health of students. Therefore, we discourage the use of tobacco by our students. Students shall not possess or use tobacco or smokeless products **in any form, including E-Cigarettes** while at ECA. Students may not smoke on the sidewalk in front of the school. Texas law prohibits the use

of tobacco products within **500 feet** of school property. Any tobacco products or smoking paraphernalia found will be confiscated and appropriate action taken, including notification of parents/guardians. Students who use tobacco products must leave those products in the car or at home.

### **3.6.3 Cursing and Profanity**

Curse words, disrespectful slang words, using the name of God or Jesus other than in respect to deity, and obscene or profane gestures are never acceptable at ECA. Such words and actions are not to be used toward staff members or other students. Students will be sent home for the day for the first offense. Repeated offenses will result in the student's dismissal.

### **3.6.4 Social Media**

Inappropriate social media posts are not allowed and are subject to disciplinary actions from the school. Foul language, inappropriate pictures, etc.

### **3.6.5 Harassment or Bullying of Other Students or Staff**

Threatening other students or staff members, name-calling, bullying, fighting and other forms of harassment will not be tolerated. All forms of harassment should be reported to the staff immediately. Depending upon the severity of the harassment, student offenders may be dismissed from the school even for the first offense.

Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-related activity, online, or in a vehicle operated by ECA. It has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property. If it is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student, disciplinary action will be taken and may include dismissal.

Any student who feels he/she is being bullied or witnesses bullying should immediately report the incident(s) to his/her teacher, principal, or any other staff member on campus. Consequences for bullying **will** lead to disciplinary action.

### **3.6.6 Stealing**

Students found in possession of items not belonging to them will be disciplined. Should a staff member suspect a student of stealing, the staff member has the authority to search the student's desk, purse, backpack, car, or other personal belongings. Refusal to allow such a search is covered in the "Refusal to Obey" Section 3.7.12 of this handbook.

**Students who steal will be dismissed**

### **3.6.7 Weapons, Explosive Materials**

Students are prohibited from bringing firearms, explosive weapons, knives, or any other weapon or anything that might be construed as a weapon to ECA or any of its activities.

Discharge of fireworks of any kind is likewise prohibited. ECA staff will immediately report any weapons incident to the police.

**The first offense will result in immediate suspension, followed by transfer to Home Study or dismissal.**

### **3.6.8 Treatment of School Property**

School property is to be used as directed. Vandalism of school property that results in premature wear and tear is subject to fines, replacement cost, and possibly dismissal as determined appropriate by the administration. Vandalism includes marking, staining, soiling, breaking, tearing, or any other act affecting any school property.

### **3.6.9 Misuse of Time**

Sleeping, drawing, reading magazines, writing notes, or other non productive behaviors are causes for the student being sent home for the day. Repeated offenses will result in suspension or dismissal.

### **3.6.10 Inappropriate Written or Visual Materials**

Students may not have song lyrics or materials describing "Satanic", violent, or abusive behavior in their possession at school. Inappropriate sexually related songs, photographs, or materials are prohibited at ECA. A student in possession of such material is subject to disciplinary action, which may include suspension or dismissal.

### **3.6.11 Prohibited Items**

iPods, MP3 players or any other personal electronic equipment may not be used during class ***unless approved by teacher***. If used during school hours, they will be confiscated and kept overnight or the student may choose to pay \$20 and get them back at the end of the school session. Cigarettes and other tobacco products, cigarette lighters, matches, rolling papers, pipes, vapor pipes, and e-cigarettes are strictly prohibited at all times. If observed, these items will be confiscated and disposed of. A second offense may be grounds for suspension or dismissal.

### **3.6.12 Public Display of Affection**

Since the academic day at ECA compares to the business day for adults, students are expected to act in a responsible and reputable manner. Public displays of affection take away from the learning atmosphere and are prohibited. Any act of physical contact may be deemed inappropriate.

**Anything that takes away from the learning environment may be deemed prohibited by the faculty and/or administration.**

### **3.6.13 Refusal to Obey**

Refusal to obey a directive from **any** staff member at ECA is a serious violation and act of disrespect. If students have questions about a directive issued by a staff member, the matter can be discussed in private after school has been dismissed for the day. If students feel that the directives are unfair, they may ask for an appointment with the teacher or principal. However, simply disregarding a directive issued by a staff member is unacceptable and may result in



suspension or dismissal.

#### **3.6.14 Lost Work Texts**

Work texts and/or textbooks must be purchased to replace lost work texts and/or textbooks. The cost of work texts and textbooks range from \$8.00 to \$75.00. Examinations will not be issued unless the student turns in a completed work text.

#### **3.6.15 Computer Use**

While at ECA, On-Campus students can use ECA computers for writing papers, conducting research, viewing DVD course materials, working with language courses, etc. Therefore, students have Wi-Fi access. Students are not allowed to use the laptops for any purpose except for the designated use for which they checked out the computer. Visiting unauthorized websites or downloading material onto the computer is strictly prohibited. Violation of the guidelines for laptop computer use will result in the student losing computer privileges. Repeated offences may result in suspension or dismissal. (see attached TECHNOLOGY USE AGREEMENT)

### **3.7 Threats of Violence Policy**

ECA has a **no tolerance** policy involving threats or perceived threats of violence by students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, he/she is subject to immediate dismissal. Any written, spoken, or implied willingness to damage school property or other property is considered a threat of violence (see section 3.7.4).

If the school determines that a threat of violence is credible and specific (directed toward students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities.

Any student who threatens or delivers a threat of bodily harm to another student or a staff member outside of school, while at ECA, is subject to immediate dismissal.

### **3.8 Backpack / Purse / Bag Checks**

ECA reserves the right to check bags, purses, backpacks or other items brought into the school at their discretion if it is suspected that illegal substances, stolen items, answer keys or other items that would be a distraction to the student are in a student's possession. Such items will be confiscated and appropriate action taken.

### **3.9 Sexual Harassment**

Students who engage in sexual harassment on school premises, online, or off school premises at a school-sponsored activity will be subject to disciplinary action including suspension or dismissal. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcomed, including but not limited to, unwanted touching, pinching, patting, verbal or written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated proposition, and unwanted body contact.

ECA has a **no tolerance** policy involving sexual harassment of students or staff. Any student who is guilty of sexual harassment is subject to suspension or immediate dismissal.



## Section 4 - Parent Responsibilities

### 4.1 Payment of Fees

ECA relies solely on the payment of tuition and fees to pay staff salaries, purchase curriculum and provide adequate facilities in which students can learn. With this in mind, the following financial policies have been established:

#### 4.1.1 Payment of Fees

The parent/guardian shall ensure payment of all fees covered in this agreement.

To attend the first semester of a school year, the annual registration fee is due by July 15<sup>th</sup>. The following must have been paid by August 1<sup>st</sup> or date of enrollment:

- 1) Curriculum fee
- 2) First Month's Tuition

Parents may also choose between two plans to pay tuition monthly. ECA offers a 9-month or 12-Month Plan for students who are enrolled for the entire year. ECA offers a 5% discount if tuition is paid in full by June 15th. Tuition may be paid by cash, check, or credit card. If you wish to set up automatic payments by credit card an additional form will be required. Debit for tuition will occur on the first day of each month unless other arrangements have been made with the financial administrator.

**Registration, curriculum, technology fees and tuition are neither refundable nor transferable.**

#### 4.1.2 Financial Policies

There are many reasons for choosing a private school. The major reason is that parents want to invest in their child's future to give him/her every possible opportunity for future success.

ECA provides unique educational advantages. The faculty and staff at ECA are committed to offering each student that opportunity for success. Our teachers spend far more time with each individual student than is common in traditional classrooms. This allows for individual instruction, encouragement and coaching students academically, as well as time for mentoring. Teachers complement, not replace, the home in helping our students master learning, and, as a result, master life.

With our faculty and staff offering a full commitment to the students, we feel it is appropriate for the health of the school to expect a commensurate commitment from school families. The following financial policies are in place:

- 1) Each student will submit an annual registration fee; registrations are accepted on a first come basis. The registration fee ensures that the student will be included in the selection process.
- 2) Tuition and fees for Fall Semester are due on **August 1st**. A late fee will apply the following day (Unless prior arrangements have been made with ECA). For a student to begin school in August or January, all tuition and fees must be current.
- 3) For ECA to meet its contractual obligations for teachers and support personnel, there

- are **NO** refunds or transfers of tuition and fees for any reason.
- 4) In cases of checks returned for NSF, the student may **NOT** attend school until payment arrangements have been made. A late fee will apply if this occurs after July 15<sup>th</sup> or December 1<sup>st</sup>.
  - 5) Families who need to make monthly payments may make arrangements with the Financial Administrator.

## **4.2 Student Accountability (Home Study Program)**

Parents of Home Study students are expected to monitor their student's work to ensure that students plan adequate study time, send work texts back to school according to their individual plan sheet, and prepare themselves for tests.

## **4.3 Parent Conferences**

ECA desires to complement the home in providing the best education possible for the student. Communication with parents is of paramount importance in partnering with families to facilitate the success of our students. Therefore, we desire active parent participation. Parents, faculty or school administration may initiate parent conferences. Parents are reminded that conferences must be scheduled in advance. A parent or guardian shall attend all parent conferences scheduled by the school staff.

In many cases, it is desirable and beneficial for the student to enter the conference at some point as well. In some cases, the teacher and parent may only need a telephone conversation or e-mail communication. Documentation should be provided in the student's personal file when appropriate.

## **4.4 Parent Complaints**

Complaints against a teacher or staff member must be presented **first** to the teacher or staff member by requesting an appointment to meet with the teacher or staff outside of normal school hours. If the issue cannot be resolved in this manner, a meeting will be arranged with the administration, the teacher or staff member and the complainant.

## **4.5 Attendance and Tardiness**

For a student to master learning successfully in any subject, it is essential that he/she maximize his/her time during the school year by consistent attendance. Parents are expected to help ensure that their students practice consistent attendance. Failure to progress at the minimum rate is often tied to excessive absences and/or student apathy. Penalties for failure to meet minimum progress standards are addressed in 2.5.

### **4.5.1 Excused Absences**

Certain absences will be considered academically excused if the school receives a note from the parent/guardian.

**Documentation for excused absences:** Hand-written notes to excuse absences should be submitted immediately on a student's return to campus, but no later than three (3) days after the absence or it will be considered unexcused. Phone calls, e-mails, and text messages are NOT acceptable documentation of absences.

***Documentation for an excused absence should contain:***

- a) dates
- b) times
- c) reason(s) for absence
- d) parent/guardian signature
- e) daytime phone number

***Examples of excused absences include:***

- a) personal illness
- b) death or illness in the immediate family
- c) unavoidable family emergency
- d) medical/dental appointment: A student who misses school due to a doctor's appointment is **required** to bring a note from the medical office.
- e) court appearance: requires a copy of the subpoena or similar document
- f) jail
- g) official government business: requires a copy of document(s) relating to the government business
- h) weather or road conditions making travel dangerous
- i) religious holidays: requires pre-approval
- j) out-of-school suspensions
- k) school activities
- l) other pre-approved absences

**Pre-approved absences:** Pre-approved excused absences must be cleared with the administration at least five (5) days in advance. Students are permitted pre-approved absences during school year if in good academic standing, i.e. not on academic probation. Pre-approved absences over the five allowed are at the discretion of the administration. Student may obtain a Pre-Approved Absence Request Form from the front office.

#### **4.5.2 Unexcused Absences**

All absences not meeting the criteria in Section 4.5.1 are considered unexcused absences. Absence without permission from the school administration is considered a **truancy**. While private schools are not subject to the same legal guidelines as public schools regarding truancy laws, truancy is still considered a serious offense. Excessive absences will result in review by the Administration of ECA. Absences are recorded on the student's Progress Report, which become part of their permanent record. After 6 unexcused absences, parents will be required to attend an attendance board meeting.

A pattern of habitual unexcused absences may result in dismissal from ECA.

#### **4.5.3 Tardiness**

Students are expected to be at school by 8:15. Students are considered tardy if they arrive **in the school building** after 8:30.

In addition, all tardiness will be recorded on the student's Progress Report, which become part of the student's permanent record.

A pattern of habitual tardiness will result in a parent conference and will be recorded in the student's permanent record. Tardiness does not allow the class to begin on time.

#### **4.5.4 Early Releases**

Due to a shortened academic week, students are encouraged to attend until 3:00 daily. All work missed must be made up at home or upon return during student free-time. Teachers will be utilizing each moment of the day to maximize student learning.

## Elite Christian Academy

### Acknowledgement of Student & Parent Handbook Policies

Name:

Date:

The complete Elite Christian Academy Handbook can be found online at [www.elitechristianacademy.com](http://www.elitechristianacademy.com). I understand that I am expected to adhere to **all** policies stated in the Handbook, including the following information.

---

- I. I understand that I will be expected to comply with the dress code. I further understand that should my clothing not conform to the stated policies, or be considered inappropriate by the administration, I will be required call a parent to bring appropriate clothing.
- II. I understand that if I arrive at school under the influence of alcohol or other illegal substances, I will be immediately isolated from the other students until a parent or other responsible designated individual can come and take me home. In addition, I will be subject to one or more of the following:
  - A parental conference with the principal to discuss the possibility of being allowed back on campus.
  - Suspension from school for a time determined by the principal.
  - Immediate dismissal from Elite Christian Academy.
- III. I understand that cell phones are not allowed during school hours for any reason. I will be required to keep my cell phone in my backpack turned OFF. I understand that if I have a cell phone on my person, in my belongings or on my desk during school hours, the phone will be taken. To have my cell phone returned at the end of the school day, I must pay a \$20 fine. Subsequent violations will result in further disciplinary action by the administration.
- IV. I understand that I am not to use iPods, MP3 players, smart watches, or any other electronic device during school. They are to be kept out of sight and clearly not in use. They may not be used on breaks or student free time. I understand that the devices will be taken and kept until dismissal if used during school hours. If it becomes a repeat problem, I may be banned from bringing in electronics of any kind. **I can choose to pay \$20 and receive the item at the end of the day.**
- V. I understand that I will be sent home immediately for any of the following reasons:
  - Profanity - may receive one documented warning depending of level/degree and at the discretion of the staff/faculty.
  - Disrespect toward any adult, employee or volunteer.
  - Suspected of possessing or being under the influence of drugs and/or alcohol.

- Beverages, other than small bottles of water, are not permitted in the classroom. Food left on students' desks after the end of the school day may be thrown away. If you spill food on the floor, please clean it up immediately or you will be held after school to complete the cleaning.

**VI.** Curse words, disrespectful slang words, using the name of God or Jesus other than in respect to Deity, and obscene or profane gestures are **never** acceptable at Elite Christian Academy. Such words and actions are not to be used toward staff/faculty members or other students. I will be sent home for the day for the first offense. Repeated offenses will result in my dismissal.

I/We agree to abide by all policies and procedures stated in the Student and Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Elite Christian Academy be made in writing and/or telephone call and will be followed up in a timely manner.

I/We, also, understand that any breach of policies, procedures, and contracts may be grounds to terminate school enrollment. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

_____	_____	_____
STUDENT PRINTED NAME	STUDENT SIGNATURE	DATE
_____	_____	_____
PARENT/GUARDIAN PRINTED NAME	PARENT/GUARDIAN SIGNATURE	DATE



# **Elite Christian Academy**

## **Student Technology Use Agreement**

Elite Christian Academy provides access to technology and the internet to students for educational purposes only. The use is intended to enhance and facilitate learning, communicating, and working. Students are expected to use technology responsibly and in accordance with Elite Christian Academy's mission and core values and the policies established in the Student/Parent Handbook.

### **Technology Usage**

Students should treat technology with respect and handle items with care. Technology items should not be slammed onto desks, tables, or front desk countertops, dropped carelessly, or left unattended. Students should always shut down a computer or turn off a calculator before returning it to the front desk. Power cords and headphones should be wrapped neatly upon return.

### **Personal Safety**

Students should not save documents, pictures, or other files onto specific computers, especially if it contains personal information. There is no guarantee the saved file will still be on that particular computer the next time the computer is used.

### **Unacceptable use of ECA technology or internet connections includes:**

1. Any activity that violates a policy established in the Student/Parent Handbook
2. Destroying, damaging, or attempting to vandalize data, equipment, networks, or other resources, including the use of hacking tools
3. Removing a part of a technology without permission
4. Inserting a non-ECA disk (i.e. music CD, game, etc.) into a computer without permission
5. Altering or modifying the computer in any way, including changing the desktop background picture, installing unauthorized programs, and placing passwords on a computer
6. Browsing the internet, unless required to do so for an authorized assignment
7. Visiting inappropriate websites, which includes social media websites, i.e. Facebook, Instagram, etc.
8. Accessing non-ECA email accounts
9. Downloading music, video, pictures, or other files for personal use
10. Violating copyright or software licenses, including making illegal copies of digital media, software, or files
11. Downloading, uploading, or creating computer viruses
12. Distributing electronic files in a manner which causes network congestion or disruption, or significantly interferes with another person's ability to access and use the internet
13. Sending mass or chain emails, spam, or inappropriate materials
14. Attempting to fix computer problems or to make updates on a computer, even if

- prompted by the computer, without permission
15. Seeking information on, obtaining copies of, or attempting to destroy files, data, or passwords that belong to other students
  16. Communicating with other students during class time, including instant messaging and using Skype
  17. Participating in cyberbullying in any form, including harassing, defaming, sending hate mail, harming, sending threats, impersonating, and stalking
  18. Attempting to gain unauthorized access to the ECA network or admin accounts on computers
  19. Attempting to bypass, circumvent, or disable network security or a computer's virus protection
  20. Connecting personal devices to ECA computers or networks
  21. Interfering with other students' ability to use technology resources
  22. Allowing another student to use technology that is not signed out to that student
  23. Using a calculator for other purposes beside math
  24. Downloading programs or games onto or writing text messages on calculators
  25. Personal technology used for academic purposes are subject to the same guidelines.
  26. ECA is not responsible for the loss, damage, or theft of any personal electronic devices.

**Using technology and accessing the internet is a privilege, not a right.** I have read this document and understand responsible use of technology. I agree to abide by all policies and procedures set forth in this document and related rules in the Student and Parent Handbook that are applicable in technology situations.

---

STUDENT PRINTED NAME

---

STUDENT SIGNATURE

---

DATE