



EMMANUEL CHRISTIAN ACADEMY

**PARENT/STUDENT MANUAL**  
2020–2021



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# INTRODUCTION

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## STATEMENT OF FAITH

- A. We believe in the verbal inspiration, preservation, and authority of the Scriptures, using the King James Version as the most accurate translation in the English language of God's preserved Word. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
- B. We believe in God the Father, God the Son, and God the Holy Spirit.
- C. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
- D. We believe that salvation is by the grace of God alone. The conditions of salvation are repentance and faith.
- E. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
- F. We believe that once a person has been redeemed, he is a child of God permanently.
- G. We believe in the visible, personal, and premillennial return of Jesus Christ.
- H. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

## MISSION

As a ministry, we grow devoted, lifetime followers of Jesus Christ through gospel-saturated environments.

Our mission is to partner with parents in engaging the mind through academic excellence and Biblical values by cultivating the heart (growth) through spiritual emphasis and acting in service for God and others.

*1 Timothy 4:12, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."*

## NATURE AND PURPOSE

Emmanuel Christian Academy is an educational institution created as a ministry of Emmanuel Baptist Church. Our teachings and philosophies are founded on Biblical truths as interpreted by Emmanuel Baptist Church, an independent, and Bible-believing local church. (I Timothy 3:15).

The main emphasis of Emmanuel Christian Academy is upon the spiritual and educational growth of its students. To accomplish this, we believe that all subjects should be taught in the light of the Scriptures in keeping with the verse, “The fear of the Lord is the beginning of knowledge” (Proverbs 1:7).

Emmanuel Christian Academy is dedicated to acquainting each student with the person of Jesus Christ and helping him to know that God has a plan and a purpose for his life. After reaching the students for Christ, our goal is to send them out as well-trained Christian leaders of tomorrow, serving in whatever area of life the Lord has called them.

In training the student intellectually, Emmanuel has a strong academic program and a caring, dedicated faculty. Our curriculum consists of A Beka Book and Bob Jones University Press.

The present curriculum is planned to fulfill the State of Connecticut requirements for graduation.

## OBJECTIVES

*Our objectives in the education of our students are as follows:*

- A. To prepare them spiritually by instilling in them personal responsibility and appreciation for the Lord Jesus Christ, God the Father, and the Holy Spirit.
- B. To encourage them to think clearly, logically, and independently in accordance with God’s word.
- C. To offer an instructional program that meets the academic needs of the child.
- D. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
- E. To achieve mastery in the tools of learning and communication.
- F. To develop a sense of responsibility in each child as a citizen and a Christian.
- G. To develop a moral, ethical, and spiritual sense which will aid them in personal worth and that of others.
- H. To provide opportunities for developing an understanding of and appreciation for the arts

as well as contributing to them.

- I. To offer opportunities to participate in wholesome forms of recreation, and to prepare each child to serve well in the place of God's will for his life, to prepare for spiritual leadership in the school, home, church, community, state, nation, and the world.

#### STATEMENT OF NONDISCRIMINATORY POLICY

Emmanuel Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

#### STATEMENT OF CHRISTIAN LIFESTYLE

Emmanuel Christian Academy is a uniquely religious educational institution that seeks to provide quality education in a distinctly Christian environment. One of the goals of Emmanuel Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Emmanuel Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Emmanuel Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs.

In relying on the teachings of Scripture, Emmanuel Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to, pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman.

On those occasions in which a particular home or student is acting counter to, or in opposition to, the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity, or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

*Matthew 19:5, "And said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh? 6 Wherefore they are no more twain, but one flesh. What therefore God hath joined together, let not man put asunder."*

## PARENT CONDUCT

Improper conduct by a parent can result in his or her child's dismissal from school. This includes shouting at a teacher or staff member, continual or flagrant disruption of classes in progress, and any public outburst or display that is inappropriate or detrimental to the spirit of Emmanuel Christian Academy.

In addition, to assist us in promoting consistency in our school setting, parents who are volunteering on the school campus or who are chaperoning a school activity are expected to dress according to the school Secondary (7-12 grades) standard of appearance in the Dress Code section of the handbook. Particular attention should be given to modesty issues.



# ADMISSIONS

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## REQUIREMENTS

Students are accepted on the basis of available space, their character, scholastic record; without regard to race, color, national, or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school. Only those children whom we feel will adjust to our particular program and whose parents agree to cooperate fully with the teachers and administration will be admitted.

As a Bible-believing, Christian organization, we affirm and commit to God's definition of marriage, gender roles, and sexual orientation as given in the Bible. We believe God-given gender roles should be honored, that marriage is a lifetime covenant between a man and a woman, and that all sexual activity outside of a marital commitment is dishonoring to God. Therefore, students involved in fornication (all sexual activity outside of marriage such as immorality, homosexuality, or other morally deviant behavior) will not be accepted as students or permitted to continue as students at ECA.

## ENROLLMENT PROCEDURE

1. Schedule an interview with an Administrator.
  - A. Please bring recent student records, IEP if applicable, and standardized tests to the interview.
  - B. A placement exam will be required after the interview.
2. Upon student acceptance, parents need to complete registration papers.
3. Submit a completed State of Connecticut Health Assessment Record (this may be secured from any physician or the Academy Office).
4. Pay the registration fee.

If the administration does not feel that the student should be accepted into the school at the time of the interview, they will notify the parents. If after receiving the records or recommendations on the student, the administration chooses not to accept the student, the parents will be notified.

**ADMISSION AGE**

K-4 students must be four years old and potty-trained; however, an evaluation of a three-year-old may be requested. Admittance of a three-year-old must be approved by the Elementary Administrator.

K-5 students must be five years old by December 31.

# FINANCES

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*Tuition, fees, and gifts are the financial basis of Emmanuel Christian Academy. We do not accept monies from any government agencies.*

## REGISTRATION FEES AND TUITION

A current table of registration fees and a tuition schedule are available in the school office. Tuition is due at the time of enrollment; however, for the convenience of our parents, tuition may be paid in monthly installments. Several payment plans are available through the Academy Finance Office.

Payments are due on the first of the month. A \$30 late fee is applied to any account if a balance of tuition and/or fees is not paid by the tenth of each month. (There is also a \$20 fee for returned checks.) If the account balance is still outstanding 30 days after the due date, the student may not attend classes; report cards, transcripts, and records cannot be released until this outstanding balance is paid in full.

## BOOKS

Parents are responsible to purchase books from the Academy. Prices for the books vary depending upon the grade level of the student(s). If a student loses a book or if a class change becomes necessary, the book charge will be added to the FACTS account.

## PARTICIPATION FEES

Fees are charged to cover the expenses of some classes, tests, music, and sports. These fees are defined in the fee schedule and are billed separately to students participating.

## WITHDRAWALS

Registration fees are not refunded for any reason. In the event a student leaves before the end of the month for any reason, tuition will still be considered due for that entire month.

Withdrawals must be made through the school office and must be in writing. A parent should notify the school office, if possible, a week prior to the last day of school so that the withdrawal

papers can be ready. The withdrawal form can only be released when all Academy-owned books are returned to the office. All records and report cards will be withheld until all tuition costs, book fines, lunch charges, or other official school fees are paid.

#### **LIBRARY FINES**

Each student is allowed to borrow one book for one week. If the book is not returned after one week, the student's family account will be billed \$.10 per book per school day until it is returned.

After one month, the replacement cost of the unreturned book will be billed to the student's family account. If the book is returned, that fee will be credited. However, late fees cannot be credited.

# ATTENDANCE

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## ABSENCES

In order to gain the most from the school, each student must be in regular attendance. The school calendar at ECA reflects that of the public school system in that we strive to hold classes for about 180 days with at least the equivalent of 40 minute class periods (at the high school-level). We place great importance on school attendance and, as a result, allow very few exceptions for excused absences.

Student attendance is recorded on a period-by-period basis for each course. Students are expected to attend all assigned classes. Parents are responsible for contacting the office prior to the start of the school day to notify the school of their student's absence.

All absences from class will be counted toward the attendance limit except those incurred while a student is participating in school-sponsored activities, suspensions, and college visits. Students who are absent from school as a result of illness for 5 or more consecutive days must report directly to the office with professional documentation upon their return to school.

*Any student who has more than the absence limit will not receive credit for the class:*

### *Maximum Absence Limits*

20 Absences Full-year class

10 Absences Half-year class

Parents are encouraged to schedule family vacations during school vacations. Absences for vacationing students will count toward the class limits. It is the responsibility of the vacationing student to request assignments from his/her teachers.

Those students who are at risk of losing credit due to multiple absences will receive periodic reports. A staff member will meet with students with high absentee rates and parents will be alerted.

Any student who is absent will not be able to attend any extracurricular activities on that day (i.e. ball games, concerts, etc.) unless special permission is granted by the principal to participate due to extenuating circumstances. In order to be considered present, a student must have been

in attendance for at least one half of the school day. (8:00–11:30am or 11:30am–2:45pm)

### **PRE-EXCUSED ABSENCES**

Special excused absences for personal reasons are permitted with administrative approval. These absences should be requested by the parents in writing directly to the school office at least 24 hours in advance. Failure to obtain prior permission could result in an unexcused absence. Permission may be refused because of academic standing or extracurricular responsibilities and obligations. Parents are asked not to take their children out during special times (i.e. quarterly or semester testing, achievement testing, or the CACS Fine Arts Competition).

### **TARDINESS**

Because promptness is an important Biblical principle, students will be expected to be at school on time. Excessive tardiness hinders the student's effectiveness and disrupts the class to be taught.

Students who come to school late must report to the school office and present a note stating the specific reason for tardiness. The office will give the student a pass to class. Students will be considered tardy if he/she is not sitting in his/her assigned seat when the bell rings.

Any student who accumulates five unexcused tardies in one semester will be issued a detention (including homeroom and all classes throughout the day). When a detention is issued, the student will remain after school on a specified day for 1 hour. During this time the student will be assigned a task by the teacher in charge. A fee will also be charged to compensate the overseeing teacher.

The only excusable reason for tardiness is a doctor's visit. The student must check into the office upon arrival at school and present a note from the doctor's office. A handwritten note from a parent will not be accepted. Traffic is not an excusable reason for tardiness.

### **EXCUSED ABSENCES**

Emmanuel Christian Academy realizes that there are instances in which absence from school cannot be avoided. A written note or email must be turned in by the parent to excuse an absence. The following circumstances are considered to be acceptable reasons for absence:

- Personal Illness (must present a doctor's note upon returning to school)
- Medical, Dental, or Optical Appointments (must present a doctor's note upon returning to school)
- Death in the Family
- Family Emergencies
- Visiting Prospective Colleges

## UNEXCUSED ABSENCES

All absences not listed above will be considered unexcused.

## EXCESSIVE ABSENCES

If a student is excessively absent—8 days or more during the semester, this could result in a failing grade for courses affected by the absences. In addition, if the student is in high school, this could result in a loss of credits for the affected courses. Parents will be required to make arrangements to make-up the credits.

## APPEALS PROCESS

A student may appeal the loss of credits due to absences to the administration. The initiation of the appeals process is the responsibility of the student/parent/caregiver. Failure to take advantage of the appeals process will result in the loss of credits. It is the student's responsibility to submit documentation of appointments or other pertinent information which resulted in the absences.

## MAKE-UP WORK

All work, including tests, missed due to an excused or unexcused absence must be made up within 5 days of the absence, regardless of the duration of absence. If work is not made up within 5 days, zeros will be given for each incomplete assignment.

Students are responsible to communicate with teachers on arrangements to make up missed tests or quizzes, immediately upon returning to school. Student-athletes are responsible to obtain class and homework assignments for missed classes before leaving for their games.

## ILLNESSES DURING THE SCHOOL DAY

Please do not send students to school who have experienced a fever, sore throat, diarrhea, or vomiting within the past 24 hours. Please give them time to recover. If a child becomes ill during the school day, the parent will be notified. Sickness at school is generally determined if the child is running a fever or vomiting.

## LEAVING SCHOOL

All parents coming during class time to pick up students for dental appointments, medical appointments, or other excused absences must report to the office and not to the student's classroom. Students should bring a written note from the parent stating the reason for leaving early to the school office before classes begin in the morning. A slip will be given to the student to show the teacher when it is time to leave.

The parent is to come to the school office and ask for the student, and the parent must sign the official checkout register before the student may be dismissed. Medical and dental appointments should be scheduled after school whenever possible.

Students are to be in scheduled classes at all times unless ill or excused by the office (leaving school in order to go home early for the day will not be considered excused). Only the office/administration can grant permission for the student to leave the campus. Teachers are not allowed to grant such permission.

All students leaving the school grounds before afternoon dismissal must sign out in the school office or be signed out in the school office by a parent or guardian.

#### **CHAPEL**

Every student of Emmanuel Christian Academy is required to attend chapel. Each student must bring his/her Bible to chapel.

#### **MISSING PHYSICAL EDUCATION**

Students who are unable to participate in Physical Education must have a doctor's excuse or a note from a parent.

#### **PASSES**

All students must have a pass to be outside the classroom. A student may not miss an academic class during the school day without permission from a parent and a pass from the office. Students are not to be in the teacher's lounge unless they are there to see the nurse.



# STUDENTS AND BEHAVIOR

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An important goal at Emmanuel Christian Academy is to train children to be like the Lord Jesus Christ. In order to aid us in accomplishing this goal, our expectations for student behavior are as follows:

## *Obedience*

- Carrying out a specific command or request
- Performing a duty in a way instructed
- Participation and involvement
- Promptly carrying out commands or requests

## *Respect*

- Proper response
- Proper voice tone in answering
- No flippant or rebellious attitude
- Attitude of gratitude
- An attitude of regard for feelings or worth of others
- An agreeable spirit
- No name-calling of adults or peers
- No violation of others' rights, property, or person

## *Responsibility*

- Bringing in or completing homework, bringing necessary materials to class
- Completing projects or assignments
- Maintaining tidy desks or lockers

## GENERAL CONDUCT

*In the classrooms of Emmanuel Christian Academy, these five fundamental rules are to be followed:*

1. Students should stay in their seats at all times.
2. Students should speak only by raising hand for permission.
3. Students will be respectful of other students and their authorities. They will address and reply to their authorities and teacher with the utmost respect (“yes, sir; no, ma’am,” etc.).
4. Students will be prepared for class with finished assignments, books, and necessary supplies.
5. Students will respond to correction or direction with a positive attitude.

All rules and regulations apply to students attending any school-sponsored functions, programs, ball games, field trips, and other events.

## ELEMENTARY DISCIPLINE

There is no demerit system in grades K4 through 4th grade; however, discipline is administered as the teacher deems it necessary. Discipline notices will be issued from time to time and parents are asked to sign these and return them to the teacher. A continual discipline problem will result in the following progressive interventions:

1. A warning is issued.
2. Classroom discipline is administered (a “time out,” etc.).
3. The child is sent to the principal’s office.
4. The principal calls the parent and asks the parent to come to school and take the child home.

## SECONDARY DISCIPLINE

A demerit system is a guide for discipline for the 5-12th grade level at Emmanuel Christian Academy. The positive outcome of discipline is desired according to Proverbs 22:6. The administration expects students at Emmanuel Christian Academy to be well disciplined and to maintain the highest standards of behavior at all times. Failure to comply with the school policies will result in the issuing of demerits or other disciplinary actions.

The goal of any outside disciplinary action is to correct attitudes and/or behavior and to bring about self-discipline.

A “Student Behavior Report” is written by the teacher for a student who is sent to the office for

behavioral issues. Offenses not listed in this handbook will be dealt with at the discretion of the administration.

A continued attitude problem and/or negative influence upon the other students may result in demerits, probation, suspension, or possible dismissal. A student who is out of harmony with the school's philosophy and ideals may still be dismissed (or not allowed to return to the Academy), despite conducting himself/herself within the "letter of the law."

Accumulating excessive demerits or being a behavioral problem will jeopardize both a student's participation in school activities and re-enrollment at Emmanuel Christian Academy. Any student accumulating 25 demerits in one semester will be placed on disciplinary probation and will not be allowed to hold class offices or student body offices until the end of the next semester. In addition, students who accumulate 25 demerits in any semester will be ineligible to participate in sports or attend any sporting event for the remainder of the semester. (Students who accumulate 25 demerits during the second semester will be placed on disciplinary probation for the following semester.) A student who accumulates 25 demerits in two successive semesters will not be allowed to re-enroll without administrative approval. Students who accumulate 50 demerits in a semester will lose the privilege of attending Emmanuel Christian Academy for the remainder of that semester and at least one additional full semester.

No demerits will be carried over from semester to semester. A student who accumulates 25 demerits in one semester will be subject to a one-day in-school suspension from all classes. A student accumulating 40 demerits in one semester will be subject to a two-day suspension. All suspensions are considered as unexcused absences; however, students may make up tests that were given during a suspension. Students are also required to take any tests or quizzes given the day after a suspension and are responsible to obtain any notes they missed.

## **DETENTION**

Every 5 demerits issued to a student will result in 1 detention (if 10 demerits are issued for a single infraction, 2 detentions will be issued). There will be a \$10 charge added to the student's FACTS account for each detention assigned. This fee is to cover the cost of a supervisor. Detentions will be served every Thursday afternoon, 2:50-3:45pm. Students involved in sports may not participate on the day the detention is served, including practices and games. Failure to report to an assigned detention will result in five demerits and an additional detention.

## **STUDENT BEHAVIOR REPORTS**

Secondary student demerits will be recorded on the behavior section of RenWeb. The parent(s) will receive an email from the teacher each time a demerit is issued. Parents of elementary students will be expected to sign the Student Behavior Report and have the student return it to the teacher the following day. The principal may determine the number of demerits that may need to be assessed depending on the severity of the infraction.

Emmanuel Christian Academy does not use corporal correction. We leave this responsibility to the parents.

#### DEMERIT LIST

<i>Offense</i>	<i>Demerits</i>
Cheating	10
Chewing gum or eating outside of cafeteria	1
Cutting class or chapel	10
Damaging student's property	5
Defacing school property	5
Direct disobedience	5
Disorderly conduct or horseplay	3
Disrespect to faculty, staff, or students	5
Dress code or hair violation	1
Drugs or alcohol on or off campus	50
Fighting or bullying	25
Headphones or Cell phone	3
Incomplete homework or classwork	1
In the halls without permission	1
Late to class	1
Leaving without signing out	3
Lying	10
Pornography or lewd material	50
Profanity, vulgarity, or obscene gestures	10
Physical contact with the opposite gender	15
Racial comments or slurs	25
Sensual language or innuendo, written or spoken	15
Stealing	15
Tampering with another student's locker	3
Unprepared for class	1
Use of tobacco on or off campus	25
Writing notes or doing unrelated work	1

Occasionally, offenses will be dealt with using methods other than demerits. Some violations of the rules may be dealt with by using both disciplinary action and issuing demerits. The administration reserves the right to increase the demerits administered per offense due to student response, attitude, or severity of the offense.

## SECURITY

Students should not let anyone in the building. Visitors (including parents) need to come through the main school entrance and check in at the school office. Students need to follow all directions of teachers and law enforcement during lockdowns and fire drills.

## SOCIAL MEDIA

Social media is prevalent and widely used in today's culture. Though it has many positive uses and can be a great tool for communication, it can also be used negatively and inappropriately.

If the administration becomes aware of any inappropriate material on a student's outlet of social media—including but not limited to Facebook, Twitter, Instagram, Snapchat, personal blogs, etc.—the student will be asked to delete or remove the questionable content and will meet with the administrator. Inappropriate content or endorsement of it can be grounds for disciplinary action.

Inappropriate content or endorsement would include but is not limited to the homosexual lifestyle, Satanic or gothic lifestyle, profanity, hashtags or abbreviations for profanity, sexual innuendo, gossip, or disrespect of authority.

As a student of Emmanuel Christian Academy, you are a representation of your God, your school, and your family. It is only reasonable that your social media be honoring to God and uplifting to others.

## BULLYING

Bullying is defined as persistent inappropriate behavior (physical, verbal, written, or online) from one student to another. Cases of suspected bullying should be brought directly to the school administrator to be dealt with immediately. In the event of a case of bullying, the administration would then meet with all parents involved for notification and/or help in correction of the problem. Disciplinary action (including the use of the demerit system, suspension, and expulsion) would then be implemented at the discretion of the administration.

## ARTICLES PROHIBITED

Tobacco, alcoholic beverages, narcotics, knives, guns, matches, lighters, explosives of any kind, and gambling materials are strictly prohibited. (Students must have all outside books approved by the English teachers or the Administration.) Questionable literature is not to be brought to school or to school functions. Any item that is in any way connected with the "rock" music or drug culture is strictly forbidden. Only items which are appropriate for an educational atmosphere will be permitted.

Also prohibited are any electronic devices including games, devices that play music, laptops, or headphones. Any student found to be in possession of an electronic device will have the device

confiscated and held until the end of the school day. The student will also be given demerits for Direct Disobedience.

#### **CELL PHONES**

Cell phones are permitted in grades 7-12; however, they must be turned off and remain in the student's locker. Phones may only be checked after school is dismissed.

#### **MUSIC**

Emmanuel Christian Academy requests parents to protect their students from secular music that is carnal, explicit, sexually-oriented, or rebellious.

#### **NON-SPONSORED PARTIES**

While the school cannot be responsible for any party or social event that is not officially approved and sponsored by Emmanuel Christian Academy, students may be disciplined or dismissed from ECA for their actions at these or other similar events.

#### **CONDUCT AT BALL GAMES**

During ball games, students are not to go to the parking lots or other places to loiter. Students should remain on the field or in the gym during games.

Students, parents, other relatives, and friends are an important part of the overall testimony of Emmanuel Christian Academy; and it is imperative that fans act accordingly at games. Please cheer tastefully and positively at games, being Christ-like in victory or defeat. Above all, please bear in mind that the reputations of ECA and of the Lord Jesus Christ are affected by your words and actions. Parents and fans should treat referees and coaches with the utmost respect, and failure to do so may result in them not being allowed to attend games.

For attire at ball games, students may wear school dress or ECA "Dress Down" attire (Please see "ECA Dress-Down Attire" located under Dress Code). The administration reserves the right to ask students to change attire or leave an event due to dress concerns.

Girls may wear ECA approved PE pants to outdoor games.

ECA athletes are not permitted to wear headphones at games.

#### **PERSONAL CONDUCT**

While Emmanuel Christian Academy cannot be responsible for a person's conduct outside of the campus and school-sponsored events, students may be disciplined or dismissed from Emmanuel Christian Academy for actions and behaviors not consistent with Biblical teachings outlined in the student handbook.

# DISMISSAL

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A student may be dismissed or expelled from school at any time he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration.

Students engaged in questionable conduct (e.g., maintaining inappropriate websites such as MySpace.com, ungodly music, swimsuit competition, immoral/loose dating situations, liquor, drugs, smoking, etc.) which in the opinion of the administration brings reproach on the testimony of Emmanuel Christian Academy are subject to dismissal. This policy is true regardless of time or location.

## REASONS FOR DISMISSAL

- A parent will not cooperate with the administration or the school
- A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for that student to remain in Emmanuel Christian Academy
- Continual failure to achieve academically or continual lack of effort
- Failure to remain current on one's school account

## REASONS FOR EXPULSION

- Drugs or alcohol (use, possession, or association)
- Threats (by parents or students) to administration, faculty, staff, or students
- Destruction of personal property
- Forcible entry into any building after school hours (includes entering any unlocked windows)
- Obscene gestures and language directed at the faculty, staff, or other students
- Immorality (all sexual activity outside of marriage, including homosexuality or other morally deviant behavior)
- Inappropriate social media content (as explained on page 21)
- Accumulation of 50 demerits

Emmanuel Christian Academy expects that its students show respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain in Emmanuel Christian Academy.





# ACADEMICS

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## CURRICULUM

At Emmanuel Christian Academy, we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, “Wise men lay up knowledge.” The Bible is the guide for life; therefore, Bible study is a recognized part of the curriculum of Emmanuel Christian Academy. All students have a Bible class or chapel each day which includes Bible study, Bible memorization, and practical Christian training. In the Bible classes and chapel, students are asked to use the Old King James Version of the Bible.

We use a combination of A Beka Book and Bob Jones University Press textbooks. These textbooks place a strong emphasis on phonics, reading comprehension, and math.

Our high school program has a college preparatory track and a general track. Keyboarding, computer, music, math, physics, and other electives are available to our high school students. A sports program for both ladies and men is also offered.

## COURSE CHANGE

No course (including electives) may be dropped or added after the first two weeks of school. Permission to drop or to add a course must be secured from the principal. A course dropped after the first two weeks will be recorded as a failing grade unless such a change is recommended by the administration. Students will keep the same courses throughout the entire school year.

No changes may be made at semester break unless deemed necessary by the administration.

## SENIOR COURSE LOAD

All seniors attending Emmanuel Christian Academy must take a minimum of six classes at ECA. Seniors may also be required to take specified courses determined by the administration.

## REQUIREMENTS FOR GRADUATION

Emmanuel Christian Academy requires a student to complete a program of study at least equivalent to the state of Connecticut. A student must accumulate at least 24 credits to graduate during the 9th through 12th grades. The following number of credits is required:

- Bible (4 credits)
- English (4 credits)
- Math (4 credits)
- Science (2 credits)
- American History (1 credit)
- American Government/Geography (1 credit)
- World History (1 credit)
- PE (1 credit)
- Speech (1 credit)
- Foreign Language (2 credits)
- Electives (4 credits): Choir, Handbells, Physics (DVD), Pre-calculus, Consumer math (Pace), Spanish III, Economics (Pace), Keyboarding/Word processing, Advanced Computer, and Varsity Sports. A student must be within one credit of graduation in order to participate in commencement.

All graduation honors and academic awards will be determined at the conclusion of the first semester of senior year. The Valedictorian and Salutatorian will be notified once all determining factors have been calculated. Students who have a high school cumulative grade point average of 3.75 or higher will be awarded a stole. Students who have a high school cumulative grade point average of 3.5-3.74 will be awarded a cord.

## VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian awards are given to the graduates with the highest and second-highest grade point averages, respectively, during their studies at Emmanuel Christian Academy. To be eligible for this award, a student must have attended Emmanuel full-time for at least two full years; additionally, this student must have taken two of the following elective classes: Chemistry, Physics, or Pre-calculus. The award recipients will be chosen based upon their grade point averages through the first semester of their senior year.

## STUDY HALLS

Study halls are designed to provide students the chance to complete homework or to study for an evaluation in a quiet and orderly setting. Study halls may be scheduled on a regular basis or when deemed appropriate. Students are expected to work on school assignments only and should bring all necessary work with them to the study hall. Students may also use study halls to make up tests or quizzes.

## FIELD TRIPS

During the year, there will be field trips to different points of interest. On these trips, parents are asked to assist with the children. Parents may see their child's teacher if they would like to volunteer. Since a parent is representing Emmanuel Christian Academy on field trips, we request that ladies wear modest apparel and that men wear long pants with a collared shirt. A minimal transportation fee may be charged to help defray costs.

## FINE ARTS

Emmanuel Christian Academy greatly desires to encourage its students to strive for excellence in the area of Fine Arts. Each spring, all 9-12th grade students will be required to participate in various categories of Fine Arts, ranging from academic testing, speech, music, art, and Bible. Students will be charged a modest fee (see the schedule that accompanies the registration packet each year) for competing so that the costs incurred from the Connecticut Association of Christian Schools and New England Association of Christian Schools may be covered.

*\*All students 9-12th grade will be required to participate in two categories of their choosing.*



# ACADEMIC POLICY

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## GRADING SCALE

The following letter grading system will be used in the kindergarten through high school:

<i>Grade</i>	<i>Percentage</i>	<i>GPA</i>
A+	97-100	4.20
A	93-96	4.00
A-	90-92	4.00
B+	87-89	3.70
B	83-86	3.30
B-	80-82	3.00
C+	77-79	2.70
C	73-76	2.30
C-	70-72	2.00
D+	67-69	1.70
D	63-66	1.30
D-	60-62	1.00
F	0-59	0.00

## ADVANCED COURSES

Because of the advanced nature and workload of Honors, AP, and dual enrollment courses, a five-point grading system will be used rather than the traditional four-point scale.

## HONOR ROLL

At the end of each grading period, an honor roll will be published. There are two honor rolls:

- Principal's Honor Roll: all grades must be A's.
- A-B Honor Roll: all grades must be A's and B's.

## REPORT CARDS

Emmanuel Christian Academy operates on a 9-week grading period. Report cards are sent home within 2 weeks of the conclusion of the grading period. Report cards not only state the academic progress of the student but also describe the conduct of that particular student. Parents are also kept informed of student progress throughout the year via Renweb. Renweb is an on-line program accessible to parents by which teachers update grades and averages every week for each subject.

Any parent who desires to meet with his child's teacher may call the office to schedule an appointment. Please do not arrive unannounced and request a conference-- this does not allow the teacher to adequately prepare his/her thoughts and recommendations for improvement. Unannounced visits typically interrupt the time that a teacher needs to effectively prepare for his/her classes.

To keep elementary parents informed of their child's progress during the grading period, folders are sent home on a weekly basis. These students' grades may also be viewed on their respective FACTS SIS accounts. Because of the accessibility to Renweb, no progress reports or scholarship warnings are given. Athletic Eligibility checks will still be conducted.

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student. Therefore, each student is expected to successfully complete his homework assignment each day.

Homework may be given for the following purposes: drill, practice, remedial reasons, and individual projects relating to school studies. Continued failure to complete homework assignments will result not only in an academic penalty, but also disciplinary measures. No homework is assigned on Wednesdays (except a light assignment) or during other special meetings of Emmanuel Baptist Church. We are happy to work with families who attend other churches who may have special meetings throughout the year in their churches. Please contact the principal concerning such situations.

There will be reasonable amounts of homework given to students of all grades. All homework must be done neatly and correctly and on the exact paper specified by the teacher.

Each Monday, elementary students will take home folders which need to be signed by the parent and returned the next day. Students should make any corrections or complete unfinished work as instructed by the individual teacher. The folder will include tests, class papers, and school notices. While we encourage parents to keep daily work, we ask that they return all tests and quizzes to the teacher.

Elementary parents will receive homework notices if homework is not turned in or is unacceptable. Disciplinary measures will be applied as necessary and reduced grades may be given.

Please return signed homework notices the day after they are sent home.

## **CHEATING**

For its educational purposes and for clarity, Emmanuel Christian Academy defines cheating as any presentation of one's own work that was actually done by another. This would include, but not be limited to, copying homework assignments, copying test or quiz answers, and plagiarizing.

Emmanuel Christian Academy strongly encourages students to avoid all appearances of cheating by strictly working on their own assignments, covering their quizzes and tests as instructed during evaluations, and adhering to the guidelines given for research projects and special assignments. Students should only question each other with regards to the details of the assignment, not the answers, location of answers, or other essentials that would aid them in presenting the correct answers to the assignment.

Any student caught cheating will be given 10 demerits and given a grade of "zero" for that specific assignment. Research papers and other similar projects must still be completed properly in order for the student to receive credit for the class.

Students who desire assistance with their assignments and projects should seek that help directly from the faculty member who assigned the work or from an approved upperclassman who has been designated as an approved tutor.

## **TUTORING SERVICES**

If a student requires tutoring services, ECA administration will recommend an ECA teacher or American Christian Honor Society upperclassman to provide tutoring services. Parents will be required to make payment directly to the tutor: \$30 for teachers and \$15 for American Christian Honor Society students.

## **TRANSFER STUDENTS**

Transfer students in all grades will be required to take an academic assessment test in math, reading, and language/English for accurate grade placement. The tests will be administered in the summer prior to the start of the school year. If a student misses the scheduled test date, he/she will be required to take the assessment tests before permanent grade placement is determined.





# RETENTION

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## KINDERGARTEN

- If a student fails reading, he/she is retained. Failure will be determined by an assessment test in April.
- If a student is considered to be too immature for 1st-grade work, retention is recommended.
- If a student is weak in phonics and reading, summer school will be recommended.

## FIRST—THIRD GRADES

- If a student fails both math and reading, he is retained.
- Summer school is required if a failing grade is earned in either math or reading.
- If a student is weak in phonics and reading, summer school will be recommended.

## FOURTH—SIXTH GRADES

- A student who earns a D in math, language, or reading is recommended for summer school.
- A student who earns an F in any one of the above- mentioned subjects is required to attend summer school.
- If a student earns an F in math and language, he/she is retained.

## SEVENTH—EIGHTH GRADES

- A student who earns an F in both math and English is retained.
- A student who earns an F in either math or English is required to attend summer school.
- A student must pass 3 out of 4 major subjects (math, English, social studies, and science) to be promoted.
- It is strongly recommended that students who earn D's in both semesters of either math or English enroll in summer school.

**SUMMER SCHOOL INFORMATION**

- A 9th–12th grade student who fails a semester of any non-elective academic course must attend summer school and make up the semester. Elective courses will have to be made up the following year or a different elective may be taken.
- No summer school courses can be taken for acceleration. Summer school is strictly remedial, and only two credits can be made up during summer. Please contact the administration for summer school arrangements.
- Final grades for 7th–12th grade students are based on semester averages.

# EMERGENCIES

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## EMERGENCY SCHOOL CLOSINGS

Should the Academy need to close due to building problems or snow, it will be announced on WFSB (Channel 3). Parents and students may subscribe to the early warning alert system at [www.wfsb.com](http://www.wfsb.com). The school office will not call parents concerning weather-related closings, but parents do have the option to sign up for text alerts. Emmanuel Christian Academy does not follow any town or other school closures. Because our families travel to the campus from all over the state, considerations are made based on a large territory, not only the Town of Newington.

When school is not yet open in the mornings, these announcements should be on the local stations by 7:00AM.

## COMMUNICABLE DISEASES

Emmanuel Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Emmanuel Christian Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. Emmanuel Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal.

The reportable diseases include the following contagious diseases:

- Chicken Pox
- Conjunctivitis
- Fifth Disease
- Head Lice
- Hepatitis
- Impetigo
- Influenza
- Measles
- Mononucleosis
- Mumps
- Pneumonia
- Rubella

### **SICKNESS AT SCHOOL**

To control the spread of common illnesses, please do not send your student to school if he/she has a fever of 100 or greater or has vomited within 24 hours.

A sickroom is provided for all students who become ill at school. Parents will be notified to come and pick up the student. Sickness is generally determined as a student who is running a fever or who is throwing up. Students who sustain minor injuries are referred to the school nurse for treatment. Students who receive more significant injuries may need to be picked up by their parents at school, in which case the school office will notify the parents.

### **MEDICATIONS POLICY**

All medications are to be brought to the school office by a parent or guardian, and a medication form must be filled out by the parent and signed by the doctor in order for the office to dispense the medication. This will include aspirin or Tylenol (etc.), as well as prescriptions from the doctor as well as over the counter medication (ex. Tylenol). Please be sure you leave the medicine in the pharmacy bottle. Do not transfer the medicine to another container.

# ARRIVAL AND DEPARTURE

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## ELEMENTARY ARRIVAL AND DISMISSAL

Parents bringing their children to school are to drop them off **ONLY** in the designated area by the main office entrance. Students may be dropped off as early as 7:45AM. Upon arrival, elementary children are to go directly to their classroom. Parents should drop off their children. We ask that parents please not escort their children directly to the classroom. If a meeting with the teacher is desired, a parent may schedule one through the school secretary.

K4 and K5 students participating in a half-day schedule will be directed by teachers about the dismissal. Please connect with your child's teacher on the procedure.

All parents picking up students in grades 7-12 (along with elementary siblings) should form a line in the parking area across from the cafeteria section of the building. Parents picking up elementary students only should form a line in the driving lane closest to the cafeteria.

Selected sixth grade students will serve as Safety Patrol members in the mornings and afternoons. These students will escort younger students to and from their vehicles to a safe area where the students may enter the building.

All elementary students will be dismissed at 3:00PM, and grades 5-12 will be dismissed at 2:45PM daily. Once the bell rings, students will be dismissed to either their parents or siblings.

## SECONDARY ARRIVAL AND DISMISSAL

Grades 5-12 should be dropped off at the north end of the building or by the doors between the cafeteria and the gym. Upon arrival, secondary students are to go directly to their classroom. Students may be dropped off as early as 7:45AM.

Secondary students must be out of the building as soon as possible after the 2:45 dismissal bell. Students who are not immediately picked up after school will wait inside the building.

## BEFORE AND AFTER SCHOOL PROGRAM

ECA offers a before and after school care program every day. A charge of \$10 per student per hour will be added to the family's FACTS account, if you choose to use either program. The

accumulated charges will be added at the beginning of the following week. Before School care is from 7:15AM– 7:40AM. Students can be dropped off at the student entrance and parents will need to sign them in.

Students still in the building at 3:30PM will be automatically signed into after care. After School Care is available from 3:30PM-5:30PM. Students must be signed out by a parent or a legal guardian. After Care will be dismissed from the student entry. Please advise the office or the student's teacher if you are planning to use either program. *\*Check-in times are subject to change.*

Students who remain after school for school functions will be under proper supervision.

### **TRAFFIC PATTERNS**

Parents bringing their children to school are asked to abide by the following traffic regulations. Observe the 15-mph speed limit to ensure the safety of the students.

*Please observe the following:*

- If you must park, please park either in the teacher parking lot (by the flag pole) or the high school parking lot (by the basketball hoops). Do not leave your car at the curb or in the traffic circle at any time.
- Follow the traffic pattern outlined at orientation.
- To avoid unnecessary delays, have your student collect items needed and be ready to exit the car upon arrival.
- Once your child has exited the building, please have him go directly to your car and stay there.
- Please do not expect the teacher on duty to watch your child while you visit with other parents.

### **STUDENT DRIVERS**

Students who drive to school are to park in the student designated area. Students are to leave their cars when they arrive at school. Students are not allowed to return to their cars during the day without permission from the office.

Students who drive to school must strictly abide by all safety rules. Failure to do so will result in demerits and suspension of driving privileges on school grounds. A student must register his/her car in the school office. Students who wish to ride together must have permission notes on file in the office from both parents of the rider and the driver.

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## LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day without permission from the office and written or verbal parent permission, per school administrator.

## FORMS OF TRANSPORTATION

For those families living in the Town of Newington, the town provides morning and afternoon transportation to and from the Academy for all residents who live more than one mile from the school. Parents who are interested in this service should contact the school office for further information.

Since Emmanuel Christian Academy provides education to students from a wide geographic region, some as far as 45 minutes away, we recommend car-pooling among families in the same vicinity. If you desire to provide carpooling or to have your child ride in a carpool, please call the office to provide your name and phone number. Parents in that region will be given your number and will contact you if they are interested in helping. In providing names of prospective drivers, Emmanuel Christian Academy does not necessarily endorse their qualifications, driving ability, etc. It is the parents' duty to evaluate the suitability of the driver/family of their particular carpool.





# STUDENT ORGANIZATIONS

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## AMERICAN CHRISTIAN HONOR SOCIETY (ACHS)

Emmanuel Christian Academy desires to recognize those students who achieve a high academic standard and show a personal desire to live for the Lord and influence others to do what is right. Tenth grade students and above are eligible for induction into the ACHS.

At the conclusion of each academic year, students entering grades 10th through 12th with a scholastic average of 90 percent or better will be considered for admittance into ACHS. Students who have accumulated 10 or more demerits will be ineligible. Likewise, current ACHS members who accumulate 10 or more demerits will be placed on probation. Parents will be notified by mail of their child's induction.

Upon induction into the ACHS, a student must perform 20 hours of volunteer service per semester of membership and maintain a 90 percent cumulative high school average. The calculation of the grade point average will include all academic classes, including Bible and music. PE class will not count towards this calculation. Some examples of volunteer activities include ushering responsibilities at school programs, assisting with the operation of Field Day, and assisting various school staff members with projects or assignments.

Members who fall below the established standards shall be informed by the administrator, and appropriate actions will be taken as described above. For example, if a member shall fall below the 90 percent cumulative standard for Honor Society scholarship, the student shall be placed on probation for the next grading period (semester). If the member shall then fail to raise his/her average above 90 percent at the end of the next semester, that member shall then be dismissed from membership. A student who has been dismissed from membership shall never be reinstated. A student who becomes involved in a serious moral/discipline problem shall be dismissed immediately after proper verification of the charge of misbehavior.

**CLASS OFFICERS**

Each year, the Junior and Senior Classes will elect a president, vice-president, and secretary/treasurer. In order to be nominated for an office, a student must have been a student of Emmanuel Christian Academy for one semester and not have accumulated more than 25 demerits in the semester preceding this nomination. All nominations and class advisors must be approved by the Academy administrator.

# ATHLETIC DEPARTMENT

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## ATHLETIC DEPARTMENT ELIGIBILITY POLICY

The purpose of the Emmanuel Christian Academy Athletic Department is to develop the mind of Jesus Christ in our students through mentoring, teamwork, goals, discipline, and physical development. Our athletic department is about building life-time, devoted followers of Jesus Christ and helping our students prepare spiritually, academically, and physically for their future. The Falcons program is highly competitive while emphasizing that winning is not the primary measure of success. Character, sportsmanship, and discipline are more important than the outcome of the game.

Student athletes are representatives of ECA. They are expected to be spiritual leaders and to embody the principles that define our purposes.

Emmanuel Christian Academy offers the following sports: Varsity Boys' Soccer, Varsity Girls' Volleyball, Junior Varsity Girls' Volleyball, Varsity Girls' Basketball, Junior Varsity Girls' Basketball, Varsity Boys' Basketball, and Junior Varsity Boys' Basketball.

## ELIGIBILITY

The athletic department is a vital component of the overall program of developing the next generation in academics and character. We believe that the academic and athletic programs are both of great value and serve to complement one another. Our goal is to make eligibility attainable and sustainable for the majority of our students. When they become ineligible, our goal is to help them regain eligibility as soon as possible.

*Members of a sports team must meet the following eligibility requirements in regards to grades and behavior:*

### *Definition of Eligibility*

- Eligibility means that a student is permitted to participate in practices, games, trips, tournaments, fundraisers, and other athletic events.

### *Full Eligibility*

- Students that maintain a minimum 70% combined grade average will be considered fully eligible to participate in the sports program. (Math and science exceptions explained below.)

### *Partial Eligibility*

- Students that maintain a combined grade average of 70%, but have a science or math grade at 69% or lower (D or F) will be placed on academic probation. On probation, the student may only attend 50% of the practices (two days per week) and must attend help classes for their struggling grade. The student may continue to participate in games so long as the combined grade average remains above 70%. Academic probation will continue until the science or math grade reaches 70% or higher.
- When students are willing to work, teachers and administration will work with them to facilitate extra work to help them regain full eligibility as soon as possible.)

### *Ineligibility*

- Students whose combined grade average falls below 70% will be ineligible to play sports until their grade average returns to 70% or higher.
- Students who fall below 59% (F) in Bible will be ineligible until their grade returns to 70% or higher.
- Students with an accumulation of 25 demerits in a single semester are not eligible for the remainder of that season. If a student ends the school year with 25 demerits or more, that student will begin the following season on disciplinary probation. Disciplinary probation will only allow the student to accumulate 15 demerits that semester before they become ineligible.

## **THE PROCESS OF GRADE CHECKS AND COMMUNICATION**

*The following grade-check timeline will take place on this schedule for every quarter:*

### *First “Warning” Grade Check*

- Grades will be checked for the first time at five weeks. Students and coaches will be warned if grades are not within eligibility requirements. This will give the students an additional week to work with their teachers toward eligibility.
- It is the student’s responsibility to monitor their grades, meet with their teachers, make up their work and tests, and do the work necessary to maintain eligibility.

### *Six-Week Grade Check*

- At the six-week mark, grades will be checked, and both coaches and students will be notified if the student has become either ineligible or partially eligible. Any student ineligible at this six-week check will be ineligible for one week and will remain ineligible

until the combined grade average reaches 70%. (It is the responsibility of the coaches and athletes to follow up with the school office to obtain weekly or even daily grade checks for ineligible students.)

#### *Nine-Week Grade Check (Quarter Grades)*

- At the ninth week (quarter grades), students who have become ineligible will remain so for at least three weeks after the new quarter begins. Ineligible students can have their grades checked at the three-week point of the new quarter.
- In regards to the end of each quarter, the “quarter grade” is the determining grade, not the “semester grade” when applicable. The quarter ineligibility period begins the close of the quarter grading period.

At the year’s end, an ineligible student will be required to complete extra work through the summer in order to regain eligibility for the next school year. That student may participate in summer tryouts, practices, and camps and will have full eligibility for the fall season, pending a successful assessment for the summer work.

### ADDITIONAL REQUIREMENTS

*Makeup Work.* Students who miss assignments or tests due to absences will be given one week (five full school days) to make up their missing work.

*Class Assignments.* In addition to the grade requirement, student-athletes must complete all class assignments in order to retain eligibility. Teachers will regularly report missing assignments to the administration. Students who are ineligible due to an incomplete assignment will become eligible as soon as the assignment is complete.

*Sports Fees.* All sports fees must be paid in full before a uniform is issued.

*Transferring Students.* Students transferring to Emmanuel Christian Academy during the school year may be allowed to try out for a team (and admitted to that team if the coaches deem it appropriate) after tryouts have been conducted, provided that there is a jersey/uniform still available, and that no team members are displaced from their current membership on the team. All transfer students will be required to meet eligibility and conduct requirements.

*Health Physical.* Every athlete is required by law to have a new sports physical on file in the school office every year. This physical should be submitted annually, prior to any participation in the sports program.

### TRANSPORTATION

Emmanuel Christian Academy does provide and/or arrange for transportation for its student-athletes to games.



# OFFICE AND FACILITIES

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The buildings, facilities, and property of Emmanuel Baptist Church and Christian Academy belong to God. Respect for the appearance and care of the school is a part of one's Christian duty. Damaging or destroying property, littering, and other offenses are not evidence of proper Christian character.

Willful damage or destruction of the church or school property will not be tolerated. All damage must be paid for, whether willful or accidental.

All students are expected to report immediately to the office any damaged furniture or other school property. Students are responsible to keep any school-owned textbooks covered. Students are also responsible for respecting the property of other students.

## SCHOOL OFFICE HOURS

The school office opens at 7:45 a.m. and closes at 3:30 p.m. During the summer, the office will be open from 8:30 a.m. to 3:00 p.m.

## VISITORS

All visitors to Emmanuel Christian Academy must obtain a pass from the school office before visiting or observing classes, music, practices, or the lunchroom. This policy includes parents, former students, and school volunteers. Special arrangements for these visits or observations must be made through the administration or office staff.

## LOST AND FOUND

Lost or misplaced articles may be picked up in the school office before school, during lunch, and after school. Parents are asked to write their child's name clearly on all items brought to school including jackets, lunch boxes, books, etc. All items not identifiable will be disposed of after a reasonable amount of time.

## LUNCHROOM

Some microwaveable items are available to students wishing to purchase lunch. Students may also bring their own sack lunches. Drinks, snacks, and other refreshments may be purchased.

All students who wish to order a school lunch must inform the teacher each morning. Students' lunches are ordered in the classroom and will be charged to the FACTS payment plan on a weekly basis. Cash payments will not be accepted in the classroom.

Students with unpaid lunch charges will not be allowed to charge. Students should not charge lunch for another student.

## TELEPHONE

Students will not be allowed to make phone calls during the day unless the calls are considered necessary by the office staff. In the case of an emergency, the office staff will place the call. Such things as forgetting lunch money, PE uniforms, books, reports, or asking about going home with a friend, and other changes of plans by the student during the day are not considered reasons for calling parents.

## LOCKERS

Locker assignments will be issued to students at the beginning of the school year. The school does not provide locks. However, students have the option of using their own locks if they would like. Students who purchase their own locks must submit the combinations to the office.

All lockers are expected to be maintained in an orderly fashion. Opened food and drink should not be left in a student's locker.

No inappropriate accessories may be hung in, or attached to, any locker. No student should ever write in his/her or someone else's locker.

Students should not carry their books from class to class in their backpacks; these tend to clutter the aisles in the classrooms. Students are allotted plenty of time between class periods to retrieve necessary materials.

The administration will periodically check lockers to ensure that these standards are being followed.

## OFF LIMITS

No student is permitted in a classroom without the teacher's permission. Custodians and coaches are not permitted to unlock doors for students unless the student presents a written request from the teacher who uses the classroom. Classrooms should not have to be reopened for a student to pick up forgotten books or assignments.



**SELLING ON CAMPUS**

Any students or organizations wishing to sell items on the campus of Emmanuel Christian Academy must gain prior approval of the dates, items, and methods from the Academy administrator.

**LOCK DOWNS AND FIRE DRILLS**

Either a Lock Down or a Fire Drill will be conducted on a quarterly basis under the supervision of the administration and occasionally the Newington Police Department or the Newington Fire Department.



# DRESS CODE

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Believing that our outward appearance is a reflection of our heart and mind, Emmanuel Christian Academy expects all parents to exercise good taste and judgment in the dress of their students at all times. Through our clothing, makeup, and hairstyles, we either draw attention to ourselves or we magnify the Lord. The dress code applies to all school functions except where specified.

## ELEMENTARY GIRLS (K4-6TH)

### *Shirts, Skirts, and Pants*

- A. Our young ladies are to wear skirts or jumpers of conservative colors and patterns. Culottes or skorts may also be worn in kindergarten through fourth grades.
- B. All elementary outfits should reach the middle of the knee when sitting.
- C. Slits in jumpers or skirts may not go above the required length of the dress.
- D. Leggings may be worn under skirts and jumpers.
- E. Specifically approved uniform pants may be worn.
- F. Year-round pants: Walmart-flat front, non-skinny style; Target-relaxed fit, non-skinny style; Land's End-relaxed fit, non-skinny style.
- G. Collared polo shirts of conservative colors and patterns, with no writing or manufacturer's logo on them, are to be worn. Oxford dress shirts or "Peter Pan" blouses may also be worn.
- H. Sweaters are also acceptable, but a collared shirt must be visible underneath.

### *Shoes and Socks*

- A. Elementary girls may wear athletic shoes or simple flats, but all shoes must have backs on them.
- B. Boots with 1" or lower heels may be worn during the school day. Snow boots must be removed in the classroom.

### *Accessories*

- A. Makeup is not to be used by elementary girls. This includes lip gloss, glitter, eye makeup, etc.
- B. Earrings can be worn in the lower lobe, with a maximum of one earring per ear.

**ELEMENTARY BOYS (K4-6TH)***Shirts*

- A. Boys should wear collared polo shirts of conservative colors and patterns with no writing on them (a small manufacturer's logo is acceptable). Oxford style dress shirts may also be worn. All shirts must be tucked in.
- B. Shirts must be buttoned, except for the top button.
- C. A sweater may also be worn, provided that a collared shirt is visible underneath.

*Pants*

- A. Boys must wear neutral-colored pants or neat denim jeans. Pants must not have cargo pockets.
- B. Corduroy pants are also acceptable.
- C. No pants should have elastic at the bottom of the leg.
- D. Pants should fit neatly, without sagging. "Skinny-style" pants are not acceptable.

*Hair*

- A. Conventional hairstyles must be kept neat and combed at all times. Hair must be off the ears and collar, at least one finger's width above the eyebrows, and may not be put in a ponytail.

*Accessories*

- A. Boys may not wear necklaces, earrings, or bracelets.

**SECONDARY GIRLS (7TH-12TH)***Shirts and Blouses*

- A. Shirts made to be tucked in should be tucked in. Polo shirts may be worn out, but should not look sloppy (too long, baggy, etc.). Regardless of style, all shirts should be neatly pressed.
- B. Shirts may be of a conservative pattern. The administration reserves the right to deem a patterned shirt unacceptable.
- C. Cardigans and sweater vests may be worn over a collared polo or oxford shirt.
- D. Any logos should be small and from an appropriate store. (Hollister, Gilly Hicks, Abercrombie, Victoria's Secret and Pink are not acceptable.)
- E. All shirts must be buttoned, except for the top button.
- F. Students should not wear transparent or see-through shirts.
- G. Camisoles should not be visible below the hem of the shirt.

### *Skirts*

- A. Skirts should be at least to the middle of the knee cap in length when sitting. Slits should not extend above the knee.
- B. Skirts must not be tight or form-fitting. They must be able to move freely over the hips.
- C. Skirts should be conservative in color and pattern.
- D. Conservative leggings are allowed.
- E. Belts should not have studs or other similar decorations on them. They should also have conservative buckles.

### *Uniform Pants*

- A. Girls may wear a specifically approved uniform pant year-round. The approved style is *School Uniform Girls' Perfect Fit Plain Front Stain Resistant Chino Pants (available directly from Land's End)*. Uniform pants must not be tight, form fitting, or slim fit/skinny style.

### *Shoes and Socks*

- A. Casual flats are preferred. Shoes should not have a heel higher than 2”.
- B. Shoes must have a hard sole.
- C. Conservative boots with heels no higher than 2” are permitted. No Ugg style boots.
- D. Backless shoes are not permitted.
- E. Keds style shoes are permitted but must be clean, free of holes, and not high-tops.
- F. No house-slipper style shoes may be worn (this includes “fur-lined” shoes with indoor soles and moccasins) Athletic and soccer shoes should only be worn for PE classes and sports practices.

### *Jewelry and Accessories*

- A. A maximum of three piercings in the outer ear is permitted. Gauges and bars are not permitted.
- B. Ankle bracelets are not permitted.
- C. Hats should not be worn in the building.
- D. Fashion scarves may be worn in class, winter scarves are not permitted.

### *Fads*

- A. Extreme or faddish clothing, accessories, or hairstyles are inappropriate.
- B. No bleached or unnatural hair coloring is appropriate (this includes colored streaks, i.e. pink, blue, etc.). Basic highlighting is allowed.
- C. Make-up and nail polish should be tasteful and feminine.

*Banquet Attire*

- A. All dresses or gowns must be approved by the administration prior to any banquet or event - including graduation.
- B. An informational booklet with specific guidelines and dress check dates will be distributed.
- C. No sheer material may be used for modesty fixes.
- D. All modesty fixes are subject to staff approval including sweetheart necklines, straps, or sleeves.

**SECONDARY GUYS (7TH-12TH)***Shirts*

- A. All shirts must be tucked in and neatly pressed.
- B. Shirts are to be of a conservative pattern and color. The administration reserves the right to deem a patterned shirt unacceptable.
- C. Cardigans and sweater vests may be worn.
- D. Any logos should be small and from an appropriate store. (Hollister and Abercrombie are not acceptable.)
- E. Shirts must be buttoned, except for the top button.
- F. A polo or Oxford, with a visible collar, must be worn under sweaters or vests.
- G. Any t-shirt worn under a uniform shirt must be plain white with no printing.

*Pants*

- A. Pants must be Chino style in solid, neutral colors. They may not have cargo pockets. Pants also should not be made of denim.
- B. Pants should not be frayed, tight, sagging, or cut. "Skinny" or "slim" style pants are not acceptable.
- C. A solid-color belt must be worn and must be visible. Belts should not have studs or other similar decorations on them. They should also have conservative buckles.

*Shoes and Socks*

- A. Brown or black casual shoes are preferred.
- B. Boots, sandals, shoes resembling slippers, and shoes with thick heels are not appropriate.
- C. Socks should be worn at all times.
- D. Athletic and indoor soccer shoes are appropriate for PE and sports practices only.
- E. Dressy-casual, Vans style shoes are permitted but must be clean, free of holes, and not high-tops.

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### *Accessories*

- A. Hats should not be worn in the building.
- B. Necklaces, earrings, and ankle bracelets may not be worn at school or at any other school function.
- C. One ring may be worn on each hand; no rings should be worn on the thumb.

### *Hair*

- A. Conventional hairstyles must be kept neat and combed at all times. Hair must be off the ears and collar, at least one finger's width above the eyebrows, and may not be put in a ponytail.
- B. Sideburns should not extend below the middle of the ears and should be neatly trimmed.
- C. Extreme or faddish haircuts or styles are not appropriate.
- D. The use of dye, streaks, bleach, or other such coloration of the hair is not permitted.
- E. Periodic hair checks will be given by the administration or faculty.
- F. Boys must be clean-shaven. No facial hair is allowed.

## **OTHER**

### *ECA Dress Down Attire*

- A. ECA Dress Down Attire may be worn to school during specified "dress down" days and may also be worn to ECA athletic events (unless otherwise specified).
- B. Girls may wear neat, modest denim skirts (reaching the middle of the knee while sitting or standing with no long slits), a collared shirt, and sneakers. No sweat-pants or T-shirts are permitted.
- C. Boys may wear neat denim blue jeans (skinny-style jeans are not permitted), a collared shirt, and sneakers. No sweat-pants or T-shirts are permitted.
- D. ECA hoodies and sports jackets will be allowed only on dress-down days.

### *Dress Attire for Athletes on Game Day*

- A. School attire must be worn to school on game days.
- B. All athletes will be dismissed 15 minutes before game departure to change into uniform.
- C. Approved sweat pants for boys and girls are available for purchase through the school store. No other sweat pants will be permitted.

### *General Policies*

- A. For junior high and high school PE Class, only ECA t-shirts (from any year and in good condition) may be worn. Any solid color athletic short is acceptable but must reach the

top of the knee. Approved sweat pants, purchased through the office, maybe worn during the winter months. PE attire may not be worn outside of PE class.

- B. Zippered vests and any hooded garments are considered outdoor wear and are not to be worn in the building.
- C. No sloppy or oversize clothing is allowed.
- D. Backpacks and lunch boxes should be free from questionable logos, etc. (Pop groups, skulls, or things of a violent nature are not permitted.)
- E. The school dress code is to be followed at all school functions, on or off-campus unless otherwise instructed. This includes evening and weekend school activities.
- F. The administration reserves the right to determine for both boys and girls if dress or appearance is appropriate or not. Clothing or accessories that have inappropriate connotations will not be permitted. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem. This may on occasion require the parent being asked to come to school to pick up the child or bring the necessary items for him/her to change.



# FINAL REMARKS

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*We reserve the right to alter any of the regulations and procedures in this handbook at any time if deemed necessary. We would like for the parents to understand that the sincere desire of the administration of our school is to see your children grow up to be fine Christian young men and women. Since we care for and love your children, this handbook is provided so that both the school and the home can work together to accomplish the greatest spiritual and educational goals for your child.*





EMMANUEL CHRISTIAN ACADEMY

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