



EMMANUEL CHRISTIAN ACADEMY

**PARENT/STUDENT MANUAL**  
2024-2025

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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 mainly of Abeka 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."*

# 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.

Vandalism could be grounds for dismissal from ECA.

## SCHOOL OFFICE HOURS

The school office opens at 7:45AM and closes at 4:00PM. During the summer, the office will be open from 8:00AM to 4:00PM, Monday through Friday.

## VISITORS

All visitors to Emmanuel Christian Academy must obtain a pass from the school office. This policy includes parents, former students, and school volunteers. Special arrangements for 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. No unauthorized students should be loitering in the office.

## 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.



# ADMISSIONS

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## REQUIREMENTS

Students are accepted on the basis of available space, their character, scholastic record, 504/IEP Plan; 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), and any student who attempts to alter one's gender by surgery or appearance will not be accepted as students or permitted to continue as students at ECA.

All students attending Emmanuel Christian Academy are asked to adhere to the Christian lifestyle and agree to abide by the guidelines outlined in this manual.

## 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 online application through Family Portal. Placement Testing: Students in grades 6-8 who are scoring two or more grade levels below the expected requirement of their current grade in English and/or math may need to repeat a grade upon entering ECA or they may not be accepted. In rare and specific circumstances, if students show improvement in their IXL scores they may be considered for enrollment. Our purpose is to help your child thrive academically.

- C. All new students will be evaluated after their first semester to determine if they meet the academic and behavioral standards at Emmanuel Christian Academy; upon evaluation, it may be determined that the program of ECA does not sufficiently meet the academic or behavioral needs of this student, which may necessitate the family seeking a more effective solution for education.
2. Upon student acceptance, parents need to complete the online enrollment packet through Family Portal and pay the registration fee.
  3. Submit a completed State of Connecticut Health Assessment Record (this may be secured from any physician or the Academy Office).

If at any point in the enrollment process the administration does not feel that the student should be accepted into the school, the parents will be notified.

#### **ADMISSION AGE**

K-4 students must be four years old by December 31st and potty-trained. Beginning in 2024, students will have to be 4 by October 31st.

K-5 students must be five years old by October 31st. K-5 students who are not yet 5 years old will be tested by the administration to ensure that they are ready for Kindergarten before they can be accepted.

**Enrollment cannot be completed until the school receives transcripts and/or any other pertinent documentation.**

# FINANCES

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*Tuition, fees, and gifts are the financial basis of Emmanuel Christian Academy.*

## REGISTRATION FEES AND TUITION

A current fee schedule is available in the school office and on the school website. Tuition is due at the time of enrollment; however, for the convenience of our parents, tuition may be paid in monthly, bi-weekly or weekly installments, interest-free through FACTS, an online financial management system for schools. The most common plans chosen are 10-month, 11-month or 12-month plans.

Payment due dates default to the first of the month. A \$30 late fee is applied to any account that is 10 days past due. A \$30 NSF fee is also applied to any payment that has been returned for insufficient funds. If an account reaches 30 days past due, a plan to bring the account current must be communicated to the Finance Office and approved or the student's ability to continue attending ECA will be in jeopardy. Report cards, transcripts and records cannot be released until this outstanding balance is paid in full. Ability to charge for optional expenses such as cafeteria, aftercare, piano lessons, sports and summer camps will also be suspended until the past due account is paid.

A bank account or credit card must be provided during the enrollment process for payment of charges made on FACTS accounts. There is no additional fee for payments made by bank draft; however, a 2.95% processing fee does apply when paying by credit/debit card.

Scholarship assistance is available and can be applied for through FACTS, as well. There is no pre-requisite to apply. For information about financial assistance, please contact the ECA Finance Office.

## BOOKS

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

## PARTICIPATION FEES

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

## WITHDRAWALS

Registration fees are not refunded for any reason. In the event a student withdraws before the end of the month, tuition will still be considered due for that entire month. Withdrawals must be communicated to the school office and a signature on a withdrawal form is required before any refunds for unused tuition can be issued. Books that are paid for will be the property of the withdrawing student. All records and report cards will be withheld until the student's school account has been paid.

## MISSED PAYMENTS

FACTS account holders who have had repeated missed payments and fail to communicate with the Finance Office may lose the ability to re-enroll their student(s) the next school year. Scholarship applications also may not be approved for account holders who fail to make their payments on time. All FACTS agreements must be paid in full by July 31st in order to have a new payment plan set up for the following school year.

## LIST OF FEES

<u>Fee</u>	<u>Billing Date</u>	<u>Due Date</u>	<u>Amount</u>
Cafeteria	Every Monday	10-11 days out (due date on a Friday)	Subjective
Before/aftercare	Every Monday	10-11 days out (due date on a Friday)	7-8am: \$12/hr. 3:30-5:30PM: \$12/hr. (15 mins. grace given) after 5:30PM: \$25/hr.
Detention	Every Friday	10 days out	\$10
Varsity Fall Sports (volleyball, soccer)	Late August	30 days out	\$300
JV Fall Sports (volleyball, soccer)	Late August	30 days out	\$250
Music Lesson	Registration (after registration deadline)	10 days out	\$25
Music Lessons	September (after registration deadline; Oct-May invoices sent on 1st; due 15th)	10 days out	\$100-private \$65-group

<b>Fee</b>	<b>Billing Date</b>	<b>Due Date</b>	<b>Amount</b>
Field Trips	As needed (Day of field trip to check attendance)	10 days out	Subjective
Sports Trips (Balance after fundraisers)	10-30 days out for low-cost trips; optional agreements for more expensive trips—3 month plan max	Subjective	Subjective
Varsity Basketball	Mid-November	30 days out	\$300
JV Basketball	Mid-November	30 days out	\$250
MS Boys Basketball	Mid-November	30 days out	\$200
Elem. Basketball	Late Nov., ECA teams Late Jan., Truth teams	30 days out	\$150, ECA \$50, Truth
Six Flags Music Dept. Field Trip	Early March Trip not until early May	30 days out	\$75 per student \$15 season ticket holder
SAT Tests	Varies (~March)	2 weeks	\$50
AP Placement Tests (Math & English)	Mid-March Tests taken in May	30 days out	\$130
Sports Clinics	At sign-up	n/a	\$60/week at ECA; \$100/week if at Mortensen
Spring Banquet	At sign-up	n/a	approx. \$75
Varsity Girls Soccer	Early April	30 days out	\$75
Boys Flag Football	Early April	30 days out	\$75
Cross Country	Early April	30 days out	\$75
Elem./MS Soccer	Early April	30 days out	\$150
Graduation Fee	Early April	30 days out	\$100
Field Day	midMay	10 days out	Subjective
Yearbook/Senior ads Google form for ordering of yearbooks and ads sent out in Nov. update	January	30 days out	\$60 per yearbook \$60 Half-page ads \$100 Full-page ads
Class Dues Bill remaining after fundraiser donations are closed and fundraiser supervisor communicates earnings for high schoolers. Add to service agreements- for seniors, aim to collect all funds by end of February. \$500 deposit for those who haven't paid anything yet by October 31st.			\$550



# 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 6:00AM.

## 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 administrator.

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The reportable diseases include the following contagious diseases:

- Chicken Pox
- Conjunctivitis
- Fifth Disease
- Head Lice
- Hepatitis
- Impetigo
- Covid-19
- Influenza
- Measles
- Mononucleosis
- Mumps
- Pneumonia
- Rubella



## SICKNESS AT SCHOOL

To control the spread of common illnesses, please follow the guidelines listed below:

### *Fever*

The student may return to school when their temperature remains under 100.4° for 24 hours without the use of medication such as Tylenol, ibuprofen, etc.

### *Vomiting and Diarrhea*

The student may return 24 hours after vomiting has ceased or the last loose bowel movement without any dietary restriction.

### *Conjunctivitis “pink eye”*

The student may return 24 hours after the first dose of medication, when the eye returns to normal, or when your child is cleared by an MD to return.

### *Undiagnosed Rash*

The student may return after the rash is determined to be non-contagious by a doctor or if the rash disappears.

**Please note, your student should be kept home for any illness that prevents them from participating in school activities.**

## MEDICATIONS POLICY

No medication will be administered to a student during school hours unless a written request from both parent and prescriber accompanies the medication. The medication, in its original container, should be brought to the school by a parent or responsible adult and not sent with the student. The label on the medication and the prescriber’s written order must include the name of the medication, the dosage, the time to be given, and the diagnosis.

This policy will be in effect for any medication to be given in school whether the length of time is to be one day or for the school year.

Medication, including “over the counter” (i.e. non-prescription preparations), is given only with written authorization from the parent and authorized prescriber (MD, NP, PA) or dentist on a designated form. Parents or guardians may provide written permission for the use of selected “over the counter” medications during the enrollment process (ex. ibuprofen for menstrual cramps and ibuprofen/acetaminophen for headaches) according to the school district’s medical advisor’s standing orders.

Students are never allowed to carry medications. The only exception is for students with inhalers and Epi-Pens with a signed Medication Administration Authorization Form which designates the student as “able to self-administer and self-carry medications”

Certified staff may legally administer medications if the nurse is not available.

# ECA UNIFORM

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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 (K4-5TH)

### *Shirts, Skirts, and Pants*

- A. Our young ladies are to wear “school uniform”-style collared polo shirts in solid navy, white, gray or light blue. No logos are permitted. Tennis dresses in navy, white, gray or light blue may be worn, as well as uniform-style jumpers with a polo.
- B. Students should be mindful of the transparency of their shirts. Camisoles or tanktops should be worn under light colored polos.
- C. Girls may wear khaki or navy “school uniform” pants (not tight) or khaki or navy skirts.
- D. All elementary outfits should reach the middle of the knee when sitting.
- E. Slits in jumpers or skirts may not go above the required length of the dress.
- F. Navy, gray, or white “school uniform” style sweaters, cardigans, the ECA store quarter-zip pullover, and the ECA store crewneck will be permitted in class. ECA store items must have the “E” shield logo only and a school uniform polo must be worn under all sweaters and pullovers. No hoods are allowed. No other pullovers, hoodies, sweaters, or jackets will be permitted in the classroom.
- G. On specific days, K4-5 students may wear uniform style knee length shorts in khaki or navy with prior approval from the teacher.

### *Socks and Shoes*

- A. Elementary girls may wear athletic shoes or simple flats, but all shoes must have backs on them. Crocs-style shoes are not allowed. Snow boots should be removed in the classroom.
- B. Solid white, navy, or gray tights, leggings, or tall socks may be worn for warmth.

### *Accessories*

- A. Makeup is not to be used by elementary girls.
- B. Earrings can be worn in the lower lobe, with a maximum of one earring per ear.

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**ELEMENTARY BOYS (K4-5TH)***Shirts*

- A. Boys should wear “school uniform”-style collared polo shirts in solid navy, white, gray or light blue. No logos are permitted
- B. Navy, gray, or white “school uniform” style sweaters, cardigans, the ECA store quarter-zip pullover, and the ECA store crewneck will be permitted in class. ECA store items must have the “E” shield logo only and a school uniform polo must be worn under all sweaters and pullovers. No hoods are allowed. No other pullovers, hoodies, sweaters, or jackets will be permitted in the classroom.

*Pants*

- A. Boys must wear khaki or navy “school uniform” pants (not tight). A belt is not required. We recommend elastic waistbands for the younger boys.
- B. No pants should have elastic at the bottom of the leg.
- C. Pants should fit neatly, without sagging.
- D. On specific days, K4-5 students may wear uniform style knee length shorts in khaki or navy with prior approval from the teacher.

*Shoes and Socks*

- A. Elementary boys may wear any nice casual or athletic shoes, but all shoes must have backs on them. Crocs-style shoes are not allowed. Snow boots should be removed in the classroom.
- B. Socks must be worn at all times.

*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. One necklace may be worn, but must be worn inside the shirt. One bracelet per wrist is permitted.
- B. 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.

**ELEMENTARY ATHLETICS AND DRESS-DOWN (K4-5TH)***Athletics*

- A. School athletic attire is not required for all Elementary students. Students who participate in Elementary sports will be given ECA athletic shorts at the beginning of their season.

*Dress-down*

- A. Students may wear jeans (not ripped or exceedingly tight), and ECA t-shirts or pullovers.

**ELEMENTARY CONCERT ATTIRE (K4-5TH)***Christmas Concert*

- A. Boys should wear dress pants and a button-down shirt with the option of wearing a Christmas sweater, vest, and/or tie if they so choose.
- B. Girls should wear a Christmas dress or outfit with dress shoes. Dresses and skirts must reach at least the middle of the knee when sitting.

*Spring Concert*

- A. Boys should wear dress pants and a button-down shirt with the option of wearing a sweater, vest, and/or tie if they so choose.
- B. Girls should wear an Easter/Spring dress or outfit with dress shoes. Dresses and skirts must reach at least the middle of the knee when sitting.

**SECONDARY GIRLS (6TH-12TH)***Shirts*

- A. Girls should wear “school uniform”-style collared polo shirts in solid navy, white, gray, or light blue. All shirts should be neatly pressed. Cropped polos are prohibited.
- B. Polos are to be plain uniform polos with no logos or decals other than the ECA logo.
- C. Students should be mindful of the transparency of their shirts. Camisoles or tanktops should be worn under light colored polos.
- D. Navy, gray, or white “school uniform” style sweaters, cardigans, the ECA store quarter-zip pullover, and the ECA store crewneck will be permitted in class. ECA store items must have the “E” shield logo only and a school uniform polo must be worn under all sweaters and pullovers. No hoods are allowed. No other pullovers, hoodies, sweaters, or jackets will be permitted in the classroom.

*Skirts and Pants*

- A. Girls should wear khaki or navy “school uniform” pants (not tight) or khaki, gray, or navy knee-length skirts.
- B. Skirts must not be tight or form-fitting. They should be A-line style skirts and must be able to move freely over the hips.
- C. Skirts should be at least to the middle of the knee cap in length when sitting. Slits should not extend above the knee.
- D. Leggings may not be worn.
- E. Belts may not have studs or other similar decorations on them. They should also have conservative buckles.

*Shoes and Socks*

- A. Students may wear clean and conservative shoes and sneakers.
- B. Conservative boots with heels no higher than 2” are permitted. No Ugg, rain, cowboy, snow, knee-high, or combat-style boots will be allowed.
- C. Backless shoes are not permitted.
- D. All shoes should be clean and free of holes. No crocs or house slipper-style shoes may be worn (this includes “fur-lined” shoes with indoor soles and moccasins).

*Jewelry and Accessories*

- A. A maximum of three piercings in the outer ear is permitted. Gauges and bars are not permitted.
- B. Hats should not be worn in the building.
- C. Scarves and gloves are not permitted in class.

*Fads*

- A. Extreme or faddish clothing, accessories, or hairstyles are inappropriate.
- B. No 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.
- D. No wigs may be worn without prior permission from administration.

*Concert Attire*

- A. Girls in choir or handbells will be issued a performance dress and should wear black dress shoes. No sneakers, tennis shoes, or gym shoes will be permitted.

**SECONDARY GUYS (6TH-12TH)***Shirts*

- A. Boys should wear “school uniform”-style collared polo shirts in solid navy, white, gray, or light blue.
- B. All shirts must be tucked in and neatly pressed.
- C. Polos are to be plain uniform polos with no logos or decals other than the ECA logo.
- D. Navy, gray, or white “school uniform” style sweaters, cardigans, the ECA store quarter-zip pullover, and the ECA store crewneck will be permitted in class. ECA store items must have the “E” shield logo only and a school uniform polo must be worn under all sweaters and pullovers. No hoods are allowed. No other pullovers, hoodies, sweaters, or jackets will be permitted in the classroom.
- E. Any t-shirt worn under a school uniform shirt must be plain with no printing.

*Pants*

- A. Pants must be khaki or navy “school-uniform” pants (not tight).
- B. Pants should not be frayed, tight, sagging, or cut.
- 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. Students may wear clean and conservative shoes and sneakers.
- B. No Ugg, rain, cowboy, snow, knee-high, or combat-style boots will be allowed.
- C. Socks should be worn at all times.
- D. All shoes should be clean and free of holes. No crocs or house slipper-style shoes may be worn (this includes “fur-lined” shoes with indoor soles and moccasins).

*Accessories*

- A. Hats should not be worn in the building.
- B. One necklace may be worn, but must be worn inside the shirt. One bracelet per wrist is permitted.
- C. Earrings and ankle bracelets may not be worn at school or at any other school function.
- D. 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, above the eyebrows when combed down 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.

*Concert Attire*

- A. Boys in choir or handbells should wear black dress pants, black belt, white dress shirt, and black dress shoes. No sneakers, tennis shoes, or gym shoes will be permitted.

**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 by athletes to ECA athletic events (unless otherwise specified).
- B. Students may wear ECA t-shirts or school polos, along with neat jeans (no ripped jeans are permitted.)

- C. ECA pullovers, hoodies, and sports jackets will be allowed only on dress-down days.
- D. Students who fail to adhere to dress down guidelines will be sent home to change and may lose the privilege to participate in future dress down days.

## ECA ATHLETIC EVENTS

### *Athletes*

- A. School attire must be worn to school on game days unless otherwise stated.
- B. All athletes will be dismissed 15 minutes before game departure to change into uniform.
- C. All athletes must wear ECA attire or school uniform polos, approved athletic pants from the school store, or navy loose-fitting Adidas-style athletic pants before and after games, including travel. No other athletic pants will be permitted unless otherwise stated by school administration.

### *Students*

- A. Students are not required to wear ECA attire to games, but there are options on the school store to help bring some extra team support. We do ask that all students maintain a modest and appropriate appearance when attending sports games. Please refrain from wearing shorts no shorter than mid-thigh, form fitting attire, low necklines, or crop tops.

### *General Policies*

- A. For PE Class and after school practices, only ECA t-shirts are permitted. Athletic shorts, no shorter than mid-thigh, or loose-fitting Adidas-style pants may be worn.
- B. Zippered vests and any hooded garments are considered outdoor wear and are not to be worn in the building.
- C. No sloppy or oversized 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 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.

# 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 K4-1st grade by the main office entrance and 2nd-5th grade in the middle school doors. Students may be dropped off as early as 7:45AM. Upon arrival, elementary children are to go directly to their classroom. We ask that parents please not escort their children inside the building or leave their vehicle unattended. Students in K4-4th grade arriving after 8:15AM must be walked in by a parent to the office window where the student will be checked in. If a meeting with the teacher is desired, a parent may schedule one through the school office.

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

All dismissal guidelines and traffic patterns will be given out at orientation and subsequent communication.

All students grades 1-5 will be dismissed at 3:00PM, grades K4-K5 will be dismissed at 2:45PM, and 6-12 will be dismissed at 2:50PM.

## SECONDARY ARRIVAL AND DISMISSAL

Grades 6-12 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.

ALL secondary students, including athletes, must check in to their dismissal room as soon as possible after the 2:45PM dismissal bell. Failure to check in by 2:55PM will result in 5 demerits. Student athletes must remain in their dismissal class until they are picked up by their coaches.

## BEFORE AND AFTER SCHOOL PROGRAM

ECA offers a before and after school care program every day. A charge of \$12 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 7:15– 7:45AM. Students can be dropped off at the student entrance and parents will need to sign them in.

All students still in the building at 3:30PM will automatically be signed into After Care. After School Care is available from 3:15PM–5:30PM. During noon dismissal days, After Care will be available from 12:45PM-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 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.

## **NOON DISMISSALS**

On days that have been marked “Noon Dismissal”, All students will be dismissed at 12:00PM. After-care begins at 12:30PM, when available.

## **TRAFFIC PATTERNS**

Parents bringing their children to school are asked to abide by the following traffic regulations. Please use extreme caution when driving in the school parking lot. Please drive slowly and carefully whenever you are on campus.

*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.

## LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day without permission from the office and written parent permission. If they will be returning to school later in the day, a school-approved chaperone will need to accompany them.

## 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.

**Parents and all other school guests must enter the building through the school office.**

# 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). The school year consists of 4 quarters, which are divided between 2 semesters.

We place great importance on school attendance. Therefore, the following are acceptable reasons for school absences:

- Personal Illness
- Medical Appointments (please present a doctor's note upon returning to school)
- Death in the Family
- Family Emergencies
- College Visits

Emails to the school office, doctor's notes, and all other documentation for these absences will be kept on record and used for review in the event of excessive absences from school. An administrative review would include a holistic evaluation of the students performance and absences.

### *Elementary (K5-5th)*

Students who have 20 or more absences in a year will be under review. In this event, the student's ability to be promoted to the next grade level will be determined by the school administration.

**Parents should schedule family vacations when school is not in session. Absences for vacationing students will count toward the limits and additional illness could lead to a student's inability to promote.**

\*School sponsored activities will not be considered absences.

Parents of students who are at risk of not being promoted due to the number of absences in a year will receive periodic reports and may be asked to meet with a staff member.

### *Middle School (6th-8th)*

Students who have 20 or more absences in a year will be under review. In this event, the student's ability to be promoted to the next grade level will be determined by the school administration.

**Parents should schedule family vacations when school is not in session. Absences for vacationing students will count toward the limits and additional illness could lead to a student's inability to promote.**

\*School sponsored activities will not be considered absences.

Parents of students who are at risk of not being promoted due to the number of absences in a year will receive periodic reports and may be asked to meet with a staff member.

### *High School (9th-12th)*

Student attendance is recorded on a period-by-period basis for each course.

Students who have 20 or more absences in any given class will be under review. In this event, the student's ability to receive credits for that specific class will be determined by the school administration.

**Parents are encouraged to schedule family vacations when school is not in session. Absences for vacationing students will count toward the class limits and additional illness could lead to loss of credits in the affected classes.**

\*School sponsored activities will not be considered absences.

Students and parents of students who are at risk of losing credits due to their accumulated absences in a year will receive periodic reports and may be asked to meet with a staff member.

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 administration. In order to be considered present, a student must have been in attendance for at least one half of the school day. (8:00AM-11:30AM or 11:30AM-2:50PM)

## **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.

## TARDINESS

Students are expected to be at school on time. Excessive tardiness hinders the student's effectiveness and disrupts the class to be taught.

### *Elementary Tardy Policy:*

It is the responsibility of the parent or guardian to ensure the on-time arrival of the student to the school. After the first 5 tardies, which are automatically forgiven, every additional 5 tardies will result in a \$5 charge to the student's FACTS account. Please help us as we prioritize promptness in order to offer the best education experience.

### *Secondary Tardy Policy:*

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 at 8:00am.

It is the responsibility of the parent or guardian to ensure the on-time arrival of the student to the school. After the first 5 tardies, which are automatically forgiven, every additional 5 tardies will result in a \$5 charge to the student's FACTS account.

It is the student's responsibility to be in their subsequent classes on time. Every 5 tardies to class (after 1st hour) will result in detention.

When a detention is issued, the student will remain after school on a specified day for 40 minutes. During this time, the student will be assigned a task by the teacher. A \$10 fee will also be charged to compensate the monitoring teacher.

Please refer to the detention section of secondary discipline for more information.

In the case of doctor visits, the student must check into the office upon arrival at school and present a note from the doctor's office to have an excused tardy. A handwritten note from a parent will not be accepted.

Except for rare instances, traffic is not an excusable reason for tardiness.

## MAKE-UP WORK

All makeup work is the responsibility of the student and their parents. Our teachers post assignments/assessments and are willing to answer any questions about makeup work, but they are not responsible to follow up on a student's completion of the 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.

If your student is present in school when a project or assessment is assigned and is then absent for the assessment due date, the student should plan to take a missed assessment or turn in the missed work the day they return the school. Teachers do have discretion to modify this policy.

Upon returning to school, all students in grades 6th-12th who are absent should ask his classroom teacher(s) for all work missed. **This is the student's responsibility and should be taken care of promptly.** Makeup work for all students in grades K5-5th will be handled at the discretion of the teacher.

### 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. Teachers are not required to provide online learning for students who are sick.

### LEAVING SCHOOL

Parents should email the school office with the reason for leaving and the expected time the student will leave, this applies to student drivers as well. 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 may not leave school for any other reason without being accompanied by a school-approved chaperone. Parents may sign their children out in the office if they would like to eat lunch with them off campus. Students must be back in time for class to avoid a tardy.

The parent is to come to the school office and ask for the student. The parent must sign the official checkout register before the student may be dismissed. No student may be dismissed from the office between 2:30-3:30PM.

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 full-time student of Emmanuel Christian Academy is required to attend chapel. Each student must bring his/her Bible to chapel and Bible class. Part-time students are encouraged to attend Chapel at no additional cost. Chapel attendance is required as 25% of a student's Bible grade.

## MISSING PHYSICAL EDUCATION

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

# GENERAL CONDUCT

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Our goal regarding student behavior is to partner with parents in training children to be self-disciplined, as exemplified in the life of Christ. In order to aid us in accomplishing this goal, our expectations for student behavior are as follows:

### *Obedience*

- Carrying out specific instructions or requests promptly
- Following instructions as directed
- Participating with a good spirit

### *Respect*

- Proper response to authority with a "yes, sir or ma'am"
- Proper voice tone in answering
- Direct eye contact when speaking to an authority
- 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, bus transportation, and other events.

### **PARENT CONDUCT**

Improper conduct by a parent can result in his or her child’s dismissal from school. This includes parent presence on school premise without permission, shouting at a teacher or staff member, continual or flagrant disruption of classes, profanity, verbal abuse, unkind communications, bullying, and any public outburst or display that is inappropriate or detrimental to the spirit of Emmanuel Christian Academy. This would include sports events as well.

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 standard appearance outlined on our volunteer form. Particular attention should be given to modesty and appropriateness. The ECA volunteer form can be found on the ECA app and under the parent section on our website.

### **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. Students may not add teachers or post pictures of any staff members on any social media platforms.

If the administration becomes aware of any inappropriate material on a student’s outlet of social media—including but not limited to TikTok, Facebook, Twitter, Instagram, Snapchat, Threads, 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. Only approved literature will be allowed to be read at school. A full list of approved books can be found on our school website. Any item that is in any way connected with cultures contrary to Biblical beliefs and values is strictly forbidden. Teachers and Administration reserve the right to prohibit any items that are becoming a distraction to the learning environment.

All electronic devices including games, devices that play music, laptops, or headphones are prohibited during the school day. 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 AND SMART WATCHES**

### *Elementary*

Cell phones and smart watches are discouraged for elementary students; however, when necessary, these devices must be turned off and remain in the student's backpack. These devices may not be checked between classes and may not be used during the rest of school hours. During dismissal, students may use their phones or smart watches to communicate with parents under the supervision of the teacher. Students will be held responsible for anything inappropriate they share or promote with other students. Violations of this policy will result in revoking the privilege to bring a cell phone for the remainder of the school year.

### *Secondary*

Cell phones and smart watches may be used during school arrival and dismissal. During the day, these devices must be turned off and remain in the student's locker. These devices may not be checked between classes at the student's locker and may not be used during the rest of school hours. Students will be held responsible for anything inappropriate they share or promote with other students. If a student violates these policies, demerits will be issued and the device will be kept in the school office for the remainder of the day. Continued disregard of these policies will result in the student forfeiting the privilege to bring the device to the school for the remainder of the school year.

## **MUSIC**

In order to protect the environment at Emmanuel Christian Academy, demerits will be given when students listen to, share, or promote secular music that is carnal, explicit, sensual, 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 SPORTING EVENTS**

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.

## **PHYSICAL CONTACT**

Outside of brief greetings, there should be no physical contact between members of the opposite sex or same sex. The following would be deemed appropriate: hugs, high fives, hand shakes, and fist bumps.

## **HALLWAY ETIQUETTE**

All students must have permission from a staff member to be outside the classroom. A student may not miss an academic class during the school day without permission from a parent. Hallway behavior should be reflective of an academic institution (students should talk quietly and close their lockers quietly in the halls).

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**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.

# LOWER ELEMENTARY DISCIPLINE

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There is no demerit system in grades K4 through 2nd grade; however, discipline is administered as the teacher deems 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 elementary principal.
4. The child receives a white slip (discipline form), and the administrator/teacher will take away a privilege from the student. Parents will sign and return the form to the teacher.
5. After 5 white slips, the student will serve a 1 day out of school suspension.
6. If the behavior continues, the administrator calls a meeting with the parent to discuss and implement a last chance behavior agreement.
7. Breaking this agreement will result in dismissal from Emmanuel Christian Academy.
8. Return the following year will be reviewed on a case by case basis.

# UPPER ELEMENTARY DISCIPLINE

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The goal of Emmanuel Christian Academy is to partner with you as parents in the shaping and training of your child in self discipline. It is to correct attitudes and/or behavior that helps them maintain the highest standard of behavior. Proverbs 22:6

## DEMERITS

A demerit system is a guide for discipline for the 3rd-5th grade level at Emmanuel Christian Academy. The administration expects students at Emmanuel Christian Academy to be well disciplined and to maintain the highest standards of behavior. Failure to comply with the school policies will result in the issuing of demerits or other disciplinary actions.

In upper elementary, classroom incentives and behavior modifications precede the issuing of demerits.

## DEMERIT LIST (Upper Elementary)

<u>Offense</u>	<u>Demerits</u>
Dress Code or hair violation	1
Unprepared for class	1
Disorderly conduct or horseplay	1
Direct Disobedience	2
Disrespect to faculty or staff	2
Cheating	2
Lying (warning)	3
Profanity	3
Racial comments or slurs	3
Fighting	3
Bullying	3
Stealing	3
Inappropriate physical conduct	2-5
Sensual language innuendo (age appropriate)	2-5
Vulgarity or obscene gestures (age appropriate)	2-5
Dismissable Offenses (see page 43)	40

## DETENTION

Every 10 demerits issued to a student will result in 1 detention. There will be a \$10 charge added to the student's FACTS account for each detention assigned.

Detentions will be served on Wednesdays from 2:50-3:30. Students involved in sports must serve their detention before any practices. Students who are not picked up from detention by 3:35 will be checked into After Care with a charge of \$12 per hour. Parents will need to come inside the school to check them out of After Care. Students must report to detention on time, or they will be marked absent and will receive an additional detention.

## SUSPENSION

The accumulation of demerits will result in suspensions in the following level:

- 25 demerits in one semester will be subject to a one day out-of-school suspension
- 30 demerits in one semester will be subject to a two day out-of-school suspension

**Student Athletes are expected to be good role models and representatives of ECA. Therefore, student athletes who receive a suspension will also be suspended from the number of games equal to that of the suspension (ex. 1 day suspension = 1 game suspension).** Students will not participate in any sports practices, games, or extracurricular activities on the day(s) of their suspension.

All suspensions are considered unexcused absences. Students are expected to make up work and assessments that were given during a suspension. The amount of days allotted for makeup work will be equal to the days suspended. Students are required to take any assessments in this time and are responsible to obtain any notes they missed.

**The administration reserves the right to give an out of school suspension if a behavioral incident warrants.**

## DISCIPLINARY PROBATION

Any student accumulating 30 demerits in any semester will be placed on disciplinary probation for the remainder of the semester *and* the following semester. Students on disciplinary probation will not be allowed to participate in any extracurricular activities until the probation time has elapsed. Disciplinary probation received in the spring semester will carry over to the following school year.

## EXPULSION

A student who accumulates 40 demerits during one semester **or 20 demerits while on disciplinary probation** will forfeit the privilege of attending Emmanuel Christian Academy for the remainder of that semester and at least one additional full semester.

NOTE: No two situations are alike, administration reserves the right to evaluate each situation on a case by case basis.

**Demerits will not be carried over from semester to semester.**

Accumulating excessive demerits will jeopardize both a student's participation in school activities and re-enrollment at Emmanuel Christian Academy.

A continued attitude problem and/or negative influence upon 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."

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 or decrease the demerits and/or consequences administered per offense due to a student's response or attitude (and frequency or severity of the offense.)

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

Note: Emmanuel Christian Academy does not use corporal correction.

## **STUDENT BEHAVIOR REPORTS**

Upper elementary student demerits will be recorded on the behavior section of RenWeb. The teacher/elementary principal will determine the number of demerits that may need to be assessed depending on the severity of the infraction.

# SECONDARY DISCIPLINE

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The goal of any outside disciplinary action is to correct attitudes and/or behavior and to bring about self-discipline. Proverbs 22:6

## DEMERITS

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

## DEMERIT LIST

<i>Offense</i>	<i>Demerits</i>
Chewing gum/Food or drink in classroom	1
Dress code or hair violation	1
In the halls without permission	1
Unprepared for class	1
Writing notes or doing unrelated work	1
Locker check violation	2
Disorderly conduct or horseplay	3
Damaging another student's property	3
Headphones, Cell phone or smart watches	5
Leaving without signing out	5
Tampering with another student's locker	5
Direct disobedience	5
Disrespect to faculty, staff, or students	5
Failure to check in to dismissal class	5
Cheating	10
Cutting class or chapel	10
Lying	10
Profanity	10
Inappropriate physical contact	15



Inappropriate physical contact	15
Sensual language or innuendo, written or spoken	15
Vulgarity or obscene gestures	15
Stealing	15
Racial comments or slurs	25
Fighting	40
Dismissable Offenses (see page 43)	50

## DETENTION

Every 10 demerits and every 5 tardies to class issued to a student will result in 1 detention. There will be a \$10 charge added to the student's FACTS account for each detention assigned.

Detentions will be served on Wednesdays from 2:50-3:30. Students involved in sports must serve their detention before any practices. Failure to report to an assigned detention will result in five demerits and an additional detention. Students who are not picked up from detention by 3:35 will be checked into After Care with a charge of \$12 per hour. Parents will need to come inside the school to check them out of After Care. Students must report to detention on time, or they will be marked absent.

## SUSPENSION

The accumulation of demerits will result in suspensions in the following level:

- 20 demerits in one semester will be subject to a one day out-of-school suspension
- 30 demerits in one semester will be subject to a two day out-of-school suspension
- 40 demerits in one semester will be subject to a three day out-of-school suspension

**Student Athletes are expected to be good role models and representatives of ECA. Therefore, student athletes who receive a suspension will also be suspended from the number of games equal to that of the suspension (ex. 1 day suspension = 1 game suspension).** Students will not participate in any sports practices, games, or extracurricular activities on the day(s) of their suspension.

All suspensions are considered unexcused absences. Students are expected to make up work and assessments that were given during a suspension. The amount of days allotted for makeup work will be equal to the days suspended. Students are required to take any assessments in this time and are responsible to obtain any notes they missed.

**The administration reserves the right to give an out of school suspension if a behavioral incident warrants.**

## DISCIPLINARY PROBATION

Any student accumulating 40 demerits in any semester will be placed on disciplinary probation for the remainder of the semester *and* the following semester. Students on disciplinary probation will not be allowed to participate in any class offices until the probation time has elapsed.

## EXPULSION

A student who accumulates 50 demerits during one semester or **20 demerits while on disciplinary probation** will forfeit the privilege of attending Emmanuel Christian Academy for the remainder of that semester and at least one additional full semester.

NOTE: No two situations are alike, administration reserves the right to evaluate each situation on a case-by-case basis.

**Demerits will not be carried over from semester to semester.**

Accumulating excessive demerits will jeopardize both a student's participation in school activities, and re-enrollment at Emmanuel Christian Academy.

A continued attitude problem and/or negative influence upon 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."

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 or decrease the demerits and/or consequences administered per offense due to a student's response or attitude (and frequency or severity of the offense.)

Offenses not listed in this handbook will be dealt with at the discretion of the administrator.

Note: Emmanuel Christian Academy does not use corporal correction.

## 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.

# EXPULSION

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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.

## REASONS FOR EXPULSION

- 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
- Students engaged in questionable conduct (e.g., inappropriate conduct on TikTok, Facebook, Instagram, Twitter, Snapchat, 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.
- Drugs or alcohol (use, possession, or association)
- Threats (by parents or students) to administration, faculty, staff, or students
- Destruction of personal or school 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 32)
- Accumulation of 40 demerits (elementary) or 50 demerits (secondary)

Students expelled during a semester will receive a zero on all remaining assignments and assessments. 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.

While offenses may appear similar, no two disciplinary circumstances are exactly alike. Therefore, it is the policy of the administration to be consistent and non-preferential toward families and students in all disciplinary matters, and to evaluate each situation individually and apply the appropriate response with love and grace.

# 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 mainly a combination of Abeka Book and Bob Jones University Press textbooks. Our elementary textbooks place a strong emphasis on phonics, reading comprehension, and math. Our secondary program offers dual enrollment and AP classes, as well as standard classes. We offer several electives and a sports program.

## 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 administrator. 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.

## COURSE CONFLICTS

ECA will reimburse the cost of courses required for graduation that are not available to a student due to scheduling conflicts. These courses may be taken online through Keystone, Bob Jones Academy, and Abeka Academy. Courses taken from any other school would require pre-approval and would have a cap of \$300 for a semester course or \$600 for a full year course.

## SENIOR COURSE LOAD

All seniors attending Emmanuel Christian Academy must take a minimum of six classes through 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 up to 28 credits during the 9th through 12th grades to graduate from Emmanuel Christian Academy. The following “minimum” number of credits is required:

- Bible (4 credits)
- English (4 credits)
- Math (4 credits) *Math 1 & Math 2 are required*
- Science (3 credits)
- Technology (2 credits)
- History (2 credits)
- Social Sciences (2 credits)
- PE (1 credit)
- Health (1 credit)
- Speech (.5 credit)
- Finance (.5 credit)
- Foreign Language (2 credits)
- Senior Capstone Project (1 credit)
- Electives (1 credit): Choir, Handbells, Physics (online), Pre-Calculus, Calculus (online), Art, Life Skills, AP Literature, AP Language, AP Statistics, Programming (Dual Enrollment), Microsoft Applications (Dual Enrollment), Web Design (Dual Enrollment), Creative Writing, Aeronautics, Sewing, Adobe, and Dramatic Arts.

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.

In order to qualify for Valedictorian or Salutatorian, a student must be enrolled in Emmanuel Christian Academy full time for 4 full years and have completed eight semesters. Valedictorian and Salutatorian status is determined by grades received in grades 9th-12th. **Any high school courses taken in Junior High will be counted towards the GPA.**

The Valedictorian and Salutatorian candidates must take 4 years of Math and must include Math 3 Honors or AP Statistics. Additionally, students must have taken a full year of Chemistry and at least two AP courses. One of those classes should be an AP English class. High school courses taken at schools other than Emmanuel Christian Academy will not be considered in a student's standing for Valedictorian or Salutatorian. Only pre-approved AP-equivalent college courses which are NOT offered at Emmanuel Christian Academy will be weighted and considered in the reported GPA and Valedictorian and Salutatorian honors. This also includes any courses that were taken online as a result of schedule conflicts.

Physical education grades will be included when averaging a student's grade-point average for honors or class standing.

This does not apply to students enrolled in grades 10-12 prior to the 2024/2025 school 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. Parents planning to chaperone must be background checked and any parents driving other students need to provide a copy of their car insurance to the office. A minimal transportation fee may be charged to help defray costs. Teachers will determine the dress code for their respective field trips, whether ECA school dress or ECA dress down. Students who are causing significant behavioral problems in the classroom may not be allowed to attend. Only students enrolled in the class are allowed to attend.

## FINE ARTS

Emmanuel Christian Academy greatly desires to encourage its students to strive for excellence in the area of Fine Arts. Each spring, all 7-12th grade students will be encouraged 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 7-12th grade will be encouraged to participate in a category of their choosing.*

**SENIOR PRIVILEGES**

Senior Skip Day and the Senior Class Trip are privileges. Students who have accumulated 25 demerits in a semester may not be allowed to attend these events.



# 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

## MINIMUM REQUIREMENTS AND ACADEMIC PROBATION (Grades 9-12)

All students in grades 9-12 must maintain a minimum semester average of 2.0. Any student who fails to achieve an overall semester average of 2.0 will be placed on academic probation for the following semester. In addition, any student who receives two or more F's in any semester will be placed on academic probation. Students on probation will not be allowed to participate in any extracurricular activities. A student who fails to achieve an overall average of 2.0 for that semester will not be allowed to return to ECA. Note that any act of academic dishonesty while a student is on Academic Probation will result in immediate dismissal from ECA.

A student must achieve a passing grade in each subject in each semester. Additionally, struggling students may be required to receive outside tutoring and attend help classes to maintain their eligibility at ECA. A semester grade of D or better is considered passing. Any failing grade will

require credit recovery if the course is required for graduation. Please see the “Credit Recovery” section in this manual for credit recovery options. Upon completion of a recovered course, a student’s semester average for the course will be recalculated and the transcript will show the failed course grade and the recovery course grade.

All credits are earned by semester. Quarter credits are not awarded unless the class is a quarter credit class; music classes, for example, are .25 credit classes. Credits are earned by averaging quarters one and two for the first semester and quarters three and four for the second semester.

Any student who receives two or more F’s in any semester will be placed on academic probation. Seniors who fail a course in the second semester or who do not make up first semester failures may not be allowed to participate in the baccalaureate and graduation ceremonies and will not receive a diploma until they have recovered their failures via summer school/credit recovery. In addition, any online classes required for graduation must be completed by May 15th in order to participate in graduation ceremonies. The only exception would be for courses not required for graduation and the student has earned at least 25 credits (26 credits in 2023). In that case, the student may participate in baccalaureate and graduation ceremonies, but will not be awarded their diploma until the course is passed.

Only courses taken at ECA or approved ECA courses are counted toward a student’s grade point average. In addition, students may not be allowed to take any course offered by ECA during the summer months for acceleration (with the exception of Geometry).

While offenses may appear similar, no two disciplinary circumstances are exactly alike. Therefore, it is the policy of the administration to be consistent and non-preferential toward families and students in all disciplinary matters, and to evaluate each situation individually and apply the appropriate response with loving grace.

## **ADVANCED COURSES**

Students in grades 9-12 must obtain permission from parents, the Academic Supervisor and a teacher to enroll in Dual Enrollment classes, upper level math classes, AP classes and upper level science/honors courses. Because of the advanced nature and workload of these types of courses, a five-point grading system will be used rather than the traditional four-point scale. Please see course descriptions and specific prerequisites on our website for grades 7-12. Students who enroll in advanced/honors courses will have a two week probationary period.

## **HONOR ROLL**

At the end of the second semester, an honor roll will be published. There are two honor rolls:

- Administrator’s Honor Roll: all grades must be A’s.
- A-B Honor Roll: all grades must be A’s and B’s.

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Honor roll certificates will be mailed to students once grades are complete.

Students have the flexibility of taking college classes from approved college and universities. A semester dual enrollment class can earn up to 3 college credits and .5 high school credit. All classes must be approved by administration. Classes required for graduation must be taken at ECA unless there is a scheduling conflict.

## 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. 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.

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 math 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 administrator 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 medium specified by the teacher.

Each week, 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.

### **GRADING POLICY**

Students who complete homework on time will receive full credit. Students will receive a 0 and the 0 remains until the assignment is received. Homework that is turned in late will only be accepted before the end of the quarter and will receive no greater than a 50.

Students who complete assessments and projects on time will receive full credit. Students who complete assessments and projects late will receive 10 points off per day, up to 5 days. After the fifth late day, the students will receive a 0 on the assessment or project. Students who miss assignments or tests due to absences will be given one week (five full school days) to make up their missing work.

### **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. Plagiarism is using someone else's words or thoughts as your own and not properly giving credit. This includes taking someone else's work and processing it through a randomizing program, in addition any artificially generated work (chatgpt, AI, etc.)

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 may be given up to 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.

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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: \$50 per hour for teachers and \$15 per hour 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.

### **PARENT- TEACHER CONFERENCES**

Twice per year, we will provide regularly scheduled parent-teacher meetings. Parents will choose a time based on the teacher's availability. ECA utilizes an online booking system to schedule conferences. The office will communicate instructions for scheduling these meetings. Parents are also welcome to schedule meetings with faculty throughout the year as needed.

# CREDIT RECOVERY INFORMATION

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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 tutoring is required if a failing grade is earned in either math or reading.
- If a student is weak in phonics and reading, summer tutoring will be recommended.

## FOURTH—FIFTH GRADES

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

## SIXTH—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 participate in our IXL-based remediation program until they have achieved the expected requirement for grade level.
- 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 participate in IXL-based remediation.

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## CREDIT RECOVERY INFORMATION

- A 9th–12th grade student who fails a semester of any non-elective academic course (assuming that they do not need the elective to be eligible for graduation) must recover the 1/2 credit. Elective courses will have to be made up the following year or a different elective may be taken, unless they need the elective credit to graduate, which may require credit recovery.
- All credit recovery will be completed online.
- Bible credit recovery will be completed through ECA via Pace classes.
- Any time extension for credit recovery must be approved by the academic supervisor.
- All credit recovery must be completed by May 15th of the following school year.

Emmanuel Christian Academy reserves the right to change the credit recovery program to best serve the needs of its students and families.

# 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. Full-time tenth grade students and above are eligible for induction into the ACHS. Parents will be notified by mail of their child's induction.

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. In addition, any student who becomes involved in a serious moral/discipline problem shall be dismissed immediately after proper verification of the charge of misbehavior.

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 organizing events and projects. Hours do not include work done in the classroom as a Teacher's Aide unless it is done outside of classroom hours.

Members who fall below the established standards shall be informed by the administration and appropriate actions will be taken. Any member whose scholastic average falls below 90 will be placed on probation. Members will have one semester to bring up their average. If a member fails to raise his/her average, that member will be removed from membership and will not be reinstated for the duration of their ECA career.

Grade checks will be done at the end of each semester. Volunteer hours will also be reviewed at the end of each semester. A member who fails to complete his/her hours will also be placed on probation and will need to have completed a total of 40 hours by the end of the second semester (20 hours each semester).



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## STUDENT COUNCIL ORGANIZATION

Each year, each class (Freshman, Sophomore, Junior and Senior) 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 administration. Student council members will be self-nominated and must meet the following requirements.

### Student Council Member Requirements:

- Letter of recommendation by a church Pastor, leader, or school staff member.
- GPA of 2.5 or higher.
- Good attendance record (may be reviewed by administration and the advisor as needed).
- Provide the Student Council advisor proof of the above at least two days before election day.
- Not on probation at ECA (may be reviewed by administration and the advisor as needed).
- Has attended ECA for at least one semester in the previous school year.
- Has a positive Christian attitude and servant's spirit.

### Student Council Member Responsibilities:

- Provide and generate school spirit, pride, and involvement.
- Aid with school chapels as needed.
- Organize and help run school pep rallies during Spirit Week.
- Organize and help run Senior Nights.
- Work at Open House/advertising events as a tour guide if needed.
- Help with school fundraisers as needed.
- Attend leadership training to be given by the Student Council Advisor, including possible outside reading.
- Provide requests and suggestions in written form to the Administrator or Student Council Advisor.

If any of these elected officers prove incapable, unwilling or spiritually unwise as leaders, they can be removed from office by the Advisor or Administration. Students who receive a suspension for any reason will be removed from office as of the date of suspension (pending further review by the Administration). An officer who drops below the 2.5 GPA at the end of nine weeks will be placed on probation. If the grade is not brought up by the end of the next marking period, he/she will be removed from Student Council.

Students on Academic or Disciplinary probation may not hold office or run for office in any student organization.

# ATHLETIC DEPARTMENT

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## ECA ATHLETIC DEPARTMENT

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 lifetime, 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, Junior Varsity Boys' Basketball, Elementary Co-Ed Basketball, Varsity Girls' Soccer, Varsity Boys' Flag Football, and Elementary Co-Ed Soccer.

## 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.

### *Eligibility*

- Students in grades 6-12 that maintain a minimum grade average of 70 and above and have no F's will be considered fully eligible to participate in the sports program.

### *Ineligibility*

- Students whose combined grade average falls below the expected requirement will be ineligible to play sports until their grade average returns to the required average. Ineligible students cannot participate in sports practices or games for two weeks.
- Student athletes serving a suspension from school will also be suspended from the number of games equal to that of the suspension (ex. 1 day of suspension = 1 game suspension). These game suspensions will be consecutive games and can transcend semesters and sports seasons.
- No two situations are alike; administration reserves the right to evaluate each situation on a case-by-case basis and may increase or reduce the time of ineligibility. Moreover, at any point in the season, administration reserves the right to make a player ineligible based on inappropriate conduct even if the 25 demerit threshold has not been reached.

## GRADE CHECKS AND COMMUNICATION

- Grades will be checked monthly throughout the year.
- Grade checks will be posted on the school calendar at the beginning of the year.
- 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.
- Students and parents, along with teachers and coaches, will be notified by the athletic director of students who have become ineligible.
- Students will remain ineligible for two weeks. They must reach the minimum requirement to regain eligibility once the two week waiting period is over. (It is the responsibility of the coaches and athletes to follow up with the school office to obtain grade checks for ineligible students.)

## ADDITIONAL REQUIREMENTS

*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.

## PARENT EXPECTATIONS

An important mission of our sports program is to teach and reinforce values relating to sportsmanship, competition, and fair play. It is expected that parents, players, spectators, and coaches respect this mission by exhibiting appropriate behavior at athletic events. Examples of this appropriate behavior are listed below:

- Spend your energy cheering on the team and not yelling at the referees. The head coach has the right to appeal to the referees throughout the game, while still maintaining a good testimony and good rapport with our officials.
- Parents and Spectators, we ask that you please stay in the stands. At no point during the game is a parent permitted on the sideline or in a team meeting.
- Parents and spectators are not permitted to attend team practices unless asked to attend by the head coach. We value the leadership of our coaches and want to protect that.
- Parents should only approach or address any coach, assistant coach, or player when offering thanks, congratulations, or any type of positive encouragement.
- If a parent feels a need to communicate a concern, the parent will contact the athletic director or school administrator to setup a phone appointment or an in person meeting. Parents are never to approach our volunteer coaching staff with concerns, criticism, or critiques.
- We acknowledge that there are many different successful coaching styles, and we ask that the parent respect that and allow space for coaches to make final decisions and even mistakes at times.
- If a parent has a concern, please contact the athletic director to setup an appointment with the administration.

## TRANSPORTATION

Emmanuel Christian Academy does not provide and/or arrange for transportation for its student-athletes to games.

# MUSIC DEPARTMENT

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## ECA MUSIC DEPARTMENT

The purpose of the Emmanuel Christian Academy Music Department is to develop a love and appreciation for music in our students and allow them to experience the heart of God who made music and made us musical beings. We believe that God created music to glorify Him, and our primary focus is to give our students opportunities to engage in worship through Gospel-centered, Christ honoring music. We provide them opportunities to play and sing skillfully (Psalm 33:3) and give them the knowledge they need to understand the fundamentals of musicianship. Student musicians represent the heart and soul of ECA and are expected to lead their peers both in attitude and spirit. ECA offers multiple opportunities for choirs, ensembles, solo performances, piano and guitar lessons, handbells, and an ECA Worship team.

## ELIGIBILITY

Students who enroll in any music class are to participate fully and joyfully. Students who continually fail to participate in accordance with the teacher's expectations above will be given a written warning via email to the parents. Students who receive additional warnings may be removed from the music class and placed in an alternative elective at the discretion of the administration.

## CHOIR

Students participating in choir are expected to be present at all rehearsals and performances. This includes, but is not limited to the Christmas concert, Spring concert, and Commencement ceremony. Failure to appear at any rehearsal or performance with the exception of a legitimate note or a family emergency will result in a zero for that performance.

The school will provide a binder for each student, as well as sheet music for the duration of the school year. Students who fail to bring their binder to class or lose their sheet music will be given 1 demerit. Students who lose their binder will be charged a \$15 fee for a new binder and music. Students who lose individual sets of music or sheets of music will be charged \$2 per piece or song.

Female choir students will be issued a choral dress at the beginning of the year for performances. Students are responsible for having their dresses ready for all performances and should return their dresses at the end of the school year. Students who fail to return their dresses will be charged \$100 to replace the dress.

Male choir students will need to have concert attire for all performances and competitions. Students out of dress code will not be able to perform and will fail the performance.

Students exhibiting disruptive or inappropriate behavior during a performance will be given a zero and demerits.

## **FINE ARTS**

Each March, students in grades 7-12 participate in the NEACS Fine Arts competition. This is a great opportunity for students to develop musical proficiency and technicality. Students are able to participate as vocal soloists, duets, ensembles, choirs, instrumental soloists, instrumental duets, and handbells.

The NEACS Fine Arts competition limits middle school choir and high school choir to 24 students each. Students will be chosen for Fine Arts choir according to the following criteria:

- Choral parts needed (Soprano, Alto, Tenor, Bass)
- Exhibits exceptional engagement, participation, and attitude

Preference will be given to upperclassmen. Students wanting to participate in either a vocal ensemble or a vocal solo will be required to be enrolled in choir.

Students are expected to learn and memorize their pieces or they will not be eligible to compete. The music director will work with students on finding appropriate pieces to perform based on their skill level and experience.

Students are expected to complete all necessary forms for Fine Arts following the guidelines given by NEACS for marking music.

Students participating in vocal or instrumental performances of any kind are required to attend meetings held by the music director to give instructions for Fine Arts.

## **HANDBELLS**

Students enrolled in handbells are required to perform in several concerts and performances throughout the school year, as well as rehearsals. Students will not be allowed to miss these without prior approval from the music director and a member of the administrative team. Students who miss any performances or rehearsals for any reason other than medical or family emergencies will receive a zero for that performance.

# 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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NEWINGTON, CT