EMMANUEL CHRISTIAN ACADEMY

PARENT/STUDENT MANUAL

2026–2027

TABLE OF CONTENTS

04 | Introduction

07 | Vision & Philosophy

11 | Offices and Facilities

13 | Admissions

16 | Finances

19 | School Closings and Illness

21 | ECA Uniform

27 | Arrival and Departure

30 | Attendance

34 | General Conduct

38 | Lower Elementary Discipline

39 | Upper Elementary Discipline

42 | Secondary Discipline

45 | Expulsion

47 | Academics

50 | Academic Policy

56 | Credit Recovery

58 | Student Organizations

60 | Athletic Department

63 | Music Department

65 | Student Technology Policy

69 | Computer Hardware Policy

71 | Final Remarks

"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."

-1 Timothy 4:12

INTRODUCTION

STATEMENT OF FAITH

The Bible
We believe the Bible to be the word of God. We believe the Bible is inspired and preserved by God, and that it is perfect and true. We use the Authorized Version of the Bible in all of our ministries. (Psalm 12:6–7; 2 Timothy 3:15–17; 1 Peter 1:23–25; 2 Peter 1:19–21)

God
We believe in one holy and loving God—eternal, self-existent, infinite, and immutable—and that He has one nature, essence, and substance; yet He manifests Himself to man in the Trinity as the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4; 1 Timothy 1:17; James 1:17; 1 John 4:4)

Jesus Christ
We believe that Jesus Christ is God in the flesh and the only Saviour of mankind. We believe He came to earth, lived a sinless life, and offered Himself on the cross as a substitutionary sacrifice for the sins of all mankind. We believe He resurrected bodily and ascended into Heaven where He now dwells until His return. (Isaiah 7:14, 9:6, 43:11; John 1:1, 3, 14, 18, 29; Romans 3:19–25; Romans 5:6–15; Philippians 2:5–11; 1 Thessalonians 4:13–18; 1 Timothy 2:5, 3:16; Titus 2:10–15; Hebrews 7:26, 9:24–28; 1 Peter 1:19, 2:2; 1 John 1:3; Revelation 20:1–6)

The Holy Spirit
We believe the Holy Spirit of God is a person of the Godhead who is presently indwelling and directing the development of believers and advancement of the gospel in the world. The Holy Spirit is sent to regenerate, sanctify, seal, and indwell all who have placed their faith in Jesus Christ. (Genesis 1:2; John 3:5–6, 14:16; Acts 1:5, 11:15; 1 Corinthians 3:16, 6:19–20; 1 Corinthians 12:13)

Sin and Salvation
We believe that all men are sinners by nature and are therefore separated from God. Faith in Jesus Christ is the only hope of salvation and redemption from this broken and fallen condition. Those who reject Jesus Christ as personal Saviour are separated from God for eternity, but those who receive Jesus as Saviour are adopted into God's family and given His gift of eternal life. (Genesis 5:1–5; Acts 4:19, 16:31; Romans 3:10–23, 5:6–12, 6:23, 10:9–10; Ephesians 2:8–9; Titus 3:5–6; Revelation 20:11–14)

The New Testament Church
We believe the local church is Jesus' institution for advancing His gospel and doing His work in the world. The church is made up of those who have been saved and biblically baptized—uniting and faithfully gathering together for the purposes of Bible teaching, worship,

prayer, fellowship, service, and observance of baptism and communion. (Matthew 16:16–18; Acts 1:15, 2:41–43, 11:15, 20:28; 1 Corinthians 15: 51–58; Ephesians 1:12–14, 5:25–30; 1 Thessalonians 4:13–18; 1 Timothy 3:4–15)

The Last Days
We believe in the literal interpretation of the Scriptures in context and with a dispensational view of biblical prophecy. This literal approach provides the following most likely timeline of future events: first, the rapture of the church, followed by a seven-year tribulation and the return of Jesus to the earth, followed by His literal rule of one thousand years ending with the Great White Throne Judgment, culminating with the creation of a new Heaven and new earth. (1 Corinthians 15:51–58; 1 Thessalonians 4:13–18, 5:1–9; Revelation 19–22)

Separation
We believe that a Christian should grow in grace, learning a lifestyle that is becoming of the gospel and honoring to Jesus Christ—properly reflecting His love and holiness. We believe in separating from biblical heresy and from sinful, self-destructive, and immoral behavior. (Romans 12:1–2, 14:13; 2 Corinthians 6:14–7:1; 2 Timothy 3:1–5; 1 John 2:15–17; 2 John 9–11; Leviticus 19:28; 1 Corinthians 6:19–20)

Creation
We believe that God supernaturally created the universe in six literal days, and therefore, we reject any theories of evolution, theistic evolution, creation gaps, or intelligent design not attributed to the narrative of scripture and the power of God. (Genesis 1–2; Exodus 20:11)

Civil Government
We believe that God has created structures of authority for the blessing of mankind, existing in three basic institutions: (1) the home, (2) the church, and (3) the state. God has given each institution specific biblical responsibilities and balanced these responsibilities with the understanding that no institution has the right to infringe upon the other, but that all should work in harmony under God's word and His authority. (Romans 13:1–7; Ephesians 5:22–24; Hebrews 13:17; 1 Peter 2:13–14)

Human Sexuality
We believe that God, for humanity's flourishing, has designed the sexual relationship to exist exclusively within the bounds of lifetime marriage between a man and a woman. Therefore, any deviation from the biblical pattern of sexuality (homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography) are harmful perversions of God's gift of sex. We respect gender distinction as created by God and do not endorse the altering of one's gender by surgery or appearance. (Genesis 2:24, 19:5, 13, 26:8–9; Leviticus 18:1–30; Romans 1: 26–29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1–8; Hebrews 13:4)

Biblical Marriage
We believe that the only God-recognized marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22–23)

In keeping with these beliefs as expressed in our bylaws:

All people are welcome to attend our regular worship services. Those who attend may not display behavior that is indicative of the unbiblical sexual behaviors listed above in church services, at church functions, or on the church grounds.

Church representatives are not to display disrespect for those who are involved in sexual sin, though our teaching ministry will be consistent with our beliefs and the biblical patterns.

Family Relationships
We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and in the church. We believe that God has ordained the family as the foundational institution of human society, and that husbands and wives should grow in the biblical pattern of marriage and parenting. (Genesis 1:26–28; Exodus 20:12; Deuteronomy 6:4–9; Psalm 127:3–5; Proverbs 19:18, 22:15, 23:13–14; Mark 10:6–12; 1 Corinthians 7:1–16; Ephesians 5:21–33, 6:1–4; Colossians 3:18–21; Hebrews 13:4; 1 Peter 3:1–7)

Abortion
We believe that human life begins at conception and that the unborn child is a living human being, and therefore, the life of the unborn should be valued as the life of any other human being. (Job 3:16; Psalm 51:5, 139:14–16; Isaiah 44:24, 49:1, 5; Jeremiah 1:5, 20:15–18; Luke 1:44)

Love
We believe that we should demonstrate love for others—believers and unbelievers alike. We respond graciously, gently, patiently, and humbly to those who oppose the gospel. The church should be an environment where unconditional love flows from God's grace at work in every heart. (Leviticus 19:18; Matthew 5:44–48; Luke 6:31; John 13:34–35; Romans 12:9–10, 17–21, 13:8–10; Philippians 2:2–4; 2 Timothy 2:24–26; Titus 3:2; 1 John 3:17–18)

Missions
We believe that God has given the church a great commission to proclaim the gospel to all nations, and that salvation is made available to anyone who will believe in Jesus, regardless of nation, tribe, ethnic group, language, or culture. As co-laborers together with God, we desire to actively, generously, and faithfully engage in worldwide missions and church planting until Jesus returns. (Matthew 28:19–20; Mark 16:15; Luke 24:46–48; John 20:21; Acts 1:8; 2 Corinthians 5:20)

Giving
We believe that every Christian is a steward of the material gifts that God entrusted to him. Every Christian should grow in grace—understanding the generous heart of God and learning to reflect that heart with generosity toward God's church and toward those in need. This generosity should be driven by grace (not obligation), empowered by gratitude, and flow from a willing and cheerful heart for the development of the church and advancement of the gospel. (Genesis 14:20; Proverbs 3:9–10; Acts 4:34–37; 1 Corinthians 16:2; 2 Corinthians 9:6–7; Galatians 6:6; Ephesians 4:28; 1 Timothy 5:17–18; 1 John 3:17)

MISSION

As a ministry, we strive to 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). We are focused on developing fully devoted, lifetime followers of Jesus Christ in gospel-saturated environments. We are committed to fulfilling our ministry with excellence and diligence.

Our admissions policies are free from discrimination regarding race and ethnicity. We insist that every student be given equal opportunity and treated fairly in the classroom.

The main emphasis of Emmanuel Christian Academy is upon the spiritual and educational growth of its students in partnership with parents and guardians. 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 them to know that God has a plan and a purpose for their 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.

PHILOSOPHY

Emmanuel Christian Academy is a vital, integral educational ministry of Emmanuel Baptist Church. The basis for the existence of Emmanuel Christian Academy is found in Matthew 28:20, Proverbs 22:6, II Timothy 2:2, and Acts 5:42.

Bible-Based (Psalm 119:89, II Timothy 3:16)

The final authority for all of our education is the word of God. All academics are integrated with the Bible. We approach the Bible literally, grammatically, historically, and contextually. We view it as God's revealed truth to mankind.

Christ-Centered (Colossians 1:18, John 3:30)

Christ Himself is the focal point, center, and object of our faith. Only by exalting Him can we be assured of God's full blessing (John 12:26, I Samuel 2:30b). The students are taught of Him and His work on the cross. They are taught to reverence, fear, and trust Jesus.

Spirit-Controlled

Degrees, talent, experience, human ability, opportunity, or friends cannot substitute for the Holy Spirit. We must have His power (Ephesians 5:18, II Timothy 1:7, Acts 1:8), direction (Romans 8:14, Psalm 32:8), teaching (I Corinthians 2:10-16), and wisdom (James 1:5, 3:17, II Timothy 1:7). This is a spiritual work, so it must be guided by the Spirit.

Student-Devoted (Colossians 1:9-10)

We must teach the students how to discover, know, and do the will of God (Ephesians 5:17, II Timothy 1:9).

Socially-Applied

We must teach the pupil how to live in this world without being soiled or spoiled by it (John 17:15-16, I John 2:15-17, James 4:4, II Corinthians 6:17-18). We emphasize character development. Christian education must be in harmony with "...whatsoever things are true,... honest,...just,...pure, (and)...lovely" (Philippians 4:8). We believe that the classroom methods should be teacher-directed (Deuteronomy 6:7), with the student acquiring knowledge through studying (II Timothy 2:15), researching (John 5:39) reasoning (Acts 24:25), making connections (Luke 24:27), and writing (III John 12).

OBJECTIVES

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

Spiritually—*"Let the Word of God dwell in you richly." Colossians 3:16*

- To prepare by instilling character, personal responsibility, and submitting to Jesus Christ
- To lead them to an understanding of the gospel and the personal decision of salvation
- To enrich the student's devotional life
- To develop within the student a well-balanced and Christ-like personality
- To awaken within the student a realization that God has a purpose and plan for each life
- To give the student knowledge, love, and understanding of the Bible
- To instill within the student a sense of responsibility for the lost that will lead to thoughtful witnessing

Mentally—*"Let this mind be in you which was also in Christ Jesus." Philippians 2:5*

- To encourage them to think clearly, logically, and independently
- To develop a biblical worldview of life, their world, and who God designed them to be
- To assist the student in discovering and developing individual aptitudes
- To cultivate within the student analytical thinking and a priority-directed life

To impart to the student a command of common knowledge and skills

To offer an instructional program that meets the academic needs of the student

Emotionally—*"Be strong in the Lord and in the power of His might." Ephesians 6:12*

To build within the student a Christ-controlled personality

To enable the student to adjust themself easily to situations in which they find themself

To develop within the student a positive attitude in reacting to life

To develop within the student a spirit-led life and not a feeling-directed life

To develop the student's interests and abilities

Socially—*"No man liveth unto himself." Romans 14:7*

To instill within the student a loyalty to Jesus Christ in all things and at all times

To develop within the student an understanding of the student's place and obligation in the family

To help the student share their Christian responsibility as a citizen for the welfare of every group to which they belong

To develop a sense of responsibility in each student as a citizen and a Christian

To achieve mastery in the tools of learning and communication

To help the student awaken and foster missionary responsibilities toward all men

Physically—*"Present your bodies a living sacrifice...unto God." Romans 12:1*

To develop within the student a respect for the body as the temple of the Holy Spirit

To teach the student intelligent care of the body

STATEMENT OF NONDISCRIMINATORY POLICY

Emmanuel Christian Academy admits students of any race, 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, 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."

ASSOCIATIONS AND AFFILIATIONS

Emmanuel is a member of the New England Association of Christian Schools (NEACS) and the Connecticut Association of Christian Schools (CACS), which are affiliates of the American Association of Christian Schools (AACS).

GRIEVANCES AND CONFLICT RESOLUTION

If at any point in the school year you have a disagreement or a concern with a teacher or staff member in line with Matthew 18 you are encouraged to email them directly, and if necessary, find a time to speak in person or over the phone. If your secondary student has a conflict that you believe they can handle, encourage them to do the same. If you and the teacher are unable to resolve the conflict, please reach out to the appropriate school principal to help reach a resolution.

The exception to this policy would be if you have reason to believe that a teacher has done something illegal or inappropriate. Then the school principal should be contacted right away.

If you have concerns or questions about school policy, as listed in this manual, or the school schedule, you should not discuss this with a teacher. Instead, those types of questions and concerns should be brought directly to someone in the school administration. If you have a concern about one of our school leaders, you should contact the administrator. If the concern is with the administrator, you can contact the school president.

OFFICE AND FACILITIES

The buildings, facilities, and property of Emmanuel Baptist Church and Emmanuel 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 check- in and 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 by parents in the school office before and after school. Lost and Found may also be found in the main hallway and is accessible by students during the day. 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

Students may bring their own sack lunches to school, or they can order a hot lunch meal from the cafeteria. Drinks, snacks, and other refreshments may also be purchased.

All lunch orders must be placed in advance online through the FACTS Family Portal. We will have limited ordering options for last minute orders that can be charged to students' incidental accounts. Cash payments will not be accepted. Invoices will be sent out weekly from the previous weeks charges and will be due the following Friday.

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 PE uniforms, books, reports, 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. Students should never call their parents using a cell phone.

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 open or enter another student'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 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. Students who drive may not return to their cars during the school day.

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

REQUIREMENTS

Students are accepted on the basis of available space, their character, scholastic record, 504/IEP Plan, and a genuine desire on the part of the parents to have their children in a Christian school; without regard to race, national, or ethnic origin. 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

Schedule an interview with an Administrator.

Please bring recent student records, IEP if applicable, and standardized tests to the interview.

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.

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.

Upon student acceptance, parents need to complete the online enrollment packet through Family Portal and pay the registration fee.

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.

STUDENT SUPPORT SERVICES AND CONTINUED ENROLLMENT

Emmanuel Christian Academy desires to partner with families to help each student grow academically, spiritually, socially, and emotionally. To serve students responsibly, we must consider whether their individual needs can be met within our educational program, staffing, and available resources.

ECA provides instruction in a general education classroom setting with limited individualized support. We do not employ one-to-one paraprofessionals or offer a comprehensive special education program. Admission or continued enrollment does not guarantee that the school can provide every service recommended by an outside evaluator or provider.

During admission, parents must provide relevant educational evaluations, IEPs, Section 504 plans, and other information identifying needed supports. Parents are also expected to share new evaluations or changes in their child's needs during enrollment. A diagnosis or support plan does not, by itself, determine eligibility; the administration will consider the specific services required and ECA's ability to provide them.

When concerns arise, the administration will review relevant documentation, teacher observations, student progress, and parent input. When appropriate, the school will establish a written support plan identifying the assistance ECA can consistently provide, expectations for student participation and behavior, and a timeframe for reviewing progress.

Students are required to participate in instruction and follow school policies, procedures, and behavioral expectations with the supports identified through this process. Continued enrollment will be reviewed when a student requires specialized instruction, ongoing individual supervision, intensive behavioral intervention, or other services beyond ECA's capacity.

If an individualized review determines that ECA cannot adequately or safely meet a student's academic, behavioral, or emotional needs, the administration reserves the right to decline admission, decline reenrollment, or discontinue enrollment. The school will communicate its determination to the family and work with parents to establish an appropriate transition timeline and, when available, share information about alternative educational resources. A placement decision based on the school's inability to meet a student's needs is separate from disciplinary expulsion.

ADMISSION AGE

K-4 students must be four years old by October 1 and potty-trained.

K-5 students must be five years old by October 1. 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.

CONTINUOUS ENROLLMENT

Emmanuel Christian Academy uses continuous enrollment for successive school years. Students will be automatically re-enrolled unless parents submit a withdrawal form or opt-out form to the ECA admissions office by January 31 of each year. FACTS accounts will be billed a nonrefundable deposit per student if a withdrawal form has not been received by January 31.

Parents are responsible to make sure that the information in their family portal is correct. If any changes need to be made, log into the family portal and make the necessary changes or communicate those to the ECA office.

FINANCES

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. Once a plan is decided upon it cannot be changed for the remainder of the school year. Seniors must be paid in full prior to their date of graduation.

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. This fee is charged by FACTS and the school cannot waive or alter it. 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. The 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 are no prerequisites to apply. For information about financial assistance, please contact the ECA Finance Office.

BOOKS

Parents are responsible for purchasing 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 or damages 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. Specific trips must be paid in full prior to the event date.

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 31 in order to have a new payment plan set up for the following school year.

LIST OF FEES

Fee	Billing Date	Due Date	Amount
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: $14/hr. 3:30-5:30PM: $14/hr. (5 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	10 days out (after registration deadline; Oct-May invoices sent on 1st; due 15th)	$100-private $65-group
Field Trips	Event Dependent	10 days out (> $100: due dates may vary)	Subjective
Sports Trips	10-30 days out	Subjective for low-cost trips; optional agreements for more expensive trips—3 month plan max	Subjective (Balance after fundraisers)
Varsity Basketball	Mid-November	30 days out	$300
JV Basketball	Mid-November	30 days out	$250

Fee	Billing Date	Due Date	Amount
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
SAT Tests	Varies (~March)	2 weeks	$60
AP Placement Tests (Math & English)	Mid-March Tests taken in May	30 days out	$130
Sports Clinics	At sign-up	n/a	$60/wk at ECA $100/wk if at Mortensen
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
Field Day	Mid–May	10 days out	Subjective
Yearbook/Senior Ads	January Google form for ordering of yearbooks and ads sent out in Nov.	30 days out	$60 per yearbook $75 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 31.		$550

SCHOOL CLOSING AND ILLNESS

SNOW DAY AND OTHER 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. 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. Please note: Days that are weather delayed or dismissed early due to weather will not have Before School or After School care available.

COMMUNICABLE DISEASES

Emmanuel Christian Academy desires to maintain a healthy 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, 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.

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 student's name, 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, Epi-Pens, and other life-saving medications 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

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 (K4-5)

Shirts, Skirts, and Pants

1. 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.
2. Students should be mindful of the transparency of their shirts. Camisoles or tank tops should be worn under light colored polos.
3. Girls may wear khaki, grey, or navy "school uniform" pants (not tight) or skirts.
4. All elementary outfits should reach the middle of the knee when sitting.
5. Slits in jumpers or skirts may not go above the required length of the dress.
6. 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.
7. During non-winter months, K4-5 students may wear uniform style knee length shorts in khaki or navy.

Socks and Shoes

1. 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.
2. Solid white, navy, or gray tights, leggings, or tall socks may be worn for warmth.

Accessories

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

ELEMENTARY BOYS (K4-5)

Shirts

1. Boys should wear "school uniform"-style collared polo shirts in solid navy, white, gray or light blue. No logos are permitted
2. 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

1. Boys must wear khaki, grey, or navy "school uniform" pants (not tight). A belt is not required. We recommend elastic waistbands for the younger boys.
2. No pants should have elastic at the bottom of the leg.
3. Pants should fit neatly, without sagging.
4. During non-winter months, K4-5 students may wear uniform style knee length shorts in khaki or navy.

Shoes and Socks

1. 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.
2. Socks must be worn at all times.

Hair

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

1. One necklace may be worn but must be worn inside the shirt. One bracelet per wrist is permitted.
2. Earrings and ankle bracelets may not be worn at school or at any other school function.
3. One ring may be worn on each hand; no rings should be worn on the thumb.

ELEMENTARY ATHLETICS AND DRESS-DOWN (K4-5)

Athletics

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

Dress-down

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

ELEMENTARY CONCERT ATTIRE (K4-5)

Christmas Concert

1. 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.
2. 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

1. 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.
2. 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 (6-12)

Shirts

1. Girls should wear "school uniform"-style collared polo shirts in solid navy, white, gray, or light blue. All shirts should be neatly pressed. Cropped tops are prohibited.
2. Polos are to be plain uniform polos with no logos or decals other than the ECA logo.
3. Students should be mindful of the transparency of their shirts. Camisoles or tank tops should be worn under light colored polos.
4. Navy, light blue, 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

1. Girls should wear khaki, gray, or navy "school uniform" pants (not tight) or knee-length skirts.
2. 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.
3. Skirts should be at least to the middle of the kneecap in length when sitting. Slits should not extend above the knee.
4. Leggings may not be worn.
5. Belts may not have studs or other similar decorations on them. They should also have conservative buckles.

Shoes and Socks

1. Students may wear clean and conservative shoes and sneakers.
2. Conservative boots with heels no higher than 2" are permitted. (No Ugg, rain, cowboy, snow, knee-high, or combat-style boots will be allowed.)
3. For safety requirements, all shoes must have backs. Backless shoes are not permitted.

4. 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

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

Fads

1. Extreme or faddish clothing, accessories, or hairstyles are inappropriate.
2. No unnatural hair coloring is appropriate (this includes colored streaks, i.e. pink, blue, etc.). Basic highlighting is allowed.
3. Make-up and nail polish should be tasteful and feminine.
4. No wigs may be worn without prior permission from administration.

Concert Attire

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

1. Boys should wear "school uniform"-style collared polo shirts in solid navy, white, gray, or light blue.
2. All shirts must be tucked in and neatly pressed.
3. Polos are to be plain uniform polos with no logos or decals other than the ECA logo.
4. Navy, light blue, 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.
5. Any t-shirt worn under a school uniform shirt must be plain with no printing.

Pants

1. Pants must be khaki, grey, or navy "school-uniform" pants (not tight).
2. Pants should not be frayed, tight, sagging, or cut.
3. 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

1. Students may wear clean and conservative shoes and sneakers.
2. No Ugg, rain, cowboy, snow, knee-high, or combat-style boots will be allowed.
3. Socks should be worn at all times.

4. 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

1. Hats should not be worn in the building.
2. One necklace may be worn but must be worn inside the shirt. One bracelet per wrist is permitted.
3. Earrings and ankle bracelets may not be worn at school or at any other school function.
4. One ring may be worn on each hand; no rings should be worn on the thumb.

Hair

1. 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.
2. Sideburns should not extend below the middle of the ears and should be neatly trimmed.
3. Extreme or faddish haircuts or styles are not appropriate.
4. The use of dye, streaks, bleach, or other such coloration of the hair is not permitted.
5. Periodic hair checks will be given by the administration or faculty.
6. Boys must be clean-shaven. No facial hair is allowed.

Concert Attire

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

1. 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).
2. Students may wear ECA t-shirts or school polos, along with neat jeans (no ripped jeans are permitted.)
3. ECA pullovers, hoodies, and sports jackets will be allowed only on dress-down days.
4. Spirit Week and other special events may have adjusted guidelines for the day. These guidelines will be clearly communicated ahead of time. If not participating in the dress "theme" for the day, students must abide by the standard guidelines set forth in this handbook.
5. Students who fail to adhere to dress down guidelines may be sent home to change and may lose the privilege to participate in future dress down days.

ECA ATHLETIC EVENTS

Athletes

1. School attire must be worn to school on game days. Athletes may wear their uniform jersey to school that day.
2. All athletes will be dismissed 15 minutes before game departure to change into uniform.

Students

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

1. For PE Class and after school practices, only plain t-shirts or ECA t-shirts are permitted. Athletic shorts, no shorter than mid-thigh, or loose-fitting athletic pants may be worn.
2. Zippered vests and any hooded garments are considered outdoor wear and are not to be worn in the building.
3. No sloppy or oversized clothing is allowed.
4. Backpacks and lunch boxes should be free from questionable logos, etc. (Pop groups, skulls, or things of a violent nature are not permitted.)

The administration reserves the right to determine for both boys and girls whether 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

ELEMENTARY ARRIVAL AND DISMISSAL

Parents bringing their children to school are to drop them off ONLY in the designated areas. 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 K4-5 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.

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. Please do not arrive prior to all of your children being dismissed.

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 2:50PM dismissal bell. Failure to check out of dismissal room 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 $14 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 7:00–7:45AM. Students can be dropped off at the main office 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 3:30–5:30PM. During noon dismissal days, After Care will be available from 12:30–5:30PM. Students must be signed out by a parent or a legal

guardian. After Care will be dismissed from the Main Office entry. Please advise the office if you are planning to use either program. *Certain dates may not be available for After Care. These will be announced ahead of time. Days that are weather delayed or dismissed early due to weather will not have Before School or After School care available.

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. A registration email will be sent prior to half days for after care.

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 flagpole) 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 them 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 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.

BUS AND CARPOOLING

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.

ATTENDANCE

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 our accreditation agency and state standards in that we strive to hold classes for approximately 1100 hours (at the high school- level). The school year consists of 4 quarters, which are divided between 2 semesters.

Emails to the school office, doctor's notes, and all other written documentation for 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 student's performance and absences.

If your student will be absent for any reason, please email the school office to inform them of the absence and the cause of the absence. Please refrain from calling in absences.

Please note, that for Middle and High School classes, missing more than 20 minutes of a class (arriving late or leaving early) will be considered an absence for that period.

Elementary (K5-5)

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 (6-8)

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 school leader.

High School (9-12)

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. (Four full classes that attendance is taken)

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 being 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 where they will receive 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. If a student arrives after 8:20AM they must either

be accompanied by a parent or the parent or guardian must send an email to the school explaining the cause of the tardy.

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 10 tardies to class (after 1st hour) will result in detention. After 15 tardies are reached, a meeting with the parents will be arranged to determine the best course of action.

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 should present a note from the doctor's office. A handwritten note from a parent will not be accepted for a doctor's visit. Please note, that for Middle and High School classes, missing more than 20 minutes of a class (arriving late or leaving early) will be considered an absence for that period.

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 absence must be made up within 5 school days of the student returning to school, 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 turn in the missed work the day they return to school. If the assignment can be turned in online no extension will be given for students who are absent. Teachers do have discretion to modify this policy.

Upon returning to school, all students in grades 6-12 who are absent should ask their 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 K5-5 will be handled at the discretion of the teacher.

ILLNESSES DURING THE SCHOOL DAY

Students cannot come to school who have experienced a fever, sore throat, diarrhea, or vomiting within the past 24 hours. The student may return to school when their temperature remains under 100.4° for 24 hours without the use of medications such as Tylenol, ibuprofen, etc. or when it has been in excess of 24 hours without vomiting or

diarrhea. Please give your student 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. If a student leaves school early for sickness, they may not return the next day (must be 24 hours). Teachers are not required to provide online learning for students who are sick.

If you are keeping your child home, please email the school office to explain the cause for their absence. These absences still contribute towards the 20 day absence limit.

SIGNING STUDENTS OUT

Parents should email the school office with the reason for their child's early dismissal and the expected departure time (or place the details in PikMyKid app). This applies to student drivers as well. All parents picking up students during class time must report to the office. Students may not leave school for any reason unless accompanied by a school-approved chaperone. Parents who wish to take their child off campus for lunch must sign them out in the office. Students must return on time to avoid being marked tardy.

The parent is to come to the school office and 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. 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 and note-taking will be reflected in a student's Bible grade.

GENERAL CONDUCT

Our goal regarding student behavior is to partner with parents in training children to be self-disciplined, as exemplified in the life of Christ. 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 always stay in their seats unless directed by the teacher.
2. Students should speak only by raising their 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 teachable 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 and parents should not let anyone in the building. Visitors (including parents) need to come through the main school entrance, check in at the school office, and receive a badge. 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 responsible for your behavior and choices in person and online.

BULLYING

Bullying is defined as persistent inappropriate behavior (physical, verbal, written, or digital) 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. 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, HEADPHONES, AND SMART WATCHES

Headphones of any type are not allowed for any reason other than teacher approved classes. They are never allowed for music or dismissal class.

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. At no time may students take pictures or recordings in school. 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

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 games, students are not to go to the parking lots or other places to loiter.

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: brief hugs, high fives, handshakes, 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).

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

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 principal/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 administration 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. Student's ability to return the following year will be reviewed on a case-by-case basis.

UPPER ELEMENTARY DISCIPLINE

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 3-5 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)

Offense	*Demerits*
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
Dismissible Offenses (see page 49)	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 3:00-3:30PM. Students involved in sports must serve their detention before any practices. Students who are not picked up from detention by 3:35PM will be checked into After Care with a charge of $14/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 number 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. This excludes students who are already on disciplinary probation.

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

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 6–12 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.

Demerits will not be carried over from semester to semester. This excludes students who are already on disciplinary probation.

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.

DEMERIT LIST

Offense	*Demerits*
Chewing gum/food/drink in classroom	1
Dress code or hair violation	1
In the halls without permission	1
Unprepared for class (non-graded situations)	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
Teasing/Intimidating another student	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
Misuse of School Property	10
Cheating	10
Cutting class or chapel	10
Lying	10
Profanity	10
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
Dismissible Offenses (see page 49)	50

DETENTION

Every 10 demerits and every 10 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 2:50-3:30pm. 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 3:35pm will be checked into After Care with a charge of $14 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 number 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. (See page 44.)

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

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

A student may be dismissed or expelled from school at any time he/she 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 digital platforms/social media such as TikTok, Facebook, Instagram, Twitter, Snapchat. Or with 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 36)
- 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

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 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 honors and 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 administration. 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 the 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 29 credits during the 9–12 grades to graduate from Emmanuel Christian Academy. The following "minimum" number of credits is required:

- Bible (4 credits-meets state elective 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 (2 credits)

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 will be awarded a cord.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian awards are given to the graduates with the highest and second-highest grade point averages, respectively, during their studies at Emmanuel Christian Academy.

To 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 9-12. 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 which 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 if teachers are available.

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 Fine Arts. Each spring, all 6-12 grade students will be encouraged to participate in various categories of Fine Arts, ranging from speech, music, and art. Students will be charged a modest fee for competing so that the costs incurred from the Connecticut Association of Christian Schools and New England Association of Christian Schools may be covered.

SEMESTER EXAMS

Each secondary student will have two days of exams at the end of each semester. These will include four exams that will last for 75 minutes each. These will be given for the four major subjects (math, English/language, science, history/geography).

For younger students in middle school these may simply be end of unit exams. Older students will have more cumulative exams. Some classes may use projects in place of exams.

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

GRADING SCALE

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

Grade	*Percentage*	*GPA*
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 (see pg. 61) 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.

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 or official transcripts until they have recovered their failures via summer school/credit recovery. In addition, any online classes required for graduation must be completed by May 15 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 29 credits. 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 by ECA 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.

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.

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.

HONOR ROLL

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

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

REPORT CARDS

Emmanuel Christian Academy operates on a quarterly grading period. Report cards are sent 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 online 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 should email the teacher directly and set up 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 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/her 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). 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 who do not turn in homework 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 may receive 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. However, if an assignment can be turned in online no extra days will be given due to absences.

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. Plagiarism includes taking someone else's work and processing it through a randomizing program, in addition to 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.

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.

AI USAGE POLICY

With the modern development of powerful AI tools, our purpose is to ensure students use AI responsibly and in a way that aligns with academic integrity.

All uses of generative AI (ChatGPT, Bard, Claude, Grok, etc.) must be clearly cited in MLA format and disclosed in a brief usage statement. Failure to do so will be considered academic misconduct.

Permitted use: AI tools can be used for brainstorming, editing, or summarizing ideas. AI may be utilized for research assistance (e.g., finding sources or generating outlines).

Prohibited use: Submitting AI-generated content as original work. Using AI to bypass learning or critical thinking (e.g., generating essays or solving exams).

Disclosure: Students must disclose when and how AI was used in their assignments. This includes the prompts that are used.

Mathematics/Science Courses: Use of AI tools for solving equations or problems must be accompanied by detailed explanations and the student's thought process.

Writing Courses: AI can assist in proofreading or grammar checks, but students must produce original content.

Art/Creative Courses: AI-generated art or designs must be labeled as such and used only with permission from the instructor.

Collaborative Work: AI tools can be used to assist with project management (e.g., scheduling, task division). In collaborative reports, all AI usage must be documented, including which parts were AI-assisted. Misuse of AI in group work (e.g., attributing AI-generated content to group members) is subject to disciplinary action.

Enforcement and Consequences:

- Students must NOT use AI tools to generate deceptive or plagiarized content or to engage in malicious activities, such as impersonating others or spreading misinformation.
- First-time violations may result in warnings or educational interventions.
- Repeated or severe misuse could result in penalties such as grade reductions, suspension, or expulsion.

*Information taken from *On it Learning*.

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 (these are days the students will not have school). 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.

STANDARDIZED TESTING

ECA uses the IOWA achievement test for grades K5-7 and the PSAT 8/9 and PSAT 10 for High School grades 8-10 as a general evaluation for students, educational goals, and teaching effectiveness. The tests are during the 3rd quarter on specified dates. PSAT/ NSMQT is given to the 11th grade in the fall.

SAT's are offered in the spring to 11-12 grade students. The test is offered for $50/student.

The elementary teachers are responsible for administering Iowa tests to their individual classes, while high school teachers will be assigned particular classes.

IXL

Periodic benchmarks will be required for teachers to facilitate in their classroom. These are primarily used to determine levels in math. Teachers may then use IXL throughout the year to give individual guidance and class wide review.

CREDIT RECOVERY

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/she 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, history, 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.

CREDIT RECOVERY INFORMATION

- A 9–12 grade student who fails a semester of any non-elective academic course 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 15 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

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 ninth 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 9–12 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).

STUDENT COUNCIL ORGANIZATION

Each year secondary students will elect two Juniors as president and vice-president. They will serve their term their Senior year. 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 15 demerits in the semester preceding this nomination. All nominations must be approved by the Academy administration. Student council members will be self-nominated and must meet the following requirements.

Student Council Member Requirements:

- GPA of 2.5 or higher.
- Good attendance record (may be reviewed by administration and the advisor as needed).
- Provide the Student Council advisor with 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.
- 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 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 a quarter 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

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:

Boys (Grades)	**Girls (Grades)**
FALL	
JV Soccer (6-9)	JV Volleyball (6-9)
Varsity Soccer (9-12)	Varsity Volleyball (9-12)
WINTER	
Varsity Basketball (9-12)	Varsity Basketball (9-12)
JV Basketball (9-11)	Middle School Basketball (6-8)
Middle School Basketball (6-8)	Elementary Basketball (4-6)
Elementary Basketball (4-6)	Truth Co-Ed Basketball (3-4)
Truth Co-Ed Basketball (Ages 7-9)	
SPRING	
Boys (Grades)	Girls (Grades)
Flag Football (7-12)	Varsity Soccer (7-12)
Middle School Co-Ed Soccer (6-8)	Middle School Co-Ed Soccer (6-8)
Elementary Co-Ed Soccer (3-5)	Elementary Co-Ed Soccer (3-5)
Cross Country (4-12)	Cross Country (4-12)

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 requirements will be ineligible to play sports until their grade average returns to the required average. Ineligible students cannot participate in sports practices or games until the grade has been raised. 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 one week after a monthly grade check or two weeks at the end of a quarter. They must reach the minimum requirement to regain eligibility once the 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. The only exception to this is if your student is injured.
- 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 set up 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 set up an appointment with the administration.

TRANSPORTATION

School transportation to sporting events is limited. The decisions for team transportation will be addressed by our Athletic department by season.

MUSIC DEPARTMENT

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 with 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, music 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 Fine Arts (spring). 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 $75 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 spring, students in grades 7-12 participate in Fine Arts. This is a great opportunity for students to develop skill proficiency and technicality. Students are encouraged, and in some cases, required to participate.

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.

STUDENT TECHNOLOGY POLICY

Purpose

The purpose of this document is to outline the policies and procedures related to the use of technology by students of Emmanuel Christian Academy. These policies are designed to support the school's mission and values as it relates to technology while protecting and preparing students through ethical, secure, and effective use of technology resources. All students must adhere to this policy and all other teacher-provided instructions related to technology use in the classroom.

At Emmanuel, we believe that technology is a powerful tool that can enhance learning, foster creativity, and equip students with the skills necessary to thrive in an increasingly digital world. As stewards of God's resources and time, we are committed to using technology in ways that reflect biblical principles. This policy provides a framework to ensure that technology is used responsibly, safely, and in alignment with our core values.

Scope

These policies apply to all students, visitors, and users who may use the school's technology resources who are not otherwise included in the staff and faculty technology policy. It covers the use of all computer hardware, software, network, and email accounts.

The school makes our best efforts to protect children using the Internet through devices provided by the school and through the school's Internet connection. The school cannot control Internet access by students using their personal devices with separate Internet access. However, the school does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter regardless of device used.

We strongly recommend that parents refer to available advice about safe use of the Internet and ensure that they are aware of any access that is taking place. Parents are encouraged to observe proper Internet practices at home such as keeping technology in a public place, monitoring Internet habits, etc.

ACCEPTABLE USE POLICY

At Emmanuel, technology is provided to support learning, encourage creativity, and prepare students for the future. With this privilege comes responsibility. All students must use the school devices, internet access, and digital platforms in a safe, respectful, and God-honoring way.

General Guidelines

Technology resources should be used for school related activities such as academic research, assignments, class projects/presentations, and classroom activities. All use of technology resources should be ethical, respectful, and legal. Access only those resources for which you have permission, and do not attempt to access restricted technology or data.

The school reserves the right to monitor use of its technology resources to ensure compliance with these policies and to comply with the Children's Internet Protection Act (CIPA). Violations of this policy may result in disciplinary action, including loss of technology privileges, demerits, or other disciplinary action including dismissal.

By using the school's technology resources, users agree to comply with this Acceptable Use Policy. This policy may be amended and updated as needed to ensure it remains relevant and effective as technology expands and develops. For any questions or clarifications, please contact the school office.

Examples of Unacceptable Use

To ensure a safe, respectful, and focused learning environment, certain uses of technology are strictly prohibited.

Users of school technology should always avoid:

- Illegal Activities: Engaging in activities that are illegal under local, state, federal, or international law.
- Harassment or Defamation: Using school technology to harass, bully, threaten, intimidate, harm, or discriminate against others.
- Inappropriate Content: Accessing, sharing, or distributing content that is pornographic, violent, profane, illegal, or otherwise inappropriate or unbiblical.
- Security Violations: Attempting to bypass security measures, spread malware, or engage in activities that compromise the security of school technology.
- Copyright Infringement: Downloading or installing material protected under copyright laws.
- Unauthorized Data Sharing: Sending, sharing, using or disclosing protected personal information, data, or confidential information especially as it pertains to minors
- Disruptive Behavior: Playing unauthorized games/videos, using social media or any other excessive internet browsing during class time that is not related to the class.

Access Control

Only authorized users may access the school's equipment, and unauthorized access is strictly prohibited. The internet and school network should only be used with school devices, and a student should not use their personal device on the school Wi-Fi.

School owned devices are maintained with security controls and software updates. School networks are protected with updated firewalls and traffic filtering to block or restrict access to content that is inappropriate, dangerous, or disruptive to learning.

Use of technology at school is a privilege, not a right. Students are expected to uphold these values whether on a school-owned or personally owned device, and whether on campus or accessing school platforms from home. Any activity that interferes with learning, puts

someone at risk, or violates this policy may result in disciplinary action including reduced use or loss of technology privileges.

At which point the student is no longer enrolled, access and accounts will be restricted and/or terminated.

School Email Accounts

School email accounts should be used primarily for school-related communication. Personal use should be minimal and appropriate, and only by parental consent. Communication services and equipment provided by the school, including the messages and data transmitted and stored by them, are the sole property of the school. Accordingly, the school has the right to access school owned communications and files as it considers appropriate. Students should not have any expectation of privacy in any communications or files made or stored upon school communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or recipient.

A school issued account should only be used by the assigned student or by the parent/guardian of that student on their behalf.

Avoid registering or sharing your email address with third parties that are not school related (for example: sweepstakes or giveaways).

All school communication should be in accordance with biblical principles using language that is kind, honest, and respectful. This includes email, chat, and digital documents. In addition, all communication should practice safe and ethical online behavior, including protecting personal information and avoiding harmful or disrespectful communication.

Phishing and scams are prevalent so be vigilant about suspicious emails and do not click on unknown links or download attachments from untrusted sources. Verify the sender's email address and contact the supposed sender via a known communication method if in doubt. Unexpected or suspicious emails asking for personal information, financial details, or containing unfamiliar links or attachments should be reported. Forward the suspicious email to the IT department immediately. Include any relevant details about how the email was received, any actions taken, and any information shared with the suspicious party. The IT department will analyze the email and take appropriate action, including blocking the sender, warning other users, and/or updating security measures.

Software, Applications, and Copyright

Students are not allowed to install or attempt to install software or applications without the specific permission of the technology director and/or classroom teacher.

Unauthorized downloads or installations are prohibited. Students having access to school computer resources must adhere to general copyright laws and licensing agreements that govern the use of computer software and online content. Besides public domain software and shareware, do not duplicate or distribute a work without the express permission of the author(s). It is our policy to protect and respect copyright laws and only to use resources with the permission of the publisher.

Data Protection

Our school is committed to protecting the privacy and security of all student data. In accordance with federal law such as the Family Educational Rights and Privacy Act (FERPA) and state law including the Connecticut Student Data Privacy Law, we protect student

educational records and personally identifiable information and ensure that any third-party vendors or service providers who receive student information through digital tools, educational platforms, or contracted services are held to strict data protection standards.

Online Services and COPPA Compliance

As part of our instructional program, our school uses a variety of online educational tools, including Google Workspace for Education, to support learning, collaboration, and communication. These services are carefully selected to align with curriculum goals and are used under teacher supervision in accordance with school policy.

In compliance with the Children's Online Privacy Protection Act (COPPA), by enrolling your child in our school, you grant the school permission to provide consent on your behalf for the use of approved educational websites and apps, including Google Workspace. This allows your child to access tools such as Google Docs, Gmail, Google Classroom, and other productivity and collaboration features necessary for classroom instruction.

All service providers used by the school are expected to comply with COPPA and commit to protecting student data. Personal information is not collected for commercial use, and students' data is never sold or used for advertising purposes.

Artificial Intelligence

Our school recognizes the growing presence and potential of Artificial Intelligence (AI) tools. In order to prepare students for the future, it is important to guide them in using emerging technologies and teach them how to use AI purposefully, ethically, and in ways that reflect both academic excellence and Christlike character. When used appropriately, these tools can support and assist students and teachers as well as deepen engagement with subject matter. As educators, we are committed to equipping students with the discernment to navigate and apply these tools responsibly and with academic integrity.

Students must not use AI tools to complete assignments dishonestly, bypass learning, or generate inappropriate or misleading content. Any AI usage must be transparent, secure, and aligned with classroom objectives and the mission of our school to promote integrity, wisdom, and Christlike character. Teachers will provide clear expectations around when and how AI may be used, and all AI-related activity will be guided by the principles of stewardship, truth, and digital responsibility.

COMPUTER HARDWARE POLICY

To support student learning, our school provides access to shared computer and tablet devices. These tools are valuable resources and should be handled with care and responsibility at all times. The following guidelines apply to all school-owned devices to ensure good stewardship of the technology and protect the school's financial investment into this technology.

General Guidelines

Only use a device when directed by a teacher. Students may not take a computer from the cart or workstation without permission. Devices are to be used in the assigned classroom only, unless a teacher grants specific permission to move or take the device to another location.

Handle devices with care to avoid physical damage and avoid eating or drinking near computer hardware. Log out and close all programs at the end of your session. Devices should be returned to the correct location in the cart or storage area and properly plugged in as directed.

Students are expected to treat all devices with respect and care, remembering that they are shared resources for learning. Tampering with any computer hardware is strictly prohibited. This includes defacing, removing keys, altering settings, disconnecting components, installing unauthorized software, or attempting to access administrative controls. Any form of misuse or intentional damage will result in disciplinary action, loss of technology privileges, and may require reimbursement for repair or replacement costs.

Reporting Incidents

Immediately report any incidents of damage, missing devices, or loss of computer hardware to the teacher and school office immediately. Provide a detailed account of the incident, including the circumstances and any actions taken.

All attempts are made to mitigate malicious software from being installed, but should any suspicious activity be noticed, report this to the teacher and school office. The IT department will investigate, remove the malware, and restore the device to a safe state.

Report any hardware malfunctions, "bugs", or general technology issues to the teacher who will inform the IT department. The IT department will evaluate and address the repair needs as necessary.

Conclusion

ECA is committed to training students in the wise, responsible, and Christ-honoring use of technology—including appropriate online behavior, respectful digital interactions, awareness of cyberbullying, and overall internet safety. As technology continues to evolve and shape the way we learn, communicate, and live, our goal is not simply to manage devices—but to train hearts and minds. We are committed to fostering a culture of digital responsibility, where students learn to use technology as a tool for growth, creativity, service, and truth. By establishing clear expectations, honoring legal and ethical standards, and anchoring our practices in Christ-centered values, we aim to prepare students to navigate the digital world with wisdom, integrity, and purpose. Within the partnership of parents and teachers, we will continue to guide students toward becoming not only capable digital citizens, but faithful stewards of the resources God has entrusted to them.

FINAL REMARKS

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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