



**EAGLE'S LANDING**  
CHRISTIAN ACADEMY

**Student Handbook**  
**2016 -2017**

*"Empowering Students to Impact the World"*

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## **Part I: PHILOSOPHY OF EAGLE'S LANDING CHRISTIAN ACADEMY**

### **MISSION STATEMENT**

The mission of Eagle's Landing Christian Academy is to glorify God by assisting parents in involving their children in a growing relationship with the Lord Jesus Christ through Kingdom Education.

### **VISION STATEMENT**

The Vision of Eagle's Landing Christian Academy is to educate future generations to develop and embrace a God-centered worldview.

### **CORE VALUES**

**The Bible**-All scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction and instruction and righteousness. II Timothy 3:16

**Christ-likeness** - He who says he abides in Him ought himself also to walk just as He walked. I John 2:6

**People/The Christian Family** - The Christian family is God's training ground for preparing future generations to know and serve Jesus Christ. Deuteronomy 6:6-9

**Church** - The Church has been and always will be God's instrument to fulfill His purpose here on earth. Acts 2:42-47

**Academic Excellence** - "If anything is excellent or praiseworthy, think on these things." Philippians 4:8

**Service** - "Whoever wants to become great among us must be your servant, and whoever wants to be the first must be our **slave-just as the Son of Man did not come to be served, but to serve, and give His life as a ransom for many.**" Matthew 20:26-28

**Stewardship** - "Be dressed ready for service and keep your lamps burning." Luke 12:35

### **STATEMENT OF FAITH**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Eagle's Landing Christian Academy's faith, doctrine, practice, policy and discipline, our President and Head Pastor is Eagle's Landing Christian Academy final interpretive authority on the Bible's meaning and application.

### **STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

### **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5;

Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Eagle's Landing Christian Academy, and to provide a biblical role model to ELCA students and the community, it is imperative that all persons employed by Eagle's Landing Christian Academy in any capacity, or are students of Eagle's Landing Christian Academy, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Eagle's Landing Christian Academy.

#### **NOTICE OF DISCLAIMER**

This handbook is in no way contractually binding on Eagle's Landing Christian Academy or its employees. The handbook is subject to change without notice from the school's governing body.

#### **KINGDOM EDUCATION PRINCIPLES**

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9, 11:18-21; Psalm 78:1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth until maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20
4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalm 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Exodus 18:21; I Samuel 1:27-28, 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7, 3:19, 9:10; Psalm 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1,13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

## **EDUCATIONAL OBJECTIVE**

ELCA provides educational programs not only to prepare students for entering college to continue their education but also to prepare them to enter careers of service to humanity. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere which will promote the spiritual, intellectual, social, and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

1. Provide instruction by a competent Christian faculty committed to a quality academic program.
2. Provide students with an atmosphere which is wholesome, stimulating, and conducive to learning and to serving within the Christian concept.
3. Provide a balanced emphasis regarding Christian beliefs, daily life and conduct, and educational philosophy and practice.
4. Train young men and women to be servants of Christ in the church and in the world.
5. Provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice.
6. Use an approach to education which addresses the changing technological nature of our society.
7. Acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit.
8. Motivate students to think and communicate clearly, objectively, and creatively.
9. Offer additional opportunities for complete student development through various extracurricular activities such as academic enrichment, fine arts programs, social events, and athletic participation.
10. Evaluate our student body to ensure that we have only those students who desire to enable us to pursue the goals and purposes of ELCA.

## **EDUCATION PHILOSOPHY**

ELCA was founded on the belief in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The school exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The school seeks to assist in personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

## **SPIRITUAL DEVELOPMENT**

### **The Bible**

This is God's Word to us. It is the most important book at ELCA. All classes are taught in direct reference to this book. Every student is expected to have his/her Bible at school every day.

### **Spiritual Growth**

ELCA strives to provide a Christ-centered program through its atmosphere, curriculum, and staff. However, ELCA's efforts are not a substitute for personal, spiritual growth. We strongly encourage each family member to strengthen his/her personal faith through the study of God's Word (the Bible), active involvement in a Bible-teaching church, and prayer.

### **Chapel**

Chapel is a time for celebration of praise and worship of Jesus Christ. Chapel is a regular part of school life at ELCA and every student is required to attend the service every week. Middle School and High School students are expected to bring their Bible to chapel. Correct posture in chapel is very important as well as respect for the program and speaker. Students who continue to be disrespectful during chapel may be subject to disciplinary measures.

## **Student Leadership Institute**

The ELCA Student Leadership Institute's mission is to honor God by assisting students to influence their generation for Jesus Christ.

The three objectives of the ELCA Student Leadership Institute are:

1. To provide opportunities for students to learn biblical principles of leadership
2. To provide opportunities for students to develop the leadership skills they have learned
3. To provide opportunities for students to apply these skills and principles

The Institute is a voluntary, year-long program open to all students in grades 9-12. The students must apply for entrance to the program and be recommended by their Pastor or Youth Pastor.

## **Part II: GENERAL INFORMATION**

### **HISTORY**

The History of ELCA has its roots in the founding of McDonough Christian Academy in 1970. In the years between 1970 and 1994, the academy operated as Meadow Creek Academy and Greater Atlanta Christian School - Meadow Creek Campus. In 1994, the academy became a ministry of Eagle's Landing First Baptist Church.

Since the academy has operated as a ministry of Eagle's Landing First Baptist Church, it has experienced its strongest growth resulting in the move to an eighty-six acre campus on Highway 42 in August, 2000.

### **ACCREDITATION/MEMBERSHIP**

ELCA is accredited by the Southern Association of Colleges and Schools Advance-Ed (SACS CASI). This accreditation qualifies our students' eligibility for state scholarships and ensures credit recognition to any college in the country. ELCA is a member of the Georgia Independent School Association (GISA), Georgia High School Association (GHSA), Southern Baptist Association of Christian Schools, Association of Christian Schools International, and the College Board.

### **MEDIATION/ARBITRATION**

By enrolling in ELCA, and agreeing to abide by the terms of the Student Handbook, each student and his/her parents/guardians agree and acknowledge that the Bible teaches that every person should make every effort to live at peace and to resolve disputes with others in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the student, and his/ her parents/guardians agree that any claim or dispute arising from or related to their enrollment at ELCA, or their participation in ELCA activities, shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker<sup>®</sup> Ministries (complete text of the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The student and his/her parents/guardians understand that these methods shall be the sole remedy for any controversy or claim arising out of or related to their enrollment at ELCA, or their participation in ELCA activities, and expressly waive their right to file a lawsuit in any civil court for such disputes, except to enforce an arbitration decision.

### **SCHOOL COLORS**

ELCA school colors are navy blue and gold. If you are interested in designing anything for the academy, please contact the Marketing and Communications Office for approval and to ensure using the correct colors, as provided by our media standards. From Pantone Matching System, use Navy Blue #294 and

Gold #116M (matte) or #108U (uncoated). More guidelines are available at [www.elcaonline.org/marketing](http://www.elcaonline.org/marketing) .

## **SCHOOL LOGOS**

The Charger shield and bolt are the two logos for the school. Before using, please get approval through the Marketing and Communications Office.

## **POLICIES AND REGULATIONS**

The following policies and regulations have been designed to assist the administration, faculty and staff, students, and parents in working together in the educational processes of ELCA. Undoubtedly, there will be extenuating circumstances to almost every policy and/or rule.

## **MERIT (Multi-faceted Educational Resource Resources and Instructional Technology)**

The MERIT Department provides support to meet the needs of students who have various academic challenges. Students may receive services such as tutoring, reading remediation, online classes, and classroom accommodations for students who qualify.

The STARS Program (Strategies Targeted at Reading Success) is an early intervention reading program offered through Student Support Services. It is designed to assist students who are struggling with the reading process. STARS is for students in grades kindergarten through second and it addresses reading skills such as phonemic awareness, phonics, fluency, and reading comprehension. It is the goal of STARS to help students overcome their reading struggles, thus, providing them with an opportunity to experience reading success. The STARS program is designed to strengthen weak reading skills and to assist students with better classroom performance in phonics and reading. Students enrolled in STARS receive focused reading intervention using the multi-sensory *Orton-Gillingham* method of reading. STARS reinforces the ABeka phonics and/or reading lessons that are taught each day utilizing various approaches.

The FACS Program (Fluency and Comprehension Skills) is a reading class offered to students who need intensive remediation in these areas. This class utilizes the Read Naturally program which consists of research-based strategies to increase reading fluency and to assist students with comprehending what they read. Students who are enrolled in FACS do not participate in the classroom reading program, but receive pull-out, specialized instruction from a teacher who is trained to remediate and teach reading fluency and comprehension.

The FACS program restructures the classroom reading program by combining the Read Naturally fluency curriculum with the Foundations and Frameworks curriculum. The students receive reading remediation and new reading instruction at the same time. The Read Naturally program offers individualized, structured, highly motivating instruction that allows students to work at their own pace while improving their fluency and comprehension achievement.

The Foundations and Framework program further supports the acquisition of comprehension skills and introduces the students to new reading material and skills. This combination provides students with an opportunity for intensive remediation in the areas of reading fluency and comprehension. The goal of the program is to assist students with becoming proficient readers who have a comprehensive understanding of what they read in all subject areas. The class size is between 6 to 7 students at a time.

The MAP (MERIT Accommodations Plan) Program provides various supports to help students with diagnosed learning differences become active and competent learners in the classroom. Students who are served by the MAP Program must be identified through a multi-faceted evaluation as exhibiting a learning difference that significantly impedes their academic progress. A current

(within the last three years) comprehensive evaluation of the student's cognitive, academic achievement, social, behavioral, etc. domains must be on file at the school. The MAP Program supports students in grades 3 - 12.

MERIT classes are designed to meet the needs of middle and high school students who are struggling academically within the traditional classroom setting, and/or those who have a diagnosed learning difference. These small classes of no more than 10 students are taken within the MERIT Department. The classroom teachers provide students with interactive instruction that is supported with various resources. Additional fees will be applied to the student's tuition.

A student is determined to be struggling based upon the following criterion:

1. The student has consistently earned D's or F's for a full semester. The low average may not be a result of failure to produce responsibility items such as homework, notebooks, portfolios or projects.
2. The student's teacher for the particular subject initiates or approves the recommendation for the student to take an online class. The principal for the particular department must give final approval.
3. The student's standardized test scores are in the low range for the particular subject area(s).
4. The student should have consistently attended help class or tutoring sessions for the particular subject.

The MERIT Department provides tutorial assistance for all grades. Students may be tutored by Beta Club students, teachers, and professional tutors. Depending upon the students' needs and preferences, tutoring may take place at the school during study hall or after school, or professional tutors are available to meet with students at their homes and other locations.

For further information contact the Student Support Director at 678-818-1049. Additional fees apply for each program or service offered through the MERIT Department.

## **COMMUNICATIONS**

ELCA firmly believes in keeping an open line of communication between the parents and staff. Communication from the school regarding your child, school events, and other pertinent information is handled in a variety of ways:

ELCA Website: Our website provides information about the school, including a calendar of school events. The ELCA News page provides up-to-date information on campus events, including Morning Announcements that are aired daily to the students. Students' grades, attendance and conduct records can be accessed on ParentsWeb. Assignments and classroom activities are found on individual teacher pages. ParentsWeb may be accessed at <https://el-ga.client.renweb.com/pw/>. There is also a link available at [www.elcaonline.org/ParentsWeb](http://www.elcaonline.org/ParentsWeb).

RenWeb Home App: RenWeb Home provides access to the features in ParentsWeb via a mobile app. Parents and students have instant access to school and academic information, including important announcements, attendance, homework, and more. The app is available for iOS (iPhone or iPad) and Android devices for an annual subscription of \$4.99 per household.

Social Media: Current events, photographs and news alerts are highlighted on the following social media outlets:

General School Information [www.facebook.com/ELCA1970](https://www.facebook.com/ELCA1970) and [@ELCAChargers](https://twitter.com/ELCAChargers) on Twitter  
ELCA Athletics [www.facebook.com/ELCAChargers](https://www.facebook.com/ELCAChargers) and [@ELCAAthletics](https://twitter.com/ELCAAthletics) on Twitter  
ELCA Fine Arts [www.facebook.com/ELCAFineArts](https://www.facebook.com/ELCAFineArts)  
ELCA Preschool [www.facebook.com/ELCAPreschool](https://www.facebook.com/ELCAPreschool)

Email: Monthly eNewsletters are sent to ELCA families, detailing upcoming activities and information pertinent to events taking place through the school. If you are not receiving this email and would like to, please visit [www.elcaonline.org/subscribe](http://www.elcaonline.org/subscribe). The eNewsletter is also available to be viewed online by visiting [www.elcaonline.org/news](http://www.elcaonline.org/news).

Email is frequently used to communicate information to parents at the individual, grade-wide and school-wide levels.

Parent/Teacher Conferences: Parent/Teacher conferences may be scheduled at any time by contacting the individual teacher.

Written Communication: In the Early Learning and Elementary Schools, information about your child's progress, campus events, and after school activities is sent home in written form in your child's backpack. It is the parent's responsibility to check the backpack on a nightly basis to keep informed of activities that pertain to his child.

Contacting the School: School offices are open on school days, before, during, and after school. Secretaries can direct your call or inquiry and take a message for a staff member or teacher. Teachers may not be interrupted during instructional time.

It is very important that you contact the main office as soon as possible in the following instances:

- Change of custody: A copy of the signed court documents is required.
- Change of address: New proof of residency, i.e. current mortgage or lease documents.
- Any event or change which might affect your child's ability to perform or to concentrate in school.
- Any change in emergency numbers or emergency contacts.

### **TRANSCRIPTS/PERMANENT RECORDS REQUESTS**

Transcripts and other information from a student's permanent record will be released by the Registrar's Office upon receipt of written request from the student's parent(s)/guardian(s) or from a student who is eighteen years of age or older. **Records will not be released until all accounts are clear and approved by the Business Office.**

### **STUDENT RECORDS**

ELCA observes a modified set of policies pertaining to student records. These policies are published in a comprehensive document entitled "Policy Manual: Student Information and Records" (2008, Edition A), made available upon request. It is an important goal of ELCA to protect the privacy and confidentiality of student records, and these policies and procedures were specifically enacted for that purpose. Please be aware that you may have certain rights and obligations under these policies, and the terms of every admissions/enrollment agreement with ELCA require compliance with ELCA policies, rules, and regulations. Parents and students are both asked to observe, at all times, all ELCA policies pertaining to student records.

Primarily, ELCA policy now places the custody, management, maintenance, and supervision of all student records with the ELCA Registrar. Requests to access, inspect, and/or duplicate any student record or records must be made, in writing, with the Registrar's Office. Access to student records, whether to merely inspect them, to duplicate them, or to request an amendment to them, shall be limited to persons having a signed release/authorization from a parent/guardian, a court order, or a legitimate educational interest/need to view them, as set forth in the Policy Manual. ELCA may charge a duplication fee of \$.25 per each page copied.

As a reminder, ELCA is not and will not be responsible for investigating who has the legal right to make decisions pertaining to each of the many students enrolled each year. Parents who are divorced are

required to file a copy of the divorce decree with the Registrar's Office as soon as possible, along with any orders pertaining to custody. It is the parent/guardian's duty to inform and provide ELCA with a copy of any documents establishing/identifying all persons who have legal custody to each student enrolled.

Parents, guardians, and students are reminded that ELCA posts its policies on its website, but printed copies are also available for inspection at the Registrar's Office (there is a fee for duplication). Questions pertaining to ELCA policies should be addressed to the persons/departments named in those policy documents.

### **REPORT CARDS & PARENTSWEB**

Parents have the ability to check their child's progress in each class by utilizing the online grade system through **the RenWeb parent portal - ParentsWeb**. **Parents can set up their username and password via the link provided at [www.elcaonline.org](http://www.elcaonline.org)**. **If parents experience difficulty accessing their ParentsWeb account, they should email the school at [nethelp@eagleslanding.org](mailto:nethelp@eagleslanding.org)** .

### **TUITION AND FEES** (Please read the following thoroughly.)

All parents are required to enroll with FACTS Management, an independent provider that helps families manage tuition payments in a variety of options. FACTS charges a non-refundable annual fee of \$43 per family to set up payment plans. The \$43 FACTS fee will be waived for families who choose the annual payment plan. Information regarding the FACTS process can be found on RenWeb's Parent Web or the ELCA website ([www.elcaonline.org](http://www.elcaonline.org)).

For convenience, the tuition may be paid according to one of two plans:

#### Monthly Payments:

Spread your tuition balance over 12 monthly installments beginning June 5, 2016.

Payment Methods Offered: Credit Card, Automatic Bank Draft

#### Annual Payment:

Pay your tuition in full on June 5, 2016.

Payment Methods Offered: Credit Card, Automatic Bank Draft

### **LATE PAYMENT POLICY**

Tuition is considered delinquent 30 days after the due date. Should circumstances arise that may cause delay in payment, please contact Rebecca Wood in the business office (678-818-1081 or [rebecca.wood@eagleslanding.org](mailto:rebecca.wood@eagleslanding.org)) immediately to discuss a potential alternate plan. The Business Office will try to work with your family toward a mutually agreeable payment arrangement. Grades and transcripts will not be released and access to the Parent and Student Portal will be restricted for accounts 30 days past due or upon notification of withdrawal if the account is unpaid. Students will not be allowed to return to class if the account is unpaid 30 days after the due date.

Accounts will be charged a \$25 late fee per family if the auto-draft is unsuccessful and/or payment is not received by the end of the business day on the fifth day of the month. If the fifth day of the month falls on a holiday or weekend, drafts and payments will be made on the next business day.

### **REFUNDS**

The June payment is non-refundable. Tuition will be charged for the full month in which a child is withdrawn or dismissed, regardless of the number of days attended.

### **INCIDENTAL FEES**

All incidental fees (such as field trips, athletic items, late/lost library books, cell phone violation, etc.) will be charged to your FACTS account and auto-drafted on the fifth day of the month. If you have any

questions about tuition or incidental fees, please contact Rebecca Wood at 678-818-1081 or [rebecca.wood@eagleslanding.org](mailto:rebecca.wood@eagleslanding.org).

#### **INSUFFICIENT FUNDS RETURNED CHECKS:**

A charge of \$30.00 plus any charge the bank assesses the school will be collected for any checks returned to ELCA by the bank.

Tuition is calculated on an annual basis but is prorated for the remainder of the year for students who enroll on September 1 or later.

#### **CHARGES TO ACCOUNT**

Students in grades 6-12 are allowed to charge on their accounts WITHOUT a parent's signature unless the Business Office has been provided with documentation stating otherwise.

#### **WITHDRAWAL POLICY**

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Admissions Office. Tuition is due through the end of the current month the student attends. In addition, a withdrawal fee of \$500.00 (\$150.00 for K3 and K4) will be due at the time of withdrawal. Student's records will not be released until the payment has cleared the bank.

#### **FINANCIAL AID**

ELCA is committed to providing Kingdom Education that yields a lifetime of returns to families who seek this opportunity for their children. We also recognize that paying tuition is a significant financial commitment for our families. Therefore, ELCA will allocate donor contributions toward a designated fund to offer financial aid for students in need (see <https://www.elcaonline.org/tuition> for the Guidelines and Procedures).

#### **PHILANTHROPIC/FUNDRAISING POLICY**

The objective of the Fundraising Policy is to be good stewards of the donors in our school and community, and to support a coordinated school-wide philanthropic plan.

The three primary purposes for the policy are:

1. To strengthen communication and to unify the coordination of philanthropic and fundraising results for all school groups and auxiliaries associated with ELCA.
2. To share our mission with all our constituents who are asked to support and invest in what the Lord is doing here at ELCA through "Kingdom Education." We must also properly record and acknowledge our supporters for their investment.
3. To build and strengthen existing relationships between the school, constituents, and the community.

Philanthropic and fundraising efforts by school groups or auxiliaries will be coordinated with the Advancement Office prior to initiating solicitation to individuals or businesses. A fundraising calendar will be set each May for the upcoming school year. Once the calendar is finalized no new fundraising efforts can be added for that year. All requests for fundraising must be submitted in writing to the Advancement Office prior to the May deadline.

The policy relates to all school organizations, in particular to any group in which fundraising is conducted to help supplement our existing operating budget (Athletic, Fine Arts, PTF, and other activities). It also relates to all types of fundraising and solicitations including solicitations for sales of any kind of merchandise, clothing, coupon books, and includes advertising and sponsorships of any kind. ELCA discourages our students from selling door to door with the fundraising products that we sell. We encourage them to sell to friends and relatives.

The policy relates to philanthropic efforts and fundraising solicitations in any manner including mail, phoning, email, and personal ask. Any promotional material, mailers, clothing, and other related items using the school's name or logo must follow the ELCA brand and marketing policy.

**How the policy will be administered:**

1. A representative from the department, auxiliary or group will meet with the School Administrator and Director of Advancement prior to the May deadline to establish a fundraising plan and timeline for the represented group.
2. The representative is responsible for preparing a summary that defines the purpose and goals of the group's philanthropic/fundraising initiatives, as well as a timeline of the solicitation and a description of the method of solicitation to be used.
3. The representative will provide a list of names of individuals/businesses he plans to solicit; a sample solicitation and acknowledgement letter and a timeline for the solicitation.
4. If there is a reason within the Advancement Office that the individuals or businesses on the solicitation list should not be contacted, the names will be withdrawn from the solicitation list.

**POLICY ON RAFFLES**

According to Georgia Code 16-12-22.1 any raffle operated by a nonprofit, tax-exempt organization fall under the state gambling laws. Therefore, it is the policy of ELCA to forbid such activities as raffles.

Raffles are defined as any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such terms shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded.

Questions regarding this policy should be directed to the Office of Advancement.

**STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

**REASONS FOR THIS POLICY**

Eagle's Landing Christian Academy ("ELCA") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

ELCA has adopted this Technology Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by ELCA. Students are required to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or administration. ELCA may revise the Acceptable Use Policy, as it deems necessary and will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians. Any questions regarding this policy should be directed to , Mrs. Fairley, Director of K-12 Instructional Technology.

**COMPUTER & INTERNET USES**

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Eagle's Landing Christian Academy, parents, and community members. The use of the Internet and technology equipment within ELCA is a privilege not a right. Therefore, violations of this policy may result in disciplinary action and/or restrictions of technology equipment access privileges.

## **ACCEPTABLE USES**

All Internet or technology equipment use shall be consistent with the vision and mission of ELCA. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

## **IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES**

The following uses of the Internet & computer equipment are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting;
3. Any attempt to bypass school security, including Internet filters, or password fraud is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means;
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
6. Any violation of copyright, trade secret or trademark laws;
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft, or altering of school equipment;
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment;

## **MONITORING**

ELCA reserves the right to monitor and review any material on any device at anytime in order for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age, circumstances of use, and classroom objectives.

## **DISCLAIMER OF ALL WARRANTIES**

ELCA makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or technology equipment. Neither ELCA nor any supporting Internet services will be responsible for any damages that an Internet user suffers. ELCA expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by ELCA or the Internet server or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. ELCA expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

## **SECURITY**

ELCA will implement security procedures on Internet access to protect against unacceptable use. Technology users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone, with the exception of parents or guardians, is not permissible and may result in the lost of privileges. Technology users will be held accountable for any activity

that occurs during their login session to technology equipment. Any security problems should be reported immediately to the school/site administrator.

### **ENCOUNTER OF CONTROVERSIAL MATERIAL**

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator.

ELCA's filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

### **PERSONAL INTERNET USE**

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.

### **PENALTIES FOR IMPROPER USE**

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infractions may result in detention, Saturday school, suspension, withdrawal, and/or referral to legal authorities dependent upon the gravity of the offense. Determination of the disciplinary action is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration.

### **ELECTRONIC EQUIPMENT**

Only approved devices may be brought to school at any time or taken with students on field trips. Unapproved devices will be collected and returned **only** to the parent. Cell phones brought to school must be turned off until school is dismissed. The school is not responsible for a student's cell phone or any other electronic device.

International or ESL students requiring translation devices must have the device approved by administration before taking it into a classroom. Students must also ensure teacher approval is granted within the classroom prior to usage.

### **Penalties for Electronic Equipment Violations**

Students who violate the Electronic Equipment guidelines or computer policy will be subject to the following disciplinary action:

1. First offense - 1 hour after school detention at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 hours after school detention at a charge of \$5.00 per hour billed to the student's account.
3. Third offense - Saturday School served from 8:00 A.M. – 12:00 P.M. at a charge of \$40.00 billed to the student's account.
4. Every offense after will receive a Saturday School.

## **TEXTING POLICY**

Students are prohibited from sending any sexually explicit messages or pictures through the use of any electronic device to include but not limited to any cell phone, computer/laptop, and other personal communication devices.

If a student is found to have participated in inappropriate texting, on or off campus, he will be subject to immediate expulsion from school. If the act took place off campus the student may be subject to criminal charges per OCGA 16-12-100.2. By law, ELCA is required to report any violations of this statute to the local authorities if it is proven that the violation occurred while on campus. By law, ELCA is required to report any violations of this statute to the local authorities if it is proven that the violation occurred while on campus.

## **CELL PHONES**

Students are not to have cell phones turned on or visible at any time between 7:55 A.M. – 3:15 P.M. SMART watches that double as cell phones may also not be used during school hours.

Phone Penalties:

1. First offense – 1 hour after school detention at a charge of \$5.00 billed to the student's account.
2. Second offense – 2 hours after school detention at a charge of \$5.00 per hour billed to the student's account.
3. Third offense – Saturday School served from 8:00 A.M. – 12:00 P.M. at a charge of \$40.00 billed to the student's account.
4. Every offense after will receive a Saturday School.

Administration reserves the right to punish more severely in cases where students continue to commit cell phone violations. This will be at the discretion of the administration.

## **BRING YOUR OWN TECHNOLOGY POLICY**

Technology enhances classroom instruction in many ways and can serve as a helpful learning tool for students. Students in grades 7 – 12 that have registered an approved device for the BYOT program are allowed to bring their approved devices to school to be used in the classroom for learning purposes. Approved devices must have a screen size of 7 inches or larger. The use of these approved devices is at the discretion of the classroom teacher. Teachers may determine which days are "device on" or "device off" and students are expected to comply with the teacher's instruction regarding technology usage for that class. Students that do not follow the teacher's instruction for device usage in the classroom may lose the privilege of using a device in the classroom. Repeated offenses of improper usage of technology could result in detention, Saturday school, suspension, and/or expulsion.

ELCA bears no responsibility for damage, loss or theft of any personally owned device brought to school by a student. Personally owned devices that double as cell phones (i.e. iPhone, smart watch, or similar) are not allowed at any time during the school day. (Please see the cell phone policy in the handbook for more details).

All Internet or technology equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from ELCA.

For additional information about ELCA's BYOT program, go to [www.elcaonline.org/BYOT](http://www.elcaonline.org/BYOT)

## **VISITORS**

We welcome prospective students and parents as visitors to ELCA during the school day. However, the safety and security of our students is a primary concern at ELCA. The main entrance is unlocked from 7:30 A.M. until 4:00 P.M. Other entrances are unlocked from 7:30 A.M. - 7:55 A.M. and from 2:45 P.M. - 3:30 P.M. Please use the main entrance for admittance during the school day hours.

Upon entering the building on each visit, report to the receptionist in the main entrance to receive a visitor's pass.

- Sign the visitor log located in the school office.
- Sign out when leaving the campus.
- Do not allow unauthorized persons into the building without an employee badge or visitor's sticker.

### **Requested Visitor's Dress**

When visiting or attending school functions such as field trips, extracurricular activities, lunch, class parties, etc., please take into consideration ELCA's dress policy which emphasizes modesty in appearance.

### **Delivery of Items to Students**

Parents who deliver items to their students are asked to bring those items to the main school receptionist.

### **SCHOOL HOURS**

Early Learning Academy

3 Half Days: (T,W,TH) 7:55 A.M.- 11:45 A.M.

5 Half Days: 7:55 A.M.- 11:45 A.M.

3 Full Days: (T,W,TH) 7:55 A.M.- 2:45 P.M.

5 Full Days: 7:55 A.M.- 2:45 P.M.

Grade K5: 7:55 A.M. - 2:45 P.M.

Grades 1- 5: 7:55 A.M. - 3:00 P.M.

Grades 6–12: 7:55 A.M. – 3:15 P.M. M/TU/TH/F (Wednesday 7:55 A.M. – 2:55 P.M.)

School Office Hours: 7:30 A.M. - 4:00 P.M.

### **INCLEMENT WEATHER/SCHOOL CLOSING POLICY**

In the event of inclement weather, parents will be emailed information regarding the closing. Further notice will be posted on our website, RenWeb Home app, school Facebook page ([www.facebook.com/ELCA1970](http://www.facebook.com/ELCA1970)) and Twitter **@ELCAChargers**. Parents may also turn to WSB, 11 Alive, or Fox 5 for reports of school closings.

### **EMERGENCY DRILLS**

In order to prepare for unexpected emergencies, there will be unannounced fire/emergency drills during the school year. Instructions for evacuation of the building are posted in each classroom.

### **TRANSPORTATION TO AND FROM SCHOOL**

If a student plans to leave the school by any means other than the way he came to school, student must present to the office by 7:55 A.M. a note of written permission from the parent(s) for the change in transportation. Any student planning to take a guest home from school must also present written permission to the office by 7:55 A.M.

Students driving to and from school must not allow another student to ride in their cars without written permission from both sets of parents.

Should ELCA provide a transportation service to and from school with specific pick-up and drop-off locations, a separate contract will be executed by the parent(s) related to this service.

### **BEFORE/AFTER SCHOOL POLICIES**

1. NO students should be in the school building before 7:00 A.M. unless under the immediate supervision of a teacher, parent, or extended care worker. Elementary and Middle

School students must report to the cafeteria if arriving prior to 7:45 A.M. High School students must report to the designated high school classroom. Students are not to sit in cars or loiter in the parking lot.

2. Students being dropped off are not to exit the vehicle until appropriate school personnel open the door.
3. After arriving on the school grounds, students are not to leave before first period without written permission from the office. Before dismissal, no student is to leave the building before obtaining permission and signing out.
4. Out of respect for other drivers and for the safety of our children, parents must remain with their cars at all times while dropping off or waiting for students. When in carpool, if your student is not in sight and you have other cars blocked, exit the front of the line and park in a designated parking space or make the circle around the entry again.
5. Please do not park your car in front of the building outside the boundaries of a designated parking space at any time. The front entrance to the school must be clear at all times in case of emergency.
6. Parents are not to enter school to pick up their students during dismissal unless you have a medical appointment or family emergency. All students will be in their assigned areas with school personnel.
7. Parents must pick up all students no later than 3:30 P.M. Should an emergency occur, please call the school office immediately. Any student picked up after 3:30 P.M. will be escorted to the after school program and billed \$12.00 for the day.
8. No student is permitted in the building or on the school grounds after 3:30 P.M. unless:
  - a.) Requested by a teacher
  - b.) Participating in a supervised after-school activity
  - c.) Enrolled in the After-School Enrichment Program (see [www.elcaonline.org/asep](http://www.elcaonline.org/asep) for enrollment information and guidelines)

***Every student on the school grounds after 3:30 P.M. must be under the immediate supervision of a coach, teacher, sponsor, parent, or an After-School Program employee. Unsupervised Middle and High School students remaining on campus past 3:30 P.M. will receive an automatic detention, will be escorted to ASEP and will be billed \$15 for the day. Elementary students remaining on campus after 3:15 P.M. will remain with his teacher until that becomes impossible. At that time, the student will be escorted to ASEP and will be billed \$15 for the day.***

9. When picking up students involved in after school activities located inside the main building, **parents must check in with the receptionist located inside the elementary entrance (nearest the playground)**. All other entrances will be locked down. Students involved in athletics should be picked up directly from the location designated by the coach.

### **EARLY DISMISSAL FROM SCHOOL**

ELCA operates a closed-campus policy. Students must stay on the school grounds from the time they arrive until official dismissal. Identification is required to check out a student.

Students needing to leave the school early must present a note of written permission from their parent/guardian, or a parent may check them out at the office. The note must be given to the office by 8:30 A.M. If the note is not in the office by 8:30 A.M., the absence will be unexcused. Verification of the appointment may be requested on occasion. Students will not be allowed to leave school early for personal matters (errands, job interviews, haircuts, fitting for clothes, etc. or to return home for books, papers, money, etc.)

For safety reasons, teachers will not be permitted to release a child from the classroom without authorization from the school office. All parents, or others designated by parents, must sign the "check-out form" in the school office before the student will be permitted to leave the classroom.

If a parent must go out of town and leave his/her child under another's care, parent must provide the school, in advance, written notification of the name of the appointed guardian and whether or not that guardian is authorized to grant permission for various student requests (i.e., leaving school early, going home from school with another student, etc.).

### **SCHOOL STORE**

The school store is the source for all of your school uniform, spirit clothing and accessory needs. It is also an outlet for booster club, fine arts, and ELFBC apparel and logo items, as well as spiritual resource materials. If your student is not in compliance with the uniform code, he will be sent to the store to purchase the necessary piece, and the item will be billed to your account.

Orders may be submitted by phone at 678-818-1037 or email at [store@eagleslanding.org](mailto:store@eagleslanding.org). Student accounts may be charged and the items delivered to students at school. Other payment options include cash, check, Visa, MasterCard, Discover, and American Express.

The store is located on the first floor of the Adult Life Center beside the coffee shop. New store hours for the 2016-2017 school year will be Monday, Wednesday, Friday 7:30-3:30. The store will be closed on Tuesdays and Thursdays. All orders placed by phone or email on Tuesday or Thursday will be filled the following day.

### **DRESS CODE POLICY**

Since the Bible teaches that God cares about our appearance, it is our belief that we should strive to ensure that our appearance is pleasing to Him. The intent of our dress code is to promote modesty as well as a clean, neat appearance, expressing the Christian values we represent. Appearance can affect not only learning and the quality of school work but also the strength of our Christian witness, all of which represent our purpose as a Christian school. Therefore, we strongly encourage appropriate dress and good grooming and ask that parents and students understand our intent. **The dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations. Parents are responsible for making sure their children's uniforms meet dress code, allowing for growth spurts.**

**All students must follow the Uniform Daily Dress Code, located on the School Store website – Uniform Information & Guidelines.**

### **COUNSELING DEPARTMENT**

The Counseling Department enhances ELCA's ability to address the needs of the whole student, not only his academic capacities. The Counseling Department offers students spiritual, emotional, mental, and social support, which contributes to his success.

The Counseling Department is available for all students, their families, and ELCA staff. The department provides counseling through a Master's Level, licensed clinical social worker. Students may be self-referred or referred by friends, family or staff. In addition to providing students with general counseling opportunities, the Counseling Department also works in conjunction with the school administrators in order to assist students who have disciplinary or academic concerns. Therefore, a disciplinary action by the school may include the student meeting with the counselor.

If the counselor determines, in the counselor's sole discretion that a student needs to receive counseling for on-going or long-term intervention and/or accountability, the counselor will notify the parents of that determination. Unless the counselor receives a written objection from a custodial parent or guardian, the counselor will meet with the student as deemed reasonable or necessary by the counselor.

Notwithstanding the foregoing, if the counselor determines, in the counselor's sole discretion, that the student's need for counseling is limited to a minor or one-time issue, the parent may or may not be notified, depending on the severity of the situation and related circumstances.

The Counseling Department's records are maintained independent of other ELCA student records and are privileged and confidential. The counselor will provide information if it is determined, in the counselor's sole discretion, that disclosing the information is in the best interest of the student. By participating in counseling with the counselor and by signing this handbook, the student and parent/guardian agree to the terms and conditions for counseling and the handling of records as set forth in this handbook.

The Counseling Department works to further the educational goals of ELCA. Therefore, the Counseling Department and its staff consult with ELCA administration as necessary and when consultation is in the best interest of the student and/or the school. The counselor is also required by law, as a mandated reporter, to report abuse, neglect, suicidal ideation with intent, and homicidal ideation with intent.

The Counseling Department is open during regular school hours as well as on an abbreviated schedule during holidays/summer break. The department can be reached directly at 404-867-0909 or [holly.capp@eagleslanding.org](mailto:holly.capp@eagleslanding.org).

### **DISCIPLINE PHILOSOPHY AND PROCEDURE**

In order to provide an environment that fosters spiritual and academic growth for each student, the ELCA administrative body has adopted a standard of behavior. Our goal is to clearly define the school's standards and expectations of each student. In order to build godly character within the hearts of our students and to establish a daily environment that promotes excellence in academics and conduct and creates self-discipline within each student, it is imperative that the discipline policy be strictly enforced. The intent of the school is to be consistent in the enforcement of consequences and to be fair by avoiding partiality.

Examples of minor, intermediate, and major acts of misconduct and a description of the consequences of violations of the discipline policies set forth for ELCA students are detailed in Section IV and V. However, discipline is meted out at the discretion of administration, thus consequences may vary by case depending upon motive, intent, severity, repentance, recidivism, etc.

### **TEXTBOOKS**

**All non-consumable textbooks are the property of ELCA.** Books will be issued to students at the beginning of the school year and collected at the end of the term. Students are expected to keep books in good condition.

Teachers will inspect books when collected. If a book has received more wear than is normally expected, the student will be charged a fine for excessive damages. If the book is damaged beyond use or lost, the student must pay the cost necessary to replace the book.

### **Book Selection Policy**

The fact that a certain book is used as a textbook or as supplemental reading does not constitute ELCA's endorsement of its content from the standpoint of morals, philosophy, theology, or scientific hypotheses. It is our policy to help our students develop a mature, Christian attitude when dealing with objectionable material found in some books. The director and staff of ELCA's libraries/media centers seek to provide instructional materials which support the mission of our school and assist and enhance the overall curriculum. In selecting these materials, the library staff primarily seeks recommendations in line with the curriculum from the faculty. We also appreciate the input from students and parents, as we desire to provide a wide range of materials in a variety of formats and at all levels of difficulty. If a teacher, staff member, parent or student questions any item in our collection, that opinion is valued and considered; and we have a procedure in place to evaluate such a challenge.

## **LOST AND FOUND**

Students are responsible for their personal property. The school does not accept any responsibility for a student's property. All personal items used at school should be clearly marked with the student's name. Students who find lost articles are instructed to take them to the school office to be placed in the "Lost & Found." Lost articles, which are not claimed within a reasonable time, will be donated.

## **CLINIC**

ELCA maintains a clinic staffed by a full-time registered nurse.

For all medication taken at school, parents must complete an authorization form. Over the counter medicine is kept stocked in the clinic and will be given at the discretion of the nurse if parents have given permission via RenWeb. ELCA cannot administer any medication without written instructions from the parent/guardian. Prescription bottles must have child's name and dosage. All medicine should be kept in the clinic during the school day unless there is written permission for the child to carry medication with them.

Please do not send your child to school if he/she has:

- Fever, vomiting, or diarrhea in the past 24 hours
- Severe sore throat
- Strep Throat – until taking antibiotic for at least 24 hours
- Bad cold, with a very runny nose or persistent cough, especially if it has kept the child awake at night
- Head lice - until your child has been treated to the nurse or doctor's instructions
- Widespread rash
- Conjunctivitis/pinkeye - until treatment has begun and eye is no longer draining

A child who is sick will not be able to perform well and may spread illness to other students. If your child is injured, too sick to be comfortable at school, or contagious, you will be called to come pick him/her from school. Please make sure to update your contact numbers on RenWeb, including your additional emergency contacts.

Certain illnesses may require a written note from the doctor before child may return to school.

## **PARENT TEACHER FELLOWSHIP**

All ELCA parents are encouraged to participate in our PTF. This organization promotes fellowship and cooperation between parents, teachers, and administration in order to ensure the shaping of students' lives and reinforcement of Christian values in the world in which we live.

## **VOLUNTEERS**

At ELCA, we consider the role of volunteers an integral part of the education process. Research indicates that children whose families become actively involved in their education (school, home, and church) are more likely to be better students with a higher level of self-esteem and a generally more positive outlook on life.

## **Part III: EARLY LEARNING ACADEMY**

Kingdom Education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ.

At the Early Learning Academy we believe that all children are created by God to be unique and special. Children deserve a warm, loving, Christian environment where the development of the whole child can

be achieved through age-appropriate, developmental learning. It is designed for children who are three or four years old by September 1.

Eagles Landing Christian Academy is currently accredited by the Southern Association of Colleges and School Council on Accreditation and School Improvements. With this accreditation by SACS CASI, it is not necessary for Eagles Landing Christian Academy to be licensed by Bright from the Start and is therefore not a licensed child care facility. We continue to meet and exceed the guidelines set by Bright from the Start to ensure that your child is cared for and educated in a safe, learning environment.

### **HOURS OF OPERATION AND LEARNING OPTIONS**

The Early Learning Academy is open from 7:00 A.M. - 6:30 P.M. Monday through Friday. We offer a variety of learning options for your child August through May, with summer hours in June and July:

#### **3-Year-Old Kindergarten**

- 3 Half Days (7:55 A.M. - 11:45 A.M.) Tuesday, Wednesday, and Thursday
- 3 Full Days (7:55 A.M. - 2:45 P.M.) Tuesday, Wednesday, and Thursday
- 5 Half Days (7:55 A.M. - 11:45 A.M.)
- 5 Full Days (7:55 A.M. - 2:45 P.M.)
- Extended care (3:15 P.M. - 6:30 P.M.)

#### **4-Year-Old Kindergarten**

- 5 Half Days (7:55 A.M. - 11:45 A.M.)
- 5 Full Days (7:55 A.M. - 2:45 P.M.)
- Extended care (3:15 PM - 6:30 P.M.)

Early arrival is available starting at 7:00 A.M.

During the months of June and July, (depending on demand) we will be open 7:00 A.M. - 6:30 P.M. for Summer Enrichment.

#### **3 and 4-Year-Old Summer Enrichment**

- 5 Full Days (7:00 A.M. - 6:30 P.M.)

### **SPECIAL HOURS OF OPERATION FOR THE 2016-2017 YEAR**

The Early Learning Academy will be closed on the following dates:

- September 5 - Labor Day
- September 19-23 – Fall Break
- October 10- Staff Development
- November 7-Staff Development
- November 21-25 – Thanksgiving Break
- December 19 – January 1 - Christmas Break
- January 2 - Staff Development
- January 16 - MLK Day
- January 27 – Staff Development
- February 20-24 Winter Break
- February 27- Staff Development
- April 3-7– Spring Break
- April 14- Good Friday

The Early Learning Academy will dismiss at noon on the following dates, **no extended care will be provided** on the following dates:

- September 2 - Grandparent's Day
- December 16 - Christmas Break begins

- April 18 - Spring Fling
- May 26 – Last Day of School

### **ADMISSION REQUIREMENTS**

1. Completely potty trained
2. Completed Enrollment Application and fee
3. Immunization Form 3231
4. Form 3300 - Eye, Ear, and Dental Form (K-4 students only)
5. Copy of your child's Birth Certificate and Social Security Card
6. Preschool Parent Agreement signed by both parents
7. Pastoral/Community Recommendation
8. Interview with Preschool Director
9. Extended Care Enrollment Form (if applicable)
10. Custody Documents (if applicable)

Upon entering the ELA, you must provide all vital information pertaining to your child. Because your child is our first priority, please keep records accurate and updated on RenWeb (work numbers, address, cell numbers, etc.). Once your child is enrolled, we must have all required records on file for your child to attend.

All new students to ELA will be accepted on a one month probationary period. At the end of the first full month of school the student will be considered formally accepted if no conferences have been scheduled in reference to compatibility with our preschool program. If compatibility issues with our preschool program have occurred and have not been resolved, the student will be denied acceptance to our program and not allowed to continue in the preschool program at ELA.

The Early Learning Academy believes that all children should have the opportunity to learn. If your child requires any special services to help him learn, please meet with the Director to discuss your child's needs and what we can do to accommodate your child and create a positive learning environment.

### **ARRIVAL AND DISMISSAL**

Doors are unlocked at 7:00 A.M. All children must be ESCORTED and SIGNED IN at his classroom. Any child who arrives between 7:00 A.M. - 7:45 A.M. will need to be ESCORTED AND SIGNED IN at the "Early Morning Room" under the supervision of an ELA teacher. At 7:45 A.M., students will be escorted by the teacher to regular classrooms.

### **MORNING SIGN-IN**

Preschool parents will park in the parking lot by the portico on the Elementary side of the building to come and sign your child in for the day. Early sign-in is available from 7:00 AM -7:45 AM. If you arrive between 7:00AM -7:45AM, please put your child's book bag and belongings in their classroom and bring them to Room #328 to sign them in on their teachers sign-in sheet. If you arrive after 7:45AM, please go directly to your child's classroom to sign-in. After 8:05AM, the doors will be locked and you will need to go to the main horseshoe by Vicki Martin's desk. You will then need to check-in with Mrs. Vicki and go to your child's classroom to sign them in for the day.

Our teachers have a full morning planned for your children. In order to have a smooth and pleasant learning environment, we ask parents to be respectful of classroom schedules by **having your child here on time.**

### **11:45 SIGN-OUT**

Preschool students will be sitting outside the glass door under the portico by the Elementary Offices. . Parents will drive under the portico to pick up and sign your child out on the clipboard.

Students will be placed in the vehicle but it is the responsibility of the driver to properly secure the child in the vehicle to be transported home.

### **AFTERNOON SIGN-OUT 2:45-3:00**

Preschool parents will park in the parking lot at the main horseshoe of the building and come into the main entrance, check in with the receptionist, get a visitor's pass, and go to the classroom to sign their child out.

Dismissal for HALF-DAY students begins at 11:45 A.M., and dismissal for FULL-DAY students begins at 2:45 P.M. You will be required to SIGN OUT your child and escort him out of the building. If you need to discuss issues with the teacher, please make an appointment for a conference at a scheduled time.

Any child picked up after 12:00 P.M. for HALF-Day students, 3:00 P.M. for FULL-DAY students not enrolled in Extended Care, will be charged \$1.00 per minute for each minute he stays past pick-up time. The \$1.00 per minute fee will be charged to your account. A form will need to be filled out at the time of pick-up stating the arrival time and reason for being late. Failure to fill out and sign form will result in an additional charge to your account

### **MINI CHARGERS AFTERSCHOOL ENRICHMENT SIGN-OUT 3:15-6:30**

Preschool parents will park in the same parking lot by the portico on the Elementary side of the building and come to the front desk located in the foyer by the trees. The worker at the desk will call the classroom for the child. An afterschool worker will bring the child up to the desk to be signed out. Any child picked up after 6:30 P.M. will be charged \$1.00 per minute for each minute he stays past pick-up time. The \$1.00 per minute fee will be charged to your account. A form will need to be filled out at the time of pick-up stating the arrival time and reason for being late. Failure to fill out and sign form will result in an additional charge to your account.

### **TUITION AND FEES** (Please read the following thoroughly.)

All parents are required to enroll with FACTS Management, an independent provider that helps families manage tuition payments in a variety of options. FACTS charge a non-refundable annual fee of \$43 per family to set up payment plans. The \$43 FACTS fee will be waived for families who choose the annual payment plan. Information regarding the FACTS process can be found on RenWeb's Parent Web or the ELCA website ([www.elcaonline.org](http://www.elcaonline.org)).

For convenience, the tuition may be paid according to one of two plans:

#### **Monthly Payments:**

Spread your tuition balance over 12 monthly installments beginning June 5, 2016.

Payment Methods Offered: Credit Card, Automatic Bank Draft

#### **Annual Payment:**

Pay your tuition in full on June 5, 2016.

Payment Methods Offered: Credit Card, Automatic Bank Draft

Please note, payments made through a credit card are assessed an additional charge for processing.

### **LATE PAYMENT POLICY**

Tuition is considered delinquent 30 days after the due date. Should circumstances arise that may cause delay in payment, please contact Rebecca Wood in the business office (678-818-1081 or [rebecca.wood@eagleslanding.org](mailto:rebecca.wood@eagleslanding.org)) immediately to discuss a potential alternate plan. The Business Office will try to work with your family toward a mutually agreeable payment arrangement. Grades and transcripts will not be released and access to the Parent and Student Portal will be restricted for

accounts 30 days past due or upon notification of withdrawal if the account is unpaid. Students will not be allowed to return to class if the account is unpaid 30 days after the due date.

Accounts will be charged a \$25 late fee per family if the auto-draft is unsuccessful and/or payment is not received by the end of the business day on the **tenth** day of the month. If the **tenth** day of the month falls on a holiday or weekend, drafts and payments will be made on the next business day.

## **REFUNDS**

The June payment is non-refundable. Tuition will be charged for the full month in which a child is withdrawn or dismissed, regardless of the number of days attended.

## **INCIDENTAL FEES**

All incidental fees (such as field trips, athletic items, late/lost library books, cell phone violation, etc.) will be charged on your FACTS account and auto-drafted on the fifth day of the month. If you have any questions about tuition or incidental fees, please contact Rebecca Wood at 678-818-1081 or [rebecca.wood@eagleslanding.org](mailto:rebecca.wood@eagleslanding.org).

## **INSUFFICIENT FUNDS RETURNED CHECKS:**

A charge of \$30.00 plus any charge the bank assesses the school will be collected for any checks returned to ELCA by the bank.

Tuition is calculated on an annual basis but is prorated for the remainder of the year for students who enroll on September 1 or later.

## **WITHDRAWAL POLICY**

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Admissions Office. Tuition is due through the end of the current month the student attends. In addition, a withdrawal fee of \$150.00 (for K3 and K4) will be due at the time of withdrawal. Student's records will not be released until the payment has cleared the bank.

## **AFTERSCHOOL BILLING**

Afterschool fees will be billed to your account for the month prior to the month your child will attend afterschool. There is a one-time \$25.00 enrollment fee that is billed to **ALL** students who sign up for Afterschool care- full time or drop-in basis. Weekly care is available from 3:15-6:30. Care is also available on a drop in basis. Once registered, if you wish to discontinue care, a withdrawal form must be submitted by the 10<sup>th</sup> of the month to avoid billing for the next month.

## **STAFF**

We are very blessed with stability of staff at the Early Learning Academy. They are experienced in working with children and have a true love of the Lord. We provide a low student/staff ratio in order to ensure that your child receives the highest level of care and instruction.

Our staff is required to take fire safety training, child abuse recognition and reporting, infectious diseases training, and CPR/ First-Aid certification. In addition, our staff completes 10 hours of training in the childcare field each year.

Our staff is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.

## **TRANSPORTATION**

Preschoolers do not go on field trips off campus. Our teachers are creative, and we bring as many field trips to our campus as possible, such as the fire truck, pumpkin patch, etc. The teachers will keep you informed when these opportunities become available. If there is a charge for these events, a note will be

sent home with the information before you are billed on your account. **Please do not send in any money with your child.**

### **SUPPLIES**

Normal school supplies are **included** in your ELA tuition and will be provided for your child's classroom. A book bag is the only item you will need to purchase. Please check your child's book bag every day for the curriculum that was accomplished that day and any important notes from his/her teacher. Please **DO NOT** send toys unless specifically requested by the teacher.

### **UNIFORMS**

Please refer to the uniform guidelines posted on the ELCA website ([www.elcaonline.com/store](http://www.elcaonline.com/store)) for uniform questions. Please label your child's sweater/jacket. Each year we have an abundance of lost and found sweaters and coats simply because they are not labeled. Please help us help you by **labeling everything**. If your child is not dressed according to uniform guidelines, a form will be sent home describing the item that is not appropriate. If the infraction continues, your child will be sent home.

### **EXTRA CHANGE OF CLOTHING**

Accidents do happen in preschool! Your child may wet themselves or spill something on them that would require a change of their clothing. Your child will need to have a complete change of clothing in their book bag at all time (Shirt, pants, skirt, or shorts, underwear, socks, and shoes). If a change of clothing is not in the book bag, an extra set of outerwear clothing will be provided along with a brand new pair of underwear and socks. A form will be sent home for you to sign and your account will be charged \$5.00 for the cost of the underwear and socks. The outerwear items should be cleaned and returned and the underwear and socks are yours to keep.

### **POTTY TRAINED CHILD**

**A potty trained child is a child who can do the following:**

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the school.

### **POLICY ON POTTY ACCIDENTS**

Our policy states that a child must be potty-trained to attend our program. We understand that **occasional** accidents may occur with children 3 and 4 years of age. Frequent, repeated accidents are indication of not being fully potty trained. Pull-ups are **NOT** allowed to be worn to school and are not recommended to be worn at night as they tend to confuse the child and hinder being potty trained. **A child who has three accidents in a week's time will be sent home and not be allowed to return the following day.** If this process occurs multiple times, the child may be asked to change frequency or length of days or possibly withdraw from the program.

### **BREAKFAST, SNACK AND LUNCH**

Breakfast is available for purchase in the cafeteria. Parents can purchase the breakfast and bring the child to the designated breakfast room for preschoolers. Snacks will be provided by the Early Learning Academy. A morning snack will be given to all students, and an afternoon snack will be given to students in the Extended Care. Lunch and/or milk can be purchased from the cafeteria on a daily basis **OR** your child may bring a lunch from home. Milk is required for lunch unless your child is allergic to milk and water can be substituted. Your child will have a choice of white or chocolate milk. If you do not wish for your child to have chocolate milk, please notify the teacher. We are a peanut free campus, so

**NO PEANUT BUTTER will be allowed.** Non-peanut butter is allowed. Please be sure you send a balanced lunch. If the lunch is not balanced, a lunch from the cafeteria will be given to your child and charged to your account. **There are no refunds for lunches ordered unless school is cancelled for that day.** If you fail to send a sack lunch or need to charge a lunch for the day your account will be billed accordingly.

## **BIRTHDAYS**

Birthdays are special for everybody, and we love to celebrate. On your child's special day, you may celebrate with anything you choose (cake, birthday cookie, ice cream, etc.). Your teacher will have each child's birthday marked on the calendar that is sent home each month. Discuss with the teacher a time that would be convenient to celebrate in the classroom.

## **PARENT INVOLVEMENT**

The Early Learning Academy encourages parental involvement by notifying you of upcoming events in your child's daily report sheet, the weekly newsletter, the e-newsletter that is emailed monthly, or the teacher's website at [www.elcaonline.org](http://www.elcaonline.org). Parents are required to sign in at the front desk to have access to the academy. We encourage parent volunteers for various holiday parties, crafts, and other various activities. While we encourage parental participation, we need to be sure that there is confidentiality of all students. Please do not sit in the classrooms and converse with other parents about any problems you may have encountered with other students or teachers. If you have a concern, please contact the Director and she will be happy to listen to your concerns.

## **DISCIPLINE POLICY AND PROCEDURES**

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

It is our desire for The Early Learning Academy students to be salt and light in the world, showing the way to live and not lead others astray!

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.  
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Daily behavior sheet or Incident Report).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline problems will be handled in the following manner:

1. The teacher will use time out, talking about his/her feelings and actions, and inform you by a note in your child's bag. This is for minor or age appropriate things such as learning to follow classroom rules.
2. If there are repeated offenses of misbehavior, your child will be sent to the ELA Office. You will receive an Incident report of what has happened in your child's folder. Please sign the form and return it the next day.
3. The second time your child is sent to the office. A conference will be scheduled between the director, teacher, and the parents to discuss the situation.
4. The next occurrence requiring a visit to the office the parent will be called and the child will be sent home for a determined amount of time.
5. If the situation still does not resolve and the behavior problems continue, the child may be asked to withdraw from ELA.

**Biting other students, hitting or kicking a teacher will not be tolerated. Your child will be sent home for the remainder of that day.**

### **EMERGENCY PRODECURES**

**Emergency Evacuation Plan-** In the event of fire, severe weather, or any other incident that may cause us to have to evacuate the premises, the Early Learning Academy will re-locate to Eagle's Landing High School. Contact person for this location is Mike Haralson SRO 678-618-6183.

**Snow and Ice:** In the event of snow and ice, we will follow the Henry County School System closings. Listen to WSB Radio or channel 2 for school closings in our area. Notice will also be posted on the school website and on the school Facebook page ([www.elcaonline.org/1970](http://www.elcaonline.org/1970)).e In the event of a power outage, the ELA will be closed until power is restored. If power is restored after 10:00 A.M. the academy will be closed until the next day of operation.

**Severe Thunderstorms and Tornado Warnings and other Emergencies:** In the event of severe weather warnings, there are procedures in place to keep the children safe. We practice our severe weather and fire drills regularly so your child will feel safe when it is necessary to remain in the drill position for an extended period of time. Emergency plans have been developed and are posted in each classroom for parent viewing.

### **FIRST AID TREATMENT**

During the hours 8:00 A.M.-2:30 P.M. the school nurse will administer first aid for minor injuries. From 2:30 P.M.-6:30 P.M. and during Summer Enrichment, the staff of the Learning Academy will administer first aid for minor injuries. You will be notified of the injury and the action required. If we feel your child has received a serious injury or illness, the following emergency plan will be followed:

1. Contact parents, contact emergency contact (if parent cannot be reached).
2. Transport to nearest hospital or call Emergency Medical Services (EMS).

The emergency medical facility used by the ELA in your area is Henry Medical Center.

### **PARENTS ARE FINANCIALLY RESPONSIBLE IF MEDICAL ATTENTION IS NECESSARY!**

#### **Administering Medication:**

Medication will NOT be given without proper authorization. All medication must have child's name and be in the original container labeled with the child's name and correct dosage to be given. All information must be on the medicine bottle. A medication form must be completed for all medicines. Over the counter medicine will be given only once a day at 11:00 A.M. If your child requires medication at a different time, please see the Director for special arrangements. We will NOT dispense any medication without a

doctor's note. All medication must be kept at the Nurse's station. **DO NOT LEAVE MEDICATION IN YOUR CHILD'S BAG!** Medication will be discarded one week from the last date to be administered. Parents will be notified if the child shows any adverse reactions to medication. This will be documented on the medication authorization form.

If your child has a temperature of 100.0 or higher, we will call and ask that you come to pick up your child. We cannot care for children who have a high temperature or have an upset (two loose stools or vomiting) stomach. Tylenol can only be given if a medical form is on file. Once the child has been picked up, the child may not return to the ELA until the fever has been broken for 24 hours without medication. If your child has a case of diarrhea, after 2 loose stools, you will be notified to pick him up from the academy. He will not be able to return to the academy until the stool is normal.

### **Exposure to Communicable Disease**

It is important that the academy is notified if your child has been exposed to a communicable disease. If your child is exposed to a communicable disease, our academy will notify the appropriate parents and take all necessary precautions.

### **Exclusion of Children with Communicable Disease**

A chart is posted on the parent information bulletin board. This is the chart that includes recommendations and information from the State of Georgia. Our academy follows the communicable disease chart recommendations regarding children's exclusion from and re-admittance to the facility.

### **Notifiable Communicable Disease**

The Early Learning Academy is required by law to report any suspected case of notifiable communicable disease to the local county health department.

The ELA parents are the best, and we can't thank you enough for all you do to help us. Our teachers are dedicated to the safety and security of our students and their siblings. Therefore, we ask that you please do **not** leave siblings unattended in the building at any time.

## **Part IV: ELEMENTARY SCHOOL**

ELCA is dedicated to the academic and spiritual enrichment of each student. Therefore, we offer a Christ-centered academic program that strives to develop a biblical worldview based on biblical values and truths through Kingdom Education.

### **GRADING SCALE**

Grade K5	Grades 1-5	
E – Excellent	A+ = 99 – 100	C+ = 78 - 79
G – Good	A = 92 – 98	C = 76 - 77
S – Satisfactory	A- = 90 – 91	C- = 74 - 75
NI – Needs Improvement	B+ = 88 – 89	D+ = 73
U - Unsatisfactory	B = 82 – 87	D = 71 – 72
	B- = 80 – 81	D- = 70
		F = Below 70

### **HONOR ROLL**

Students in grades 1 – 5 are eligible for the "A" and "A/B" Honor Roll.

At the end of each nine-week grading period, those students in grades 1-5 who earn all "A's" and "B's" shall be placed on the **ELCA Honor Roll**. Students who earn all "A's" will receive a blue ribbon. Students who earn at least one "A" and "B's" will receive a red ribbon.

If a student receives a "U" in any area of the report card, the student will be ineligible to be placed on the ELCA Honor Roll.

### **ATTENDANCE**

The philosophy of our attendance policy was developed to teach students the value of punctuality and good attendance in the workplace. The school is the students' workplace. Parents, please help us by reinforcing this character-building philosophy.

When a student is absent from school, a parent is encouraged to communicate, via email or telephone, with the school office by 8:30 A.M. to inform the school of the absence. To request homework or make-up assignments, the parent should call the school office by 8:30 A.M., check the teacher's website, or email the classroom teacher.

Please be aware that based on Georgia law (20-2-690.1) and State Board of Education rule (JB), any child between the ages of 6 and 16 who during the school calendar year (180 days) has more than 5 days of unexcused absences from school will be considered truant. The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Unexcused tardies and unexcused early checkouts are detrimental to the academic success of individual students and classmates. Therefore, excessive unexcused tardies and checkouts must also be referred to the Henry County Courts for consideration of prosecution.

### **ABSENCES**

A student must be in attendance for a minimum of four (4) clock hours in order to receive credit for a full day of school attendance. Students and parents are encouraged to be present and on time. Work can be made up, but teacher instruction cannot.

### **MAKE-UP WORK**

Students will be allowed to make up any work assignments or tests missed without penalty. Due dates for the work and dates to make up tests will be at the discretion of the classroom teacher.

### **PLANNED ABSENCES**

A planned absence needs to be approved by the administrator and the classroom teacher needs to be notified in advance. All school assignments will be given to the student prior to the absence. The assignments will be due at the time given by the classroom teacher.

### **PARENT-TEACHER COMMUNICATION**

Parent-Teacher communication is a very important component of our school. Communication is attained through teacher websites, email, phone calls, and parent-teacher conferences.

Check [www.elcaonline.org](http://www.elcaonline.org) to access teacher web pages which includes classroom information, assignments, and tests schedules. Faculty members will not be allowed to leave a classroom during regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a phone message or email her asking the teacher to return his call or email during a free period or after school.

Grades K-2 teachers will send home a folder each day containing the student's completed assignments and a form to be signed by the parent(s) after reviewing the child's work. Grades 3-5 have a student agenda which will be sent home each day. The agenda is used to record homework assignments, test dates, and other important classroom information. Grades 3-5 will also send home a folder once a week containing the student's graded papers and tests. The folder is to be returned to the teacher on the next scheduled school day.

## **PARENT-TEACHER CONFERENCES**

All ELCA faculty members appreciate and encourage parent conferences. Any time a parent feels a need to meet with a teacher, he must make an appointment with the teacher.

## **REPORT CARDS**

Grades may be accessed at [www.elcaonline.org](http://www.elcaonline.org) through ParentsWeb. Report cards will be issued at the end of each nine-week period. Parents wishing to discuss their child's report card with the teacher must follow the procedure outlined above under Parent-Teacher Conferences.

## **PROMOTION/RETENTION**

Recommendations for promotion or retention are based on overall student achievement in each subject. Students not receiving passing grades in all academic classes may be retained. Factors to be considered by the administration are date of birth, size, emotional maturity, grades, testing results, and teacher recommendations.

## **BASIC CODES OF CONDUCT**

### **Discipline System**

Students at ELCA should strive to implement discipline by the Matthew 18 principle, which states the following:

1. If another believer offends you, go and tell him his offense privately. Don't share it with others. (Matthew 18:15) (student to student)
2. If he will not heed, take one or two persons with you to establish every work before witnesses. (Matthew 18:16) (teachers and students)
3. If he refuses to make amends, explain the situation to the person who is in authority over you. (Matthew 18:17a) (administration, parents, and/or students)
4. If his restitution is not forthcoming, the necessary disciplinary action will be taken in accordance with the established policies. (Matthew 16:17b)

The following guidelines have been prepared to promote the student's responsibility for his conduct. The administration and faculty are committed to the regulation of these guidelines.

Teachers in grades K5 - 3 use a variety of methods to monitor students' behavior and maintain orderliness in the elementary classroom. Each teacher has a discipline plan. An explanation of the plan is sent home at the beginning of the school year. Teachers spend several weeks at the beginning of the school year explaining the plan to the students to ensure that they know what is expected and the consequences of misbehavior.

If students do not comply with the classroom rules, the following actions may take place:

- Loss of free time.
- Forfeit a privilege.
- Behavior notice is sent home.
- Parents are called.
- Conference with teacher and parents.
- Student sent to principal.
- Conference with parents, teacher, and principal.
- In-school suspension.
- Out-of-school suspension.
- Possible withdrawal from school.

An Incident Report documents serious infractions of school and classroom rules such as fighting, teacher disrespect, student disrespect, excessive classroom disruption, abusive language, and cheating. The Incident Report is kept in the student's permanent record and a copy is sent home to the parents.

Students receive a grade on the report card for the following:

- Works well with others
- Cooperative attitude
- Obeys promptly
- Self-control

Students also receive grades for the following work study habits:

- Uses time wisely
- Works independently
- Completes homework assignments
- Finishes work on time
- Follows directions
- Listens attentively
- Practices neatness

Teachers in grades 4 - 5 use the demerit system as outlined below.

### **Discipline and Demerit Policies – Grades 4 - 5**

Demerits are to be given for the violations listed below. Although this is not a comprehensive listing, each student should be familiar with these basic infractions. All demerits are cumulative but are removed at the end of each quarter. Demerits will be removed at the rate of one for each two-week period not receiving any demerits.

#### **1 Demerit**

- Horseplay
- Chewing gum
- Excessive talking (after warning)

#### **2 Demerits**

- Student disrespect (belittling another student)
- Classroom disruption
- Disobedience
- Cell phone use during school
- Lying

#### **4 Demerits**

- Cursing or abusive language or gestures
- Teacher disrespect
- Cheating
- Fighting
- Horseplay (hitting or causing harm)
- Forging parent signature

#### **8 Demerits**

- Stealing
- Vandalism of School Property

A demerit notice will be sent home the day the student is issued the demerit(s). When a notice is received, sign and return form to your child's teacher the next school day.

#### **Note on demerits:**

The teacher or administration has the right to raise or lower the total number of demerits based on their evaluation of each incident.

#### **Penalties for accumulation of demerits will be as follows:**

- Accumulation of 5 demerits = One 45 minute detention
- Accumulation of 10 demerits = Two 45 minute detentions

Detention will be served from 7:00 A.M. – 7:45 A.M. on the day determined by the classroom teacher. Parents will be given notice of five school days before a student is to serve a detention.

- Accumulation of 15 demerits = A conference will be held with the teacher and parent to discuss the student's behavior. The student will be placed on conduct probation.\*

\*Conduct Probation Policy – When a student is placed on conduct probation at the accumulation of 15 demerits, the following guidelines will be followed:

1. The student will not be eligible to participate in extracurricular activities or attend local class field trips for a three-week period.
2. The Administrative Discipline Committee will review the conduct of the student at the end of each quarter to determine if the student can remain at ELCA.

- Accumulation of 20 demerits = A conference will be held with teacher, parent, and administration to discuss the possibility of withdrawing the student from ELCA.

Note: At the end of the school year, a review of the student's conduct (number of demerits received during the year) will be conducted, and the student may not be asked to return to ELCA the next school year.

### **FOOD AND GUM**

In an effort to keep our school facilities and equipment clean, students are not allowed to have food or drinks in any room except the lunchroom before, during, or after school. **Chewing gum is strictly prohibited.**

### **CLASS PARTIES**

All parties planned by faculty, parents, or students to be held during a class, must be approved at least two weeks in advance by the principal.

Parents may send refreshments for a class to honor their child's birthday; the refreshments can be served in the classroom at a time determined by the classroom teacher. Birthday parties cannot be held during regular instruction hours. You may also participate in the Birthday Book Club which benefits our library. Detailed information is sent home at the beginning of each school year.

We encourage parental participation in the organization and preparation of class parties. Parents will be invited to serve as room parents at the beginning of the year.

### **RESPECT/COMMON COURTESY**

Proper respect is to be shown to all faculty and staff members at all times. Faculty and Staff members should be addressed by Mr. or Mrs. or by their title such as coach, etc. Proper respect will also be shown by one student for another at all times. Name-calling, teasing, intentional provocation, or other forms of annoyance will be considered disrespectful and will be prohibited. Likewise, faculty and staff should show proper respect to other staff members and students.

### **BEHAVIOR AT STUDENT ACTIVITIES**

Any and all programs, projects, parties (socials), and trips in which ELCA students will be involved must be approved in writing by the administration. The appointed sponsor must strictly supervise such activities, and all students involved must cooperate fully with that sponsor. **ELCA will not sponsor dances or swimming activities.**

While in attendance at plays, concerts, talent shows, or any other type of auditorium event, ELCA students must demonstrate polite, respectful behavior by remaining quietly seated throughout the

production. This exemplary behavior is expected during chapel, plays, concerts, meetings, etc., which take place in the ELCA gymnasium or church auditorium. Any student whose behavior at such events is not acceptable and does not represent our school favorably will be referred to the principal for disciplinary action.

### **DRESS CODE POLICY**

Since the Bible teaches that God cares about our appearance, it is our belief that we should strive to ensure that our appearance is pleasing to Him. The intent of our dress code is to promote and encourage modesty as well as a clean, neat appearance, expressing the Christian values we represent. Appearance can affect not only learning and the quality of school work but also the strength of our Christian witness, all of which represent our purpose as a Christian school. Therefore, we strongly encourage appropriate dress and good grooming and ask that parents and students understand our intent. **The dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations. Parents are responsible for making sure their children's uniforms meet dress code, allowing for growth spurts.**

**All students must follow the Uniform Daily Dress Code, located on School Store Website – Uniform Information & Guidelines.**

### **SPECIAL CONSIDERATIONS TO DRESS CODE**

P.E. Days - Athletic shoes or shoes appropriate for running must be worn during PE. Appropriate clothing within dress code boundaries is necessary.

1. Field Trips - Students leaving campus will be required to dress according to regular school dress code. Exceptions to this rule may be made by school administrators only. All students must ride on the school's bus unless they ride with their own parents. Students may not ride with another student's parents.
2. Hair - Boy's hair should not touch the collar of a regular sports shirt in the back nor should it be long enough to "curl up" in the back. Long hair tucked behind ears is not acceptable. Hair should not touch the eyebrows or the ears when in a normal wearing position. Hair should be conservative and attractively groomed. Cornrows or braiding are not permitted on males at any time for any ELCA activity or function. Boy's or girl's hair cannot be multi-colored. It should be somewhat natural/normal in appearance. Tasteful conservative highlights are acceptable for girls. All students' hair and grooming should have an attractive, conservative look.
3. Hats or hoods may not be worn in the building.
4. Unacceptable Attire for All Students - Earrings (boys) are not permitted. Earrings (girls) should not be any more than two earrings per ear. No gauges.
5. Bracelets and necklaces (boys and girls) - Students should wear at most one bracelet and one necklace. They should be conservative in appearance, not gaudy, tacky, or distracting. Rubber bands and string are not considered bracelets.
6. Requested parent dress – **When attending school functions such as field trips, extracurricular activities, and class parties, please take into consideration ELCA's dress policy which emphasizes modesty in appearance.**

***Note: The administration is the final authority in dress and grooming matters. If a student is in doubt about an item of clothing meeting the dress and grooming standards, he should discuss it with the principal before wearing it to school.***

## **Part V: MIDDLE SCHOOL/HIGH SCHOOL**

### **ATTENDANCE**

Middle and high school students shall be punctual and regular in attendance. Every absence is entered on the student's permanent record. Absences will be "excused" **only** for personal illness, illness or death

in the immediate family, emergency medical or dental attention, and written requests approved in advance by the appropriate administrator. Absences for any other reasons will be **“unexcused.”** **After 3 days, a student must provide a doctor’s note.**

Students returning to school following an absence must present a written excuse to the office that will be filed in the student’s records. It must be signed by parents, regardless of prior oral communication. This written excuse must explain the reason for the absence and give the correct date(s) of the absence. Upon receipt of the written excuse, the student will be granted an admittance slip to class, which the student must present to his teacher. Students must present the admittance slip to each of their teachers throughout the day.

### **PERFECT ATTENDANCE**

Students with one or more absences (excused or unexcused) will NOT be eligible for a Perfect Attendance Award.

### **TARDIES TO SCHOOL**

Teachers will be in their classrooms and expect students to be in their seats before the tardy bell rings. **Students tardy to school must receive an admittance slip from the office before entering the classroom.** Students with an unexcused tardy to school will be given a tardy warning for each occurrence. After two warnings for the quarter, the student will receive an automatic detention for every unexcused tardy.

**Middle School Only:** Every 4<sup>th</sup> unexcused tardy to school per nine weeks will result in an automatic detention. (There will be no demerits assigned for unexcused tardies to school.)

### **PLANNED ABSENCES**

A Planned Absence Report is used to obtain an excused absence for an educational trip. This form may be obtained from the school office and must be completed and returned to the office at least one day prior to the date of the planned absence. All school assignments, which will be missed during the absence, will be listed on the Planned Absence Report by the student’s teacher(s) and should be completed prior to the student’s absence.

### **ABSENCES**

Attendance is recorded by class period, not days. Students who miss more than 20 minutes of class due to tardiness, checking out, or other reasons, will be counted absent for that particular class period. Students who are absent for more than a half a day(4 class periods) will *not* be able to participate in extra-curricular activities that day. Exceptions for games, fine arts events, etc., will be considered if there are extenuating circumstances. It is at the discretion of the administration, not the coach or faculty member, if the student is allowed to participate due to extenuating circumstances. Students who participate in extracurricular activities will not be excused from class the day after an extracurricular event for the reason of getting in late from the activity unless excused by an administrator.

### **EXCESSIVE ABSENCES**

A minimum number of hours in class must be met in order to obtain credit and maintain academic integrity. If a middle school or high school student misses more than 10 days (excused or unexcused) in any given class during a semester, he/she will be required to make up the hours missed. This “seat time” is made up during Saturday school and will be charged to the student’s account at a rate of \$10.00 per hour. No more than 5 hours of seat time per class will be permitted without academic penalty.

If a student is absent 15 days (excused or unexcused) in any class during a semester, the student will drop one letter grade in the class at the end of the semester. If 20 absences are reached in the semester, an additional drop of a letter grade will be administered to the student’s final grade. More than 20 days will warrant a review by the high school administration to decide if any credit will be awarded or if

the student will need to repeat the class for credit. If there are extenuating circumstances it will be at the discretion of the administration to grant an exception or to approve alternative arrangements to obtain credit.

### **CHECK OUT POLICY**

When students check out during the school day it can be disruptive to both students and teachers. Due to this, we are asking that parents carefully plan when it comes to checking out their student and adhere to the following policies:

- Students who need to check out for any particular reason are required to bring a note to the office prior to the start of the school day. The school office personnel will give the student a slip to present to the teacher before class begins. Intercom calls into classrooms are to be avoided if at all possible to avoid disruption of class.
- Checking students out by phone is not permitted. Proper written, faxed or e-mailed notification from a parent or legal guardian must be presented to the office before a student driver is allowed to leave campus. This also applies to students who are checking out and riding with siblings who drive or adults other than the parent or legal guardian.
- Checking students out for lunch is not permitted unless a parent comes to the school to sign the student out.
- To avoid disruption of the chapel service, checking out while chapel is in progress will not be permitted. Students who need to check out during this time for appointments or other reasons need to check out before chapel begins.

### **High School Only**

- High school students cannot be checked out after 2:25 unless the student or parent has notified the office prior to the start of 7<sup>th</sup> period. The teacher will allow the student to leave at the proper time with minimal interruption

### **TRUANCY**

Please be aware that based on Georgia law (20-2-690.1) and State Board of Education rule (JB), any child between the ages of 6 and 16 who during the school calendar year (180 days) has more than 5 days of unexcused absences from school will be considered truant. The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Unexcused tardies and unexcused early checkouts are detrimental to the academic success of individual students and classmates. Therefore, excessive unexcused tardies and checkouts must also be referred to the Henry County Courts for consideration of prosecution.

### **SKIPPING SCHOOL**

Students who skip school or leave campus without permission will receive Saturday school. The hours will be 8:00 A.M. – 12:00 P.M. The cost per student will be \$40.00 and will be billed to the student's account. Administration reserves the right to punish more severely in cases where students skip school or leave campus repeatedly. Suspension or dismissal may be necessary. This will be at the discretion of the administration.

### **MAKE-UP WORK**

Students with *excused* absences will be given one day for each day of absence to make up any assignments missed without penalty. Please note that test and quiz formats may be altered to maintain the integrity of the assignment. In order to provide the student and parent with an accurate representation of the impact of the missing grades, they will be recorded in the online grade books as F/O until made up. This will eliminate any surprised drop in grade if the assignment is not submitted in the time allotted or if the absence is not excused.

Students with *unexcused* absences will be given a zero for tests or other assignments missed during the absence. Projects, papers, and special assignments that are communicated to the students in advance must be turned in on the due date without exception, regardless if the absence is excused or unexcused. Extenuating illnesses and circumstances will be addressed by administration

**“A” HONOR ROLL AND “A/B” HONOR ROLL**

At the end of each eighteen-week period, those students in grades 6-12 earning all “A’s” and “B’s” shall be placed on the “A/B” Honor Roll. Students earning all “A’s” shall be placed on the “A” Honor Roll.

An end of year award is presented to students who were on an honor roll at the end of the Semester 1 grading period **AND** the Semester 2-13 ½ week grading period (cut off for end of year calculation).

Middle school honor roll awards are presented in Chapel. High School “A/B” Honor Roll awards are presented in Chapel and “A” Honor Roll awards are presented at the Academic Awards Night.

**HONOR AWARDS PROGRAM**

The Honors Program is approached from three distinct but complimentary areas:

1. The faculty concentrates on developing each student on a day-to day basis in the classroom. Each student is encouraged to take class work seriously, and various motivational methods are employed.
2. An Academic Awards Program is held to recognize all honorees in the presence of peers, friends, and family members.
3. Special recognition will be given for some honors at school assemblies.

**GRADING SCALE**

Letter Grade	Numerical	Standard GPA	Honors GPA	AP GPA
A+	99-100	4.50	4.75	5.00
A	92-98	4.00	4.25	4.50
A-	90-91	4.00	4.25	4.50
B+	88-89	3.50	3.75	4.00
B	82-87	3.00	3.25	3.50
B-	80-81	3.00	3.25	3.50
C+	78-79	2.50	2.75	3.00
C	76-77	2.00	2.25	2.50
C-	74-75	2.00	2.25	2.50
D+	73	1.50	1.75	2.00
D	71-72	1.00	1.25	1.50
D-	70	1.00	1.25	1.50
F	0-69	0.00	0.00	0.00

**PARENT-TEACHER CONFERENCES**

All ELCA faculty members appreciate and encourage parent conferences. Any time a parent feels a need to meet with a teacher, he must call the school office to make an appointment with the teacher.

*Faculty members will not leave a classroom during their regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a phone message or email asking the teacher to return his/her call or email during a free period or after school.*

## **SCHEDULE CHANGES**

Schedule changes are NOT permitted after the spring deadline. The only schedule changes permitted are those the administration considers to be scheduling errors. Students are reminded that all courses are year-long. Requests for specific teachers or sections of a course cannot be granted.

## **GRANTING CREDIT**

Credit is awarded at the end of each semester for all classes in which a passing grade is earned. Students who do not receive a 0.5 credit due to a failing grade in a required core course must make up the course prior to starting the next school year or, in the case of a senior, prior to receiving a diploma. Required courses include Bible, English, Foreign Language, Math, Science and Social Studies, as well as Physical Education and Health.

Credit cannot be given, or accepted, for tutoring by an individual acting privately nor from a tutoring business offering credits that is not accredited by AdvancEd/Southern Association of Colleges and Schools (SACS).

## **TRANSFER CREDIT & ONLINE LEARNING**

Prior to enrolling at ELCA, grades and credits from regionally accredited traditional high schools and online high schools are accepted for credit and become part of the ELCA transcript. Letter grades will be converted to numeric grades based upon the ELCA established grading scale. Once a student is enrolled at ELCA, such work done in other schools will not be accepted unless approved in advance by the Dean of Academics or Director of Guidance.

Students may not take any courses through summer school or correspondence in order to avoid taking certain classes at ELCA. Core classes in Math, English, Science, Social Studies, and Foreign Language may not be taken during the summer except for advancement to the next level (e.g. taking Spanish II in order to take Spanish III during the next school year). The only exception would be for students who have been home-schooled or that transfer from other schools and who are missing credits needed for graduation.

## **DUAL ENROLLMENT**

Dual enrollment will only be available for students in their senior year. Eligibility to enroll will be granted on a case by case basis- the administration reserves the right to make a final decision. It will be the student's responsibility to schedule dual enrollment classes at the post-secondary institution in the afternoon once released from ELCA. Students must attend ELCA classes the first five periods of the day and will be released after 5<sup>th</sup> period. Dual enrollment students continue to pay full tuition. While in most cases tuition for dual enrollment classes is covered by the Move on When Ready Program, once a student registers ELCA is not responsible for any financial disputes or obligations with the post-secondary school.

## **WORK RELEASE**

Seniors who wish to have 7<sup>th</sup> period work release must provide a Work Release Form signed by the employer. Work release is only available for seniors and for one class period.

## **REPEATING COURSES**

Transcripts will reflect a grade for each semester of every high school course taken. If a student repeats a semester of a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. If a student repeats a semester for any reason other than failure, both grades will be reflected on the transcript. However, credit will only be given one time for the same course.

## **MIDDLE SCHOOL STUDENTS TAKING ALGEBRA I**

Middle school students in the eighth grade have the opportunity to take Algebra I. Successful completion of the course with an 80 yearly average or greater will enable the student to take the next level of math at the high school. If a student has a yearly average between 74-79, the student is permitted to take the next level of math if their yearly test category average is 80 or above. If a student with a yearly average of 74-79, has a test average below an 80 this will necessitate the repeat of Algebra I at the high school level.

High school credit is not awarded for courses taken in middle school. Four credits of math are required in grades 9-12 in order to receive a high school diploma.

## **FOREIGN LANGUAGE FOR NON-NATIVE SPEAKERS**

Students whose native language is not English may be considered to have met the foreign language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. [This is in accordance with state board policy 160-4-2.47 (5-III)]

## **HONORS COURSES**

Honors courses are offered in most academic areas. Teacher recommendations are based on a combination of previous subject-area grades, Explore scores, PSAT and/or SAT scores, and both teacher and administrative approval. Students who earn a passing grade receive a 0.5 GPA (.25 per semester) increase in their grade point average for that course.

## **ADVANCED PLACEMENT COURSES**

AP courses are offered in a variety of subjects, and they culminate each year in an assessment given by the College Board in early May. Teacher recommendations for these classes are selective and are based on a combination of previous subject-area grades, PSAT scores, and both teacher and administrative approval. Students must take the national examination in order to retain the AP designation on report cards and transcripts. An additional fee will be charged in the spring for each exam. The testing fee is in accordance with the national fees charged by the College Board. Students who earn a passing grade receive a 1.0 increase (0.5 per semester) in their grade point average for that course.

## **EXEMPTION OF FINAL EXAMS (Grades 9 – 12)**

### **Attendance**

In an effort to encourage and reward exemplary attendance at the high school level, a student may earn an exemption in any **two** semester exams provided he/she meets the following criteria:

1. The student must have a semester average of at least 74 in the course he or she wishes to exempt.
2. The student must not be tardy to school more than 3 times for the semester, excused or unexcused.
3. A student who has more than 3 absences to one class will not be able to exempt for attendance in any class. For example, a student who has more than 3 absences to 7<sup>th</sup> period will not be allowed to exempt 3<sup>rd</sup> period, even if the student has not been absent more than 3 times in 3<sup>rd</sup> period.
4. A student may **not** exempt both semester exams of any one class.

### **Academic**

As a reward for academic excellence, a student may choose to exempt one or more semester exams, depending on the student's grade level, provided he or she meets the following criteria:

1. The student must have an average of 90 or better in the class he/she wants to exempt.
2. The students must not have more than 10 absences in the class he/she wants to exempt.
3. A student may **not** exempt both semester exams of any one class

Ninth and tenth grade students may exempt **two** exams in any combination of academic and attendance exemptions. Eleventh and twelfth grade students may exempt **three** exams in any combination provided no more than two exemptions are for attendance.

Students will lose the privilege of exempting exams if any of the following occurs related to conduct:

- Accumulation of more than 12 demerits for the semester
- Suspension from school for any reason
- The student commits a cheating or plagiarism infraction
- The student receives a third cell phone violation

**\*Spring AP exams are national exams and may not be exempted.**

### **ACADEMIC PROBATION**

The purpose of academic probation is to assist students who are experiencing academic difficulty and to help them develop skills necessary to be successful.

Student's receiving two "F's" any semester will be placed on Academic Probation. The Director of Guidance will notify the parents and work with the student to establish a plan of action for improvement. A student is removed from probation at the semester when he is not failing two or more classes. Any student who is on academic probation for two semesters during a given school year may be asked to withdraw.

### **PROMOTION AND RETENTION**

Middle School (6-8)

A middle school student who fails three core subjects or less is allowed to go on to the next grade if she/he attends summer school for those core subject(s) and will be on academic probation for the first semester of the next school year. A middle school student who fails more than three core classes must repeat the grade or withdraw from ELCA.

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

Students must earn:

- 6 credits to be considered a sophomore
- 12 credits to be considered a junior
- 18 credits to be considered a senior

### **EXTRA CREDIT POLICY**

No extra credit assignments will be given to an individual student in order to raise a student's average.

### **RANK**

ELCA does not report the rank of individual students. Given the size and academic caliber of the student body, small variations in GPA can make a significant difference in class rank.

### **GRADUATION REQUIREMENTS**

Participating in Commencement exercises is a privilege. A student's right to participate is contingent upon his/her behavior, attitude, and meeting the academic requirements. Only those seniors who will be able to complete requirements for graduation by August of their senior year will participate in the Commencement exercises. Parents of seniors who are in jeopardy of not graduating will be advised of their child's status. A Graduation Fee of \$125.00 will be billed to each senior's student account. In order to participate in graduation, student accounts must be paid one week before graduation.

## **Credits Required for Graduation**

4 credits Bible	Required for every year at ELCA
4 credits English	Required all four years
4 credits Mathematics	Algebra I, Geometry, Algebra II and an additional math to include Algebra III, Pre-calculus, Trigonometry, Calculus, or Statistics (Students must take math each year regardless of any math credit earned in middle school)
4 credits Science	Must include Biology, Chemistry, Introductory Physics or Physics Honors, and one additional high school science course
3 credits Social Science	Must include US History, World History, Government/
4 credits (beginning Class of 2017)	Economics or AP Government and Economics
2 credits Foreign Language	Must be the same language
½ credit Health	
½ credit Physical Fitness	
1 credit Fine Art	Fine arts include: Art; Guitar; Band; Praise Band; Chorus; Drama; Speech; Music Theory; Yearbook; Video Technology
3 additional credits	Classes in the core academic subjects are highly recommended
2 additional credits (beginning Class of 2017)	
<b>*26 credits total</b>	

## **HONOR GRADUATES**

Seniors earning a cumulative academic GPA of 3.75 or higher at the 13 ½ weeks of second semester will be recognized as Honor Graduates.

## **VALEDICTORIAN AND SALUTATORIAN**

Senior class valedictorian and salutatorian are determined by the cumulative academic eighth semester GPA and will be finalized at a designated cut-off date in May (13 ½ weeks of second semester). To be eligible for this honor, students must have attended ELCA for their junior and senior years.

The valedictorian and salutatorian must be in agreement with the Academy's Educational Objectives and Educational Philosophy as stated in this handbook and approved by the administration.

## **COLLEGE ENTRANCE EXAMINATIONS**

Registration materials for college entrance tests are available in the Director of College Placement's office. Most colleges and universities including those in Georgia will accept either the ACT (American College Test) or the SAT (Scholastic Assessment Test). Dates for these tests are posted online under the Academic section of the school's website.

All freshmen, sophomores and juniors are required to take the PSAT examination given at ELCA in October.

## **COLLEGE VISITS**

Seniors may be excused two days for college visits; juniors may be excused one day. The only exception to this rule will be absences due to scholarship consideration. Following a college visit, the student must present to the Director of College Placement a letter from the college registrar or college admissions office stating that the student visited the campus.

All college visits for other underclassmen are not excused. Underclassmen are urged to use breaks and weekends for travel to colleges.

## **QUALIFICATIONS FOR ELECTIONS**

Students selected for leadership positions and Homecoming court must have a minimum overall 3.0 GPA in Bible and all major subjects during their previous school year. Leadership positions, Homecoming

representatives and Mr./ Miss ELCA senior superlatives must profess to be believers in the Gospel of Jesus Christ as well as possess the following outstanding Christ-like characteristics:

- Moral character
- Good citizenship
- Servant's heart
- Responsibility
- Integrity

Any student on conduct probation cannot be eligible for honors or office at ELCA. Any student who is placed on probation while holding an office or position must forfeit the position for the remainder of the school year. Students who have been suspended from school the current or previous semester will be disqualified from any such elections.

All Homecoming representatives must meet the above criteria and must have attended ELCA the entire previous school year. Homecoming King/Queen and Mr. /Miss ELCA must be seniors. Homecoming representatives are nominated and voted on by ballot and are separated by class. Each class elects its representatives. The king and queen are selected by the entire high school- grades 9 thru 12. Senior representatives give testimonies in front of the student body if they wish to be elected king or queen. Seniors who do not wish to participate in speaking in front of the student body may still

Class Officers are elected in the spring. They must meet the above criteria and have attended ELCA the entire year previous to the one that the student will serve as class officer. They must also fill out an application to be elected as an officer.

## **ORGANIZATIONS**

### **Junior Beta Club (Grades 6-8)**

Membership Selection - The criteria for membership to the Junior Beta Club for students in grade 6 are all A's in academic subjects from 4th quarter of the 5th grade along with grade 5 Performance Series Test scores of Above Average on the Language and Mathematics Scaled scores.

Students in grades 7-8 with an academic cumulative average of 90% or higher are considered to have met the scholarship standard. New students to ELCA, not a member of a Beta Club previously, will become eligible after completing one school year at ELCA if they meet eligibility requirements at that time. Students who transfer to ELCA as an active Beta Club member will become a member of the ELCA chapter upon verification of membership. Official school membership will be changed at the National Beta Club Headquarters.

Membership Requirements - Continued membership in the Junior Beta Club is contingent upon maintaining a cumulative academic average of 90% or higher and remaining in good standing with the school.

A student whose cumulative academic average drops below 90% is no longer allowed to be a Beta Club member. A student may be re-admitted if a 90% cumulative or higher average is achieved again at the end of that school year and if he or she repays the registration fee. The induction ceremony is held in the fall of each school year.

### **Beta Club (Grades 9-12)**

Membership Selection -The criteria for membership to the Senior Beta Club for students in grades 9-12 is an academic GPA of 3.75. New students to ELCA, not a member of a Beta Club previously, will become eligible after completing their second semester at ELCA. Students who transfer to ELCA as an active Beta Club member will become a member of the ELCA chapter upon verification of membership. Official school membership will be changed at the National Beta Club Headquarters.

### Membership Requirements -

Continued membership in the Senior Beta Club is contingent upon maintaining a cumulative academic GPA of 3.75 and remaining in good standing with the school. If the cumulative academic average falls below a 3.75, the student is dropped from Beta Club. A student can be readmitted if a 3.75 cumulative average is achieved by the end of the school year and he repays the registration fee.

Students are also required to complete 4 hours of school and/or community service each semester and provide the documentation by the announced deadline. If a student does not submit the form with the required hours, he/she is placed on probation for a semester. If the student does not complete the required hours the following semester, then the student is removed from the club.

If a student has been a member of Junior Beta Club, he/she is not automatically a member of Senior Beta Club.

The induction ceremony is held during the spring semester of each school year.

### National Honor Society

Membership into the National Honor Society is by invitation to Juniors and Seniors who are in good standing with the school and who have a 3.75 cumulative academic GPA. Continued membership is contingent upon maintaining such criteria. Membership into the National Honor Society is lifetime.

### Student Council

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Student Council promotes leadership, initiative, and self-control among its members.

Class officers represent their respective classes on the Student Council. It is the duty of the representatives to bring to the council's attention any complaints and/or suggestions from their classmates and report the actions of the council to class meetings.

- Criteria:
1. Must be a rising 9<sup>th</sup>-12<sup>th</sup> grader.
  2. Must have a minimum overall GPA of 3.0.
  3. Must have outstanding Christ-like character and integrity.
  4. Must not be on either academic or conduct probation

### Student Leadership Institute

The ELCA Student Leadership Institute's mission is to honor God by assisting students to influence their generation for Jesus Christ.

The three objectives of the ELCA Student Leadership Institute are:

- 1) To provide opportunities for students to learn biblical principles of leadership
- 2) To provide opportunities for students to develop the leadership skills they have learned
- 3) To provide opportunities for students to apply these skills and principles

The Institute is a voluntary, year-long program open to all students in grades 9-12. The students must apply for entrance to the program, and be recommended by their Pastor or Youth Pastor. Students can earn leadership credits for the leadership sessions they attend. To remain in the program, they must earn a minimum number of credits throughout the school year. These credits will be recorded on a leadership transcript. Students enrolled in the institute are required to attend the leadership teaching modules, and are encouraged to go beyond the minimum credit units by participating in their school and church, mission trips, leadership camps, conferences, workshops, and discipleship - mentoring programs.

The Leadership modules will be held during the school day, allowing students who participate in extracurricular activities to be involved in the Institute. Some of the discipleship, mentoring, and service activities would be held at various times after school hours.

### **National Honor Art Society**

The National Art Honor Society recognizes high school Art students who have shown outstanding ability in art. This honor society fosters excellent and a dedicated spirit in the pursuit of art and Aid members in working toward the attainment of their highest potential in an art area. Students must meet specific criteria in order to be eligible for membership.

### **National Junior Honor Art Society**

The National Junior Art Honor Society is the art honor society for students in middle school and/or high school who are enrolled in grades 6, 7, 8, or 9 and have completed a period equivalent to one semester of Art. Students must meet specific criteria to in order to be eligible for membership.

### **International Thespian Society**

The International Thespian Society is the theatre honor society for high school students involved in Drama. This honor society recognizes, rewards, and encourages continuing student achievement in theater. It expands students' educational theatrical experiences by providing more exposure through conferences and festivals. Students must meet specific criteria in order to be eligible for membership.

### **Tri-M Honor Society**

The Tri-M Music Honor Society is the music honor society for high achieving high school students in Band, Chorus, and Guitar. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Students must be recommended by their teacher and meet specific criteria.

### **WORLD IMPACT PROGRAM**

The World Impact program allows our students the opportunity to travel for academic, cultural, and missional purposes. These trips are offered yearly, and are only available for High School students in good standing. The director of the program develops the trips and promotes them in the spring of each year. ELCA does not subsidize the funding for these trips, and families should expect to keep all accounts in good standing. The policies and procedures are non-negotiable and can be found at [www.elcaonline.org/wiw](http://www.elcaonline.org/wiw).

### **PLAGIARISM DEFINED**

Plagiarism is literary theft. It is defined as:

- Using someone else's words or ideas.
- Failure to acknowledge use of an author's words by quotation marks and by endnotes.
- Failure to thoroughly paraphrase an author's words by using one's own words and syntax.
- Failure to endnote or acknowledge a paraphrase in the text of the paper.
- Failure to acknowledge by endnote the use of an author's ideas or organization of such ideas.

Students who plagiarize work will automatically receive a zero for said assignment.

### **HALL PASSES**

Students are not permitted to be in the halls during class hours unless a teacher accompanies them or they have a student planner signed by an authorized staff member.

## **LOCKERS**

Lockers are property of the school and may be opened by a principal or resource officer without the permission of the individual student. Students to whom lockers are assigned are responsible for the content inside. Students must use the school issued locks on their locker.

## **STEALING**

Stealing is a very serious offense and undermines the trust that is so important to a school environment. Students and faculty members should not have to worry about their belongings being stolen during the school day or during extracurricular activities. Students who are guilty of stealing the property of others or the property of the school will receive no less than a three (3) day suspension from school for their first offense and could be dismissed from school permanently. Honesty and a repentant heart will be taken into account and will weigh heavily on final punishment. Students who steal are also subject to prosecution by law enforcement. A student who is allowed to remain at ELCA after a stealing offense will be expelled if a second offense is committed by that student.

## **BULLYING**

Bullying of any kind, including cyberbullying is prohibited at ELCA. Georgia law [Ga. Code 20-2-751.4] defines bullying “as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; and (3) any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a) causes another person substantial physical harm (as defined in 16-5-23.1;
- b) has effect of substantially interfering with a student’s education;
- c) is so severe, persistent, or pervasive that it creates an intimidating or threat to the education environment; or
- d) has the effect of substantially disrupting the orderly operation of the school.”

Students found to have committed the offense of bullying will be assigned a minimum of eight demerits. Furthermore, an offense of bullying could result in long-term suspension or expulsion. It is at the discretion of administration to determine the severity of the consequence. Components such as motive, intent, recidivism, repentance, etc. will be considered in making that decision.

## **LASER POINTER**

The possession and/or use of laser pointers by students are prohibited. A laser pointer is an instrument that directs a compact beam of light, commonly referred to as a laser beam, toward a subject. Directing a laser pointer at an individual can be threatening and/or physically harmful and, as such, may result in a student being charged with an act of physical abuse.

## **CLASSROOM BEHAVIOR**

It is the desire of ELCA to have an environment in every class that will be conducive to a positive teaching/learning experience for all. Each student is expected to conduct himself properly in the classroom. A student may be sent from class to the office for behavior that disrupts the class.

## **ACADEMIC AND BEHAVIORAL ACCOUNTABILITY REPORTS**

It is the policy of the ELCA administration to maintain accurate records of each student’s academic and behavioral performance. We believe that it is our responsibility to keep the parents informed of their child’s performance at school.

**Parents will be contacted by the teacher if the student develops a pattern of decline in academic progress or conduct. Conduct reports may be accessed by parents online, as grades are, via RenWeb.**

## **BOY/GIRL RELATIONSHIPS**

ELCA provides opportunities for boys and girls to cultivate friendships with the opposite sex that hold to Christian principles and reflect high moral standards. It is inevitable that in some instances these associations will deepen into more than passing friendships. We recognize that all students on our campus will not possess the maturity needed to handle intimacy in a responsible manner. (Thus, unquestionable, exemplary conduct ultimately becomes the duty of all ELCA students.)

Public display of affection (i.e. holding hands, hugging, sitting on laps, etc.) or personal contact ("PC") of any kind shall be considered in poor taste on our campus and at all school-sponsored functions and is not permitted.

## **BEHAVIOR AT STUDENT ACTIVITIES**

Any and all programs, projects, parties (socials), and trips in which ELCA students will be involved must be approved in writing by the administration. The appointed sponsor must strictly supervise such activities, and all students involved must cooperate fully with that sponsor.

While in attendance at plays, concerts, talent shows, or any other type of auditorium event, ELCA students must demonstrate polite, respectful behavior by remaining quietly seated throughout the production. This exemplary behavior is expected during chapel, plays, concerts, meetings, etc., which take place in the ELCA gymnasium, theater room, or church auditorium. Any student whose behavior at such events is not acceptable and does not represent our school favorably will be referred to the principal for disciplinary action.

## **DRESS CODE**

ELCA's dress code policy is based on several biblical principles that govern choice of dress:

1. I Timothy 2: 9, 10 - Dress types should not bring undue attention to the outward appearance.
2. I Corinthians 6: 19, 20 - Modesty should be compatible with the concept that as Christians our body is the temple of the Holy Spirit.
3. Deuteronomy 22:5 - Dress should be distinctively masculine or feminine, showing our appreciation of God's creative plan.

Since the Bible teaches that God cares about our appearance, it is our belief that we should strive to ensure that our appearance is pleasing to Him. The intent of our dress code is to promote and encourage modesty as well as a clean, neat appearance, expressing the Christian values we represent.

Appearance can affect not only learning and the quality of school work but also the strength of our Christian witness, all of which represent our purpose as a Christian school. Therefore, we strongly encourage appropriate dress and good grooming and ask that parents and students understand our intent. **The dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations. Parents are responsible for making sure their child's uniforms meet dress code, allowing for growth spurts. All students must follow the Uniform Daily Dress Code, located on the School Store Website – Uniform Information & Guidelines.**

## **FRIDAY WEAR POLICY**

Students are allowed to dress down on Fridays for the purpose of benefiting our mission's giving in the community and abroad. In order for a student to forgo the uniform that day and take advantage of the Friday dress he or she will need to pay \$1.00 for that day during home room. Students will not be able to bill their account and must bring the money with them; however, for convenience, the money may be paid in advance for the entire school year. Students who fail to pay the mission money will have to change into the school uniform. Students who repeatedly fail to pay their money will not be able to participate for the remainder of the year and will be required to wear the school uniform. Wearing any non-uniform pants, shirt, jacket or shoes means that the student must contribute \$1.00 for missions. The

money goes directly to missionary families and individuals that the school has chosen to support. To find out who is being supported from year to year one can go to the website or contact the Advancement Office.

### **Guidelines for Friday wear pants and shirts**

- Jeans or any non-uniform Khaki may be worn. Jeans must be blue, black or khaki in color.
- No Cargo pants or shorts will be allowed.
- Pants must not be too tight nor should any flesh or briefs be visible between the pants and shirt.
- Pants may not be ripped, torn or have holes in them.
- Pants must be pulled up to the waist line and not sagging.
- A belt must be worn.
- ELCA T-shirts, sweatshirts, hoodies or outerwear may be worn. This may include ELCA athletic, fine arts or school club apparel. Any youth church camp or church apparel must be approved by the Administration.
- All shirts must be crew neck or have a crew neck t-shirt underneath. Boat neck, v-neck, or any other pullovers or jerseys must have a crew neck t-shirt underneath.
- Uniform button-up white or striped shirts may be worn only with a sweater vest.

### **Shoes**

- Non-uniform shoes, including tennis shoes, may be worn as long as they completely cover the toe and heel.
- No sandals, high heel shoe or boot, platform shoes, or anything similar may be worn.
- Boots without a high heel may be worn but *not* with uniform skirts.
- Socks must be worn with any shoes.

Students who abuse the Friday policy will receive a written warning or one hour detention and will be required to change clothes or shoes to remain in school that day. ELCA administration will be the final authority in determining compliance.

### **SPECIAL CONSIDERATIONS TO DRESS CODE**

P.E. Days - Athletic shoes or shoes appropriate for running must be worn during PE. Appropriate clothing within dress code boundaries is necessary.

Field Trips – Students leaving campus will be required to dress according to regular school dress code. Students not appropriately dressed will remain on campus. Exceptions to this rule may be made by school administrators only. All students must ride on the school's bus unless they ride with their own parents. Students may not ride with another student's parents.

Class Trips - Class trips must have a direct spiritual or educational purpose. Students and parents are required to sign a trip covenant. Students are to wear the required school uniform to and from their destination while on school trips. Exceptions to this rule may be made by school administrators only.

**Hair – Boy's hair should not touch the collar of a regular sports shirt in the back nor should it be long enough to "curl up" in the back. Hair should not touch the eyebrows and can be no longer than halfway down the ear in a normal wearing position. Hair should be conservatively groomed. Sideburns must be cut no lower than the bottom of the ear. Students are to be clean-shaven each day. Cornrows or braiding are not permitted on males at any time for any ELCA activity or function. Students are not allowed to have designs or markings cut into their hair. Boys with curly hair should not wear it more than 2" off the scalp.**

**Boy's or girl's hair cannot be multi-colored. It should be somewhat natural/normal in appearance. Girls may have conservative highlights blended throughout their hair. Fads and extreme styles, such as individual bleached, platinum, or colored streaks that stand out or draw attention are not permitted for anyone. All students' hair and grooming should have a conservative look. Students may be subject to being sent home if guidelines are not met. Hats or hoods may not be worn in the building.**

Unacceptable Attire for All Students:

- Earrings (girls): there should not be any more than two earrings per ear worn in the outer ear. No oversized or gaudy earrings.
- Absolutely NO earrings for boys
- Chokers
- Body piercing
- Excessive make-up (gothic, etc.)
- Distracting/symbolic (anti-Christian) jewelry
- No gauges
- Tattoos – ELCA strongly discourages students from getting/having tattoos. Any student who has a tattoo is required to have it covered at all times during the school day or while they are attending or participating in an extracurricular event or practice. Any violation of this policy will result in an automatic detention.

**Requested Parent Dress** - When attending school functions such as field trips, extracurricular activities, and class parties, please take into consideration ELCA's dress policy, which emphasizes modesty in appearance.

**Note:** *The administration is the final authority in dress and grooming matters. If a student is in doubt about an item of clothing meeting the dress and grooming standards, he should discuss it with the principal before wearing it to school.*

### **Penalties for Dress Code Violations**

Students who violate the dress code will be given a one hour detention for each occurrence at a charge of \$5.00 per hour billed to the students account. Multiple violations will result in the student receiving more severe penalty such as a two hour detention, Saturday detention, or even suspension from school.

### **STUDENT DRIVERS**

Since many ELCA secondary students drive their own vehicles to school, it is imperative that they understand and follow the guidelines below in order to retain their driving privileges. While a student vehicle is on school property, the administration or resource officer has the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.

- Allow plenty of time to arrive at school early since traffic can be heavy in the mornings. It would be wise to be at school by 7:45 A.M. in order to avoid traffic jams.
- Speeding and/or reckless driving in any form will not be tolerated on the ELCA campus.
  - **1<sup>st</sup> offense** – warning given at 1<sup>st</sup> meeting with student drivers
  - **2<sup>nd</sup> offense** – student will be given a one (1) hour detention.
  - **3<sup>rd</sup> offense** – loss of driving privileges on campus for 1 week
  - \*Punishment for further offenses will be given at the discretion of the administration
- Parking areas are clearly marked. Students parking in unmarked spaces (i.e. on grass, visitor's parking, etc.) will be treated the same as the above.
- Students are not allowed to sit in parked cars or congregate in the parking lot before, during or after school. Students who are loitering in the parking lot after 3:30 pm will receive a one hour detention.

- No loud music from vehicles is permitted.
- All vehicles should be locked.
- Students are not allowed to drive on campus once the school day begins without special permission. This includes moving cars to the football parking lot for 6<sup>th</sup> and 7<sup>th</sup> period PE.
- Students are not allowed to return to their vehicles during the school day without being accompanied by an administrator or resource officer.
- Students are required to complete the Student Vehicle Registration Form on a yearly basis.

***Note: Serious driving violations may result in loss of driving privileges or suspension even on the first offense depending of the severity of the specific incident.***

## **DISCIPLINE PROCEDURES**

Students should strive to implement discipline by the Matthew 18 principle, which states the following:

1. If another believer offends you, go and tell him his offense privately. Don't share it with others. (Matthew 18:15)
2. If he will not heed, take one or two persons with you to establish every word before witnesses. (Matthew 18:16)
3. If he refuses to make amends, explain the situation to the person who is in authority over you. (Matthew 18:17a)
4. If his restitution is not forthcoming, the necessary disciplinary action will be taken in accordance with the established policies. (Matthew 18:17b)

The following guidelines have been prepared to promote the student's responsibility for his/her conduct. The administration and faculty are committed to the regulation of these guidelines.

The discipline process at ELCA consists of demerit - detention actions, and is primarily administered by the classroom teacher, with the administration maintaining the final responsibility for disciplinary decisions. Listed below are guidelines for the administration of demerits. All classroom teachers will establish their procedures and policies with students at the beginning of the year. Any student who chooses not to comply with these procedures will be subject to disciplinary action. These guidelines are imposed to encourage the student to become self-disciplined and develop proper habits and procedures in the classroom, as well as to prepare them for the future. Because we believe that parents bear the primary responsibility for instructing their children in right behavior and proper attitudes, we ask that they work with the teachers and administration in the implementation of our discipline process. ELCA will make every effort to stay in close contact with parents in regards to disciplinary issues.

**\*Students who engage in fighting will be suspended from school for a minimum of three days.**

***Note: The teacher or administrator has the right to lower or raise the total number of demerits based on their evaluation of the particular incident. Once the demerits have been signed by the student and the teacher, the student has 48 hours to appeal to the administration.***

<p>1 DEMERIT</p> <ul style="list-style-type: none"> <li>• Unexcused tardy to class</li> <li>• Talking in class after warning</li> <li>• Classroom disruption</li> <li>• Gum</li> <li>• Inappropriate items</li> </ul>
<p>4 DEMERITS</p> <ul style="list-style-type: none"> <li>• Dismissal from class by a teacher after preliminary actions have been taken</li> <li>• Teacher disrespect</li> <li>• Skipping a class (0 on all work missed)</li> <li>• Direct disobedience</li> <li>• Material of questionable moral value (magazines, books, CD's, tapes, etc.)</li> <li>• Horseplay that leads to an altercation or destruction of property</li> <li>• Unnecessary show of affection/personal contact</li> </ul>

<p>2 DEMERITS</p> <ul style="list-style-type: none"> <li>• Chapel misconduct/sleeping</li> <li>• Student disrespect – belittling, teasing or verbally abusing another student</li> <li>• Horseplay</li> <li>• Not following instructions</li> </ul>
<p>8 DEMERITS</p> <ul style="list-style-type: none"> <li>• Cursing or abusive language or inappropriate gestures</li> <li>• Stealing</li> <li>• Excessive show of affection</li> <li>• Cheating- plagiarism (will result in “0” on ALL assignments) or giving aid to cheating (see plagiarism policy following)</li> <li>• Lying, forgery</li> <li>• Penalties for fighting or physical altercation are left up to the discretion of Administration</li> <li>• Bullying</li> </ul>

FOR CELL PHONE POLICY AND PENALTIES please see page 18 of the STUDENT HANDBOOK.

### DEMERIT REMOVAL

Demerits may be removed at the rate of one every two weeks. In order to receive a reprieve, a student must maintain good behavior with no disciplinary problems for a 2-week period.

**All demerits are cumulative but removed at the end of the quarter.**

The penalties for the accumulation of demerits are as follows:

- Accumulation of (4) demerits = 1 hour detention
- Accumulation of (8) demerits = 2 hours of detention
- Accumulation of (12) demerits = 1 day of Saturday School served from 8:00 A.M. - 12:00 P.M. at the cost of \$40.00 per student.
- Accumulation of (16) demerits = 1 day of out-of-school suspension
- Student placed on **conduct probation\*** (see below)
- Accumulation of (20) demerits – Parent conference with Administration required and possible withdrawal from school

**Note: Detention received from the accumulation of demerits is separate from the individual incident. For example, if a student who has accumulated four demerits and receives four demerits for teacher disrespect, then he will now serve a two hour detention because he has eight demerits for the quarter.**

### CONDUCT PROBATION POLICY

When a student is placed on Conduct probation at the accumulation of 16 demerits, the following guidelines will be followed:

1. Any student holding an office will not be allowed to act in that capacity while on probation.
2. The Administrative Discipline Committee will review the conduct of the student at the end of the quarter.

3. The student will not be eligible to participate in extracurricular activities for a 3-week period.
4. If a student is on probation twice during any school year, he may be dismissed, at minimum, for the remainder of the year.

### **DETENTION POLICY**

When a student is assigned detention, you will be notified by email. The email will state the reason for detention, date and time of detention, and place to report for detention. The student will be advised of the time and place of detention. A teacher may assign their own detention, based on their classroom policy, on any day, at any time.

A student who misses an assigned detention will receive an additional detention unless prior notice has been given at least 24 hours in advance. No exceptions or cancellations will be made except for medical emergency or a death in the family. If a student misses a 1-hour detention, he will be given a 2-hour detention. If a student misses a 2-hour detention, he may be given Saturday School.

### **SATURDAY SCHOOL POLICY**

Saturday school will be held on designated Saturdays each month. The hours will be 8:00 A.M.-12:00 P.M. The cost per student will be \$40.00 and will be billed to the student's account.

### **SOCIAL MEDIA POLICY**

ELCA does not closely monitor material, interaction between students, or commentary that is posted on social media sites. However, there are times when students post things that are contradictory to our school's code of conduct as well as our mission statement. When inappropriate material is posted by a student and is brought to the attention of the administration, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media and are grounds for disciplinary action:

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student while on campus during school hours or involving school activities
- Comments or pictures that contain sexual content, inappropriate language or gestures, immoral activity or racial slurs or language.
- Viewpoints or lifestyles that directly contradict or undermine the Biblical teachings of Jesus Christ.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos or audio recording during school hours without permission is strictly prohibited.
- Behavior that is deemed embarrassing to the school or damaging to the reputation of the school or its employees.

When posting pictures, videos or comments that reveal illegal activity such as, but not limited to, the use of drugs, underage drinking, theft or explicit sexual behavior, in addition to school discipline the school resource officer will be notified and the proper law enforcement authority may be involved.

Violations of the social media policy described above, but not limited to those violations, will result in disciplinary action taken at the discretion of the administration. Disciplinary action could range from a written warning - provided the inappropriate material is immediately removed, up to and including expulsion from school.

Conflict between students, gossip or teenage drama, which takes place on social media pages off campus and after school hours may not be addressed by the school and are usually parental matters. If this type of thing does spill over and becomes disruptive during the school day, it may be necessary for the school counselor to get involved. We encourage parents to heavily monitor what their children are posting on social media pages so that issues concerning social media will be few.

Cyber-bullying, in its basic form, is defined as unwanted, willful and aggressive behavior committed through electronic means. It meets all of the criteria of Ga. law OCGA 20-2-751.4. This code outlines bullying (see handbook concerning bullying).

### **DRUG TESTING POLICY**

The use of illegal drugs or the unlawful use of prescription drugs by students is strictly prohibited. This includes not only possession or use on campus, but also off campus use. Students who are suspected of illegal drug use or possession of illegal substances will be subject to drug testing ordered by the administration. The cost of testing may or may not be billed to the students account-it will depend on the circumstances. Students suspected of on or off campus drinking are also subject to drug screening.

Reasons for suspicion which *may* justify a student being tested include but are *not limited* to the following:

- Unusual or erratic behavior noticed by faculty, staff or administration at school or school sponsored events.
- Noticeable physical indicators such as blood shot or glassy eyes, smell of alcohol or marijuana, slurred speech, extreme drowsiness, as well as other physical indicators associated with drug or alcohol use.
- Excessive absences from school or class.
- Valid information provided by other students, faculty, or outside sources about a student being involved with drug use or activity. This type of information may be considered “hearsay”; however, if the administration feels that there is any validity to such information a drug test may be required.
- If the drug dog alarms on a student’s car- regardless of the result of the search.
- Innuendos or comments made by a student over the social media network such as Facebook, Instagram etc. This may include pictures of drug paraphernalia, marijuana leaves, alcohol containers, etc.

### **Administering of Drug Tests:**

If a student is required to take a drug test, the parents of the student will be notified first. The student will not be allowed to leave the school to go home or anywhere else before the test is administered. The testing will be administered off site in most cases at a reputable testing facility. A 10-panel drug screen will be given. Parents may be present at the site where the test is given. An administrator, faculty member or the school resource officer will accompany the student to the site unless the parent is given permission to drive the student.

Students or parents may not refuse testing without penalty. A student that refuses to take a drug test will be suspended indefinitely and treated as if that student tested positive for drugs or alcohol. A final decision will be made by the discipline committee concerning the student’s punishment. Students who test positive for drugs may be dismissed from ELCA. Discipline in these matters will be at the discretion of the administration.

Students who come forward and disclose a drug or alcohol problem will be given consideration when it comes to punishment. Students who are truthful and seeking help and restoration will have the opportunity to appeal to the discipline committee before a decision on discipline takes place.

**Students who have been suspended for alcohol or drug related offenses and are able to remain a student at ELCA will be subject to periodic, random drug testing for as long as it is deemed necessary by the administration. The cost of the testing will be charged to the students account. The student will also be required to attend a drug and alcohol awareness class or program approved by the administration.**

It is not the intent of the school to seek out and punish students who are engaging in detrimental behavior; however, it is very important to maintain the proper Christian environment that most parents desire when enrolling their children at ELCA. The use of drugs and alcohol by students who attend ELCA undermines the integrity and reputation of the student body as a whole and cannot be tolerated. The implementation of drug screening helps to maintain a proper and healthy school environment.

## **EXPULSION**

Subject to the discretion of the Administrative Discipline Committee, the following behavior could result in immediate expulsion from ELCA:

- Possession or use of alcohol, tobacco, or drugs – on or off campus.
- Possession of firearms or other weapons on campus or at school functions
- Direct or indirect threat of physical abuse, written or verbal, toward a faculty/staff member or another student. Determination of the nature or intent of the direct or indirect threat will be left to the discretion of the proper school authorities
- Stealing
- Bullying
- Violation of Biblically-based sexual morality on campus or off campus; such as described in the following verses (not limited to): Romans 1:26,27; I Corinthians 6:18
- Skipping school
- Vandalism to school property

**A student may be immediately dismissed from school if he is found to be out of harmony with the school's philosophy, guidelines, or standards. This is at the discretion of the Administration. This can occur before a student reaches 20 demerits**

## **POLICE K-9 ON CAMPUS**

Throughout the school year the administration along with the School Resource Officer will bring on ELCA campus a Police K-9 for the detection of drugs. The main purpose of the searches is to deter drugs on campus. The searches are generally but not limited to the high school parking lot and lockers. No dog will search a student. These are random, unannounced searches throughout the school year. If the K-9 alerts to your students locker or vehicle you will be contacted by an administrator. The persons present during the search will be the student, school administrator, SRO, and the K-9 Officer. If you wish to view the ELCA K-9 search policy please contact high school administration or the SRO.

At the discretion of the Administrative Discipline Committee a case may be subject to an investigative process. The attitudes and cooperation of the subject(s) will be considered in the final disposition of the case. We understand that all who are involved in an individual case may or may not have the same level of fault. By being enrolled as a student, the parents and student agree to give full cooperation in any investigation.

## **ELCA K-9 SEARCH PROCEDURE**

ELCA will be put into a rotation with other county schools that will be visited by the Henry County Sheriff's Department K-9 unit on a periodic basis.

The administration and/or SRO will determine the priority search area. During the search the SRO and/or school administrator will be present. If the K-9 alerts on a car, locker, book bag, or any other object, the owner will be identified. Prior to searching the vehicle, a parent or guardian will be notified of the alert and intention of the school administration to search the vehicle. Once the driver of the vehicle is identified, the administrator, SRO, and/or K-9 Officer will request consent to search. Once consent is given, the vehicle or object will be searched by the administrator, SRO, and/or K-9 Officer. If no consent is given, the parent will be contacted in reference to the situation. If the parent does not give consent to search, the school administrator will make a determination regarding the student and the search. A

search warrant is an option in this case. When consent is given, the parent will be notified of the outcome upon conclusion of the search.

Prior to a parking lot search, no student will be allowed to go to his vehicle (**No exceptions**). During the search, for safety reasons, no student will be allowed in the search area, including hallways and locker rooms.

Keep in mind a school administrator does not need probable cause to conduct an administrative search, only mere suspicion. A K-9 alert does constitute probable cause for a search for either law enforcement or school administration purposes. In the event of an administrative search, no law enforcement personnel should be present during that search.

### **SURVEILLANCE CAMERAS IN FOOTBALL/PE LOCKER ROOM**

The school has installed **surveillance cameras** in the football locker room for review of any investigative incident. The images from these cameras are not projected live onto a screen in the security office like all other cameras on campus. Instead, the locker room cameras are recorded to a data drive, which is accessed only when needed for review of an incident or allegation. If any student is not comfortable changing clothes in the football locker room (which is also used for changing for P.E.), he is advised to use the adjoining locker room bathroom. There is no camera in the bathroom. Again, we stress that the images are accessed only for investigation of an incident or allegation. Only male staff will review video of all locker room incidents. There are no cameras in any girls' locker rooms.

## **Part VI: KINGDOM ATHLETICS**

The purpose of this section is to establish rules, regulations, and policies for the ELCA athletic program and to provide a framework within which students, parents, faculty, and staff can work together for the benefit of the athletic program.

The mission of ELCA is to glorify God by assisting parents in involving their children in a growing relationship with Jesus Christ through Kingdom Education, spiritually, academically, aesthetically, athletically, and socially. Our athletic program should support this commitment. Athletes must follow all rules that are stated in this section and the student handbook. Participation on an athletic team at ELCA is a privilege, not a right. This privilege may be revoked if a student is not compliant with the guidelines established in this section.

The procedures in this section will be followed. The Administration reserves the right to make final decisions regarding any policy and/or rule. If there are any suggestions for improving our athletic program, please present them to the athletic department. All coaches, student-athletes, and parents should know, understand, and abide by the information in the section.

### **PURPOSE FOR ATHLETIC DEPARTMENT**

The purpose of the athletic department is to complement and advance the school's mission.

Romans 15:5-6 May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ.

### **GOALS FOR ATHLETIC DEPARTMENT**

1. To pursue with excellence an athletic program that seeks to glorify God.
2. To develop highly competitive programs, first class facilities, and a championship mentality.

3. To develop a training system with the Youth/MS/JV programs that will prepare our students for statewide varsity level competition.
4. To develop a training system beginning in the Lower School that will instruct our Faculty, Staff, Parents, and Students with our Kingdom Athletics philosophy.
5. To use athletics to share Jesus Christ with those who do not know him and to inspire other schools to adopt Kingdom Athletics for themselves.

Colossians 3:23 Whatever you do, work heartily, as for the Lord and not for men,

### **ATHLETIC ELIGIBILITY**

ELCA is a member of the Georgia High Schools Association. Each student has to meet ELCA's requirements in order to participate in any extracurricular activities and to maintain eligibility. Students receiving two "F's," in any subject on any semester report card will not be eligible to participate in any athletic activities, for the following semester. (Students who are ineligible at the end of second semester may attend summer school to become eligible for fall sports.) Students that are academically ineligible will not be allowed to dress out with the team, travel with the team, or practice with the team.

New first-year high school students (entering 9th grade) are eligible academically. In addition to the previously mentioned requirements, new second semester first-year students must have passed courses carrying at least 2.5 Carnegie Units the previous semester in order to participate. New second-year students must have accumulated four (5) total Carnegie units in the first year, and passed courses carrying at least 2.5 Carnegie Units in the previous semester. New third-year students must have accumulated ten (10) Carnegie units in the first and second years, and passed courses carrying at least 2.5 Carnegie Units in the previous semester. New fourth-year students must have accumulated sixteen (16) Carnegie units in the first three years, and passed courses carrying at least 2.5 Carnegie Units in the previous semester. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

### **ELCA CONNECT ATHLETIC ELIGIBILITY**

#### **Middle School:**

Minimum of three online classes

#### **High School:**

To be ruled eligible by the Georgia High School Association, the student must be classified as a full-time student by taking five online classes (Eighth-grade students who want to play on a freshman or JV team must meet the same criteria as a "full-time" high school student.).

To be ruled eligible by ELCA to play athletics an ELCA Connect student must be enrolled online full time in a minimum of five (5) **core** classes that meet ELCA graduation requirements. Core classes are: Math, English, Bible, Science, and History.

Both the GHSA and ELCA requirements must be met by all ELCA Connect high school students in order to be ruled eligible and to receive an ELCA diploma.

**Other considerations:**

1. Students seeking an ELCA diploma cannot be enrolled in another school (including homeschool). All course work must be completed at Eagle's Landing Christian Academy or through the ELCA Connect program of study.
2. Students must be academically eligible based on ELCA academic standards and meeting ELCA graduation requirements.
3. Students transferring in (other than entering ninth graders who have not established eligibility at another school) must have approved eligibility from the GHSA and ELCA to participate at the Varsity level. (See GHSA Bylaw 1.62 below for more information on this or contact athletic department personnel)

**GHSA Bylaw 1.62**

To be eligible to participate in and/or try out for a sport or activity, a student must be enrolled full-time in grades 9-12, inclusive at the school seeking eligibility for that student.

Enrollment is defined as follows:

1. Fall Semester: when the student participates in practice or contest before classes begin, or the student attends classes.
2. Spring Semester: when the student attends classes.
3. A student may be enrolled in only one high school at a time
  - a. The student must be in regular attendance.
  - b. The student must be taking courses a total at least 2.5 Carnegie Units that count toward graduation.
  - c. All or part of the course load of a student may be taken online through a online school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from online school courses must be on file at the school by the first day of the new semester in order for the student to be eligible.

More information regarding athletic eligibility may be found at <http://www.ghsa.net>.

**YOUTH/MIDDLE SCHOOL/JV ATHLETICS**

These programs are vitally important to the success of our athletic program. They concentrate on developing skills, sportsmanship, participation, and experience. The Youth/MS/JV programs prepare athletes for the varsity level. All athletes are expected to follow the same rules and policies as the varsity athletes. If an athlete plays on our school team and a recreational team/travel team/club team, the school team must take priority. Sixth through eighth grade students may try out for all junior high teams. Ninth and twelfth graders may play on the JV or Varsity teams (eighth graders may play up on the JV).

**VARSIY ATHLETICS**

The varsity teams have the commitment of winning and putting the best team on the field/court/track. Varsity players are the most visible and need to show positive leadership in all activities on and off campus. Coaches will make every effort to allow each athlete the opportunity of competing at the varsity level, but a specified amount of playing time is never guaranteed. All of our athletes are expected to participate in summer workouts. We will never have the desired athletic program if we do not work out in the off-season. All athletes are expected to go with their team to camp during the summer. These camp dates will be announced well in advance so families can plan around them.

## **PARTICIPATION POLICY**

ELCA takes seriously the commitments of our student-athletes. We believe honoring commitments is essential throughout life, in marriage, family, church, career, and other areas. We believe athletics helps foster a spirit of genuine commitment. Quitting a team for reasons other than medical or family matters contradicts all we teach about what a Kingdom Athlete should be. A student should never quit a sport in the middle of the season regardless of how justified he may feel their reasons to be. We encourage all students and parents to “stick it out”. It is our desire to work with parents in teaching student’s perseverance, commitment, loyalty and fortitude. You never know what God has in store for your family. Any student who quits a sport after the try-out period (5 days) will still be billed the athletic fee, be ineligible to begin the next sport, join another in-season team, or participate in off-season training with another sport until the season of the sport he quit is over.

## **ACADEMIC WORK**

Athletes are responsible for all of their academic work. Athletic teams will sometimes have to leave school early. It is the athlete’s responsibility to turn in any academic work and get assignments for that day before departing the school for a game. Athletic events can never be used as an excuse for unfinished academic work.

## **ABSENCES AND EXTRACURRICULAR ACTIVITIES**

No student will be allowed to participate in any after-school, extracurricular activity on a day that he has been absent from school. Students must be present a half-day (3 1 / 2 hours) in order to participate in a game that day.

## **PHYSICAL EXAMINATIONS & CONCUSSION AWARENESS FORMS**

A physical examination and concussion awareness form are required by the GHSA. The physical examination, consent, & concussion awareness forms must be on file before a student participates in any tryouts, practices, or athletic contest. All forms are to be filed with the athletic trainer. These forms may be downloaded from our website at [www.chargersathletics.org](http://www.chargersathletics.org) and click on “Athletic Forms.”

## **TRAVEL**

All athletes are required to ride the bus to away games. Any exception must be authorized by the athletic director. The athlete must have the permission of the head coach to ride home with his/her parents or another parent after the away games. (A note from the parents will be required.) No athletes will be able to ride home with other students or non-adults. We are very thankful for the vehicles that God has provided for us, and we must do our best to take care of them. For directions to games, go to the Chargers Athletics web page under Athletics on our school website, click on the sport, click on the red bus icon beside the event and then click on the location.

## **DRESS**

Our athletes must wear their school uniform or their game uniform to all away games. (Example: the football team may wear their jerseys). This will be determined by the head coach. For all practices, at least 7 inch inseam shorts are to be worn.

## **PROFANITY**

Profanity will not be tolerated in any form by our athletes. There is no excuse. If an athlete uses profanity, the disciplinary policy that is listed in the student handbook will be followed. (Four demerits)

## **UNSPORTSMANLIKE CONDUCT**

Unsportsmanlike conduct by our athletes will not be tolerated. Discipline for unsportsmanlike conduct violations (such as unsportsmanlike penalties, technical fouls, etc.) will be instituted at the discretion of the head coach. If an athlete is ejected from a game the GHSA rules and regulations will apply.

The GHSA, ELCA, and member schools have made a commitment to promote good sportsmanship by student-athletes, coaches, and spectators at all GHSA sanctioned or ELCA events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. We strongly encourage our fans to cheer for our teams. If a fan is ejected, the ejected person will be suspended from at least one game. The ejected person must not be seen or heard during the period of suspension.

Codes of Conduct Contracts are an agreement by the parents and students to conduct themselves in a manner that is reflective of the overall philosophy and mission of ELCA.

## **ELCA PARENT CODE OF CONDUCT**

### **Our Speech:**

1. Questionable language or “slang” words will not be tolerated. Anything that can be misconstrued as negative or insulting must be avoided.
2. Be positive and encouraging. Uplift your student and others. Let them know the importance and accomplishment of being a part of the team. Let them know they are important.
3. Never criticize the officials or coaches. These people represent the authority figure, the “boss”, the parent, the teacher and the “Law”. If you are “bad mouthing” your children’s coaches or officials you cannot expect him or her to play for or respect these people. Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God-given and disobedience to authority is disobedience to God.
5. Insist that your students address the coach and the officials with respect. They should call their coaches Coach or Mr., Miss, or Mrs. They should address the officials with “Yes, Sir” or “Yes, Ma’am” You should use these titles as well in the presence of your students or when referring to the coach or officials.
6. Never be involved in negative cheering. Booing the officials or opponents or getting into negative chants against the opposing crowd sets a bad example for your children and is counter to everything we say we believe.
7. Never speak negatively around the students or other parents about:
  - A. the school: A negative atmosphere can be contagious. Instead, create an atmosphere of gratitude.
  - B. the Church: Without Eagle’s Landing First Baptist Church there is no Eagle’s Landing Christian Academy. Such speech demonstrates ignorant arrogance and an ungrateful heart.
  - C. other students or parents: Speak to parents only about your and their students. Speak to other students only in an encouraging manner. The only time another student or parent’s name should be mentioned is in a genuine complimentary fashion.
8. Never criticize your children’s teammates. This does not teach your student team attitude and will allow them to make excuses for their own performance. Never offer excuses for your children if they are not playing. Encourage them to do their best and to keep striving for their worthwhile goals.
9. Always confront your coaches out of sight and earshot of students and other parents. Speak with the coach privately. Call to set an appointment. Pray about what you will say and what is motivating your discussion.
10. Smile, meet and greet. Often you may be the first impression someone has of ELCA and of our Lord and Savior. Ask yourself this question “Is my speech setting up an opportunity to share Jesus Christ or a need to apologize?”

Colossians 4:6 Let your speech always be gracious, seasoned with salt...

### **Our Relationships:**

1. Develop relationships and a good rapport with your students and their teammates. God has placed you in this situation for a purpose. Use this opportunity to minister and be an encouragement to others.

You never know who is hurting and needs your show of God's love in their life. If sports becomes all about you and your student, you need to not participate.

2. Develop relationships and a good rapport with other parents. You will need their prayers and support as much as they will need yours.

3. Develop relationships and a good rapport with parents from other schools. Never miss an opportunity to share Jesus Christ with others. Promote your school and your students. Needless to say, the relationship you develop is a reflection on our entire ministry.

4. Develop relationships with the coaches: Get to know the coaches. Pray for them. Communicate with them with an open heart and mind. Be open, honest with gentle words. Set appointments to meet with the coach rather than ambush them before or after a game.

John 15:12 This is my commandment, that you love one another as I have loved you.

### **Our Unity:**

1. Develop unity within our school family. God has called each one of us to this school. Each of us have different abilities and, therefore, different roles. Never be jealous or envious of someone else's role. Be busy fulfilling your role. Your example of being a unified school body is a valuable lesson for your students to learn.

2. Develop unity with our Church. ELCA is a ministry of Eagle's Landing First Baptist Church working together for a common purpose. Be supportive in action and in spirit. Without Eagle's Landing First Baptist Church there would be no Eagle's Landing Christian Academy.

3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met... to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for ELCA.

I Corinthians 12:12-13 For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit.

### **Our Motives:**

1. Be Motivated by the Love of God. Living for Him because He died for us.

2. Strive for victory as a tool to teach your students. Teach them that athletics is just a means to an end and not an end unto itself.

3. Teach your students to abide by the rules of the game in letter and in spirit. Tactics that promote unfair "gamesmanship" will not be tolerated.

4. Lead your students in athletics in light of your family mission, philosophy and goals. What you are teaching your student through athletics should match with what you are teaching them at home.

5. Use your child's experience as a chance to be involved in the life of your child. Your relationship with your child as an adult is a longer time of your life than when they are in your home. If you want a relationship with them as adults you need to begin building that relationship NOW. Athletics affords you that opportunity.

I Corinthians 10:31 ...do all to the Glory of God.

### **Our Behavior:**

1. Maintain class and character. You are setting the example for your students. Realize that your every action reflects upon you, your family, ELCA, ELFBC and ultimately our Lord. People will remember your actions long after they have forgotten your words.

2. Always insist that your children follow instructions. Coaches must depend on a player's ability to follow orders immediately and without question. Questions should be raised at the appropriate time, such as at practice or after a game, when there is time for explanation. This builds respect for authority and a bond of trust between your children and their coaches.

3. Always dress appropriately. Modest attire that does not attract attention to you and away from your child should be worn. Even in warm weather events a Christ-like appearance must be maintained.
4. Be an example and a guard. Set the standard high for behavior and appearance and do not be afraid to speak to those who are indifferent to our ultimate purpose.
5. Working with the officials ...not working the officials. Badgering an official to persuade a call our way comes with too high a price – our testimony and our ability to influence those others for Jesus Christ. There is never a time at any contest where a parent is afforded an opportunity to say anything to an official other than “Thank You”. Without these men and women and their willingness to officiate, no one is playing ball.
6. Remain in the stands. Never attempt to approach the field, court, bench area, press box, score table or the officials before, during or after a ballgame. Socially visiting with the coach briefly after a game is encouraged. Game officials are off-limits.
7. Be Modest in victory and gracious in defeat. Coaches, students, parents and spectators will need to be strong in this area. Shake hands with our visitors before and after a game.
8. Recognize the success of your opponent. Compliment the good play of students from the other school. Congratulate their coaches on a well-coached game.
9. Teach your children that they have a special purpose from God. It is their responsibility to accept God’s purpose for them. Do not compare or contrast them to others. This limits their ability to fulfill their own unique potential and purpose.
10. Have fun, touch lives and be yourself. You have the opportunity to be a positive influence, like no one else may be able to, in the lives your children and their peers. Enjoy this time in their lives and help them to enjoy it as well. Games, plays and officials will be forgotten, but your behavior and attitude will stay with your child forever.

I John 2:6 whoever says he abides in him ought to walk in the same way in which he walked.

## **ELCA ATHLETE CODE OF CONDUCT**

### **Our Speech:**

1. Questionable language or “slang” words will not be tolerated. The athlete will never engage in any profanity or questionable slang.
2. The athlete will address the coach and the officials with respect. The athlete will address the coach as “Coach” or “Mr., Miss or Mrs.” and will take concerns or complaints directly to the coach. Insubordination and divisive speech or behavior will not be tolerated. The athlete should address the officials with “Yes Sir” or “Yes Ma’am
3. Never criticize the officials or coaches. These people represent the authority figure, the “boss”, the parent, the teacher and the “Law”. Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God-given and disobedience to authority is disobedience to God.

### **Our Relationships:**

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports becomes all about you, you need to not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect you or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

### **Our Unity:**

1. Develop unity within your team. “It is amazing what can be accomplished when no one cares who gets the credit.” John Wooden

2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else's role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met... to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for ELCA.

#### **Our Motives:**

1. Be Motivated by the Love of God. Living for Him because He died for us.
2. Strive for victory in order to Glorify God. Athletics is just a means to an end and not an end unto itself.
3. Demonstrating Christ by following the rules of the game in letter and in spirit. Tactics that promote unfair "gamesmanship" will not be tolerated.
4. Committed to excellence. In all areas – faith, practice, academics and game preparation.

Play and Act like a CHAMPION!

#### **Our Behavior:**

1. The athlete will maintain a good reputation. The athlete's character will be in good standing with the administration, faculty, staff and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete will know all of the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers and all staff personnel. This includes the game plans, methods and philosophies.
5. The athlete will show respect for their teammates. The athlete will respect the seriousness of their commitment by attending all practices, meetings and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. The athlete will maintain a high standard of appearance. Both in and out of the arena adhering to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. Both in and out of the arena showing respect in speech and actions for game officials, opponents and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete will maintain self-control at all times. Un-sportsmanship like conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athlete will respect the seriousness of the eternal effects of their responsibilities as they represent themselves, their families, their school, their church and ultimately their Lord and Savior, Jesus Christ.

#### **PARENT/COACH COMMUNICATION**

Parenting and coaching are both difficult vocations. Understanding each other's role will enable parents and coaches to work together to provide a meaningful experience for the student-athlete at ELCA.

Communication that parents can expect from a coach:

1. Locations and times of practice and games
2. Expectations the coach has of the players and the team
3. Team requirements
4. Team rules and disciplinary actions for violations of team rules
5. Various ways that parents may help the team

Appropriate concerns for parents to discuss with the coach

1. Ways to help your child improve
2. Concerns about your child's behavior

### 3. Academic support, college opportunities

Recognizing that coaches are the ones who work with the team on a daily basis in practice and in competition, it is important to understand that the coach will make decisions that he or she believes to be best for the team and for all athletes who are involved.

A parent should never confront a coach before or after a game or practice. These are emotional times for a parent and coach and are not wise times to make an attempt toward the resolution of a problem.

#### **ATHLETIC DEPARTMENT INJURY POLICY**

According to Georgia Code 43-5-1, an Athletic Trainer (ATC) is a person with specific qualifications, as set forth in Code Sections 43-5-7 and 43-5-8 who, upon the advice and consent of a physician, carries out the practice of prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of athletic injuries; and, in carrying out these functions, the ATC is authorized to use physical modalities, such as heat, light, sound, cold, electricity, or mechanical devices related to prevention, recognition, evaluation, management, disposition, rehabilitation, and treatment.

The primary responsibilities of the ATC include injury prevention, recognition and evaluation of injuries, immediate care and treatment, rehabilitation, and administration duties. The ATC is present at school every day. He covers all home contests for middle and high schools, as well as all practices and some away games. He stays at school until the end of the last practice or contest of the day. Even though the majority of the injury evaluations and treatments take place after school hours, the ATC is available during school hours to evaluate injuries and perform rehabilitation programs. The following section provides the general guidelines put in place by the ELCA Athletic Department for handling athletic-related injuries.

When an athlete is injured on campus, the coach sends him to the ATC to have his injury evaluated. If the ATC is at the scene when the injury occurs, the evaluation of the athlete will take place there. When the evaluation is completed, an explanation will be given to the athlete regarding the immediate treatment as well as the next course of action to be taken; i.e. begin a rehabilitation program, follow up with a doctor, etc. The coach is then informed of the injury as well as the treatment plan. The ATC will also get in touch with the parent to explain what happened and what the next step needs to be either in person, by phone, or by email. Depending on the extent of the injury, the ATC will assist the parent in scheduling a doctor's appointment. After the doctor's visit, it is the responsibility of the parent and the athlete to bring a note from the doctor stating his diagnosis of the injury as well as the plan of care. In addition, when an athlete is injured during either practice or a game and the ATC is not present, the coach will inform him of the incident and the care that was provided so the injury can be documented, and a follow up with the parent, student, doctor, and coach is made to provide the best possible care and return the athlete to play as soon as possible. If your child goes to see a doctor, then he needs to bring a note to the ATC and the coach stating he is cleared to play. When a doctor removes an athlete from competition, he will not be allowed to return to competition until the ATC has a note in hand stating the doctor has cleared him.

The Georgia State Law listed above mandates that an Athletic Trainer works under the supervision of a Physician. Our team doctor is Dr. Daniel Orcutt, MD, an Orthopedic Surgeon from OrthoAtlanta. For the last 4 years, Dr. Orcutt has provided coverage for our Varsity Football games, evaluates our athletes in the office, and performs surgery when necessary. Dr. Orcutt will coordinate a time to see the athlete as soon as possible after the injury. He will also contact the ATC once he has seen an athlete from ELCA and informing him of the extent of the injury as well as the treatment protocol to follow. OrthoAtlanta is located at 915 Eagles Landing Pkwy. Stockbridge, GA, 30281 and the phone number is 770-506-4350.

#### **STUDENT/PARENT CONCUSSION AWARENESS**

**Dangers of concussions:**

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death. Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

**Common signs and symptoms of concussions:**

- \* Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- \* Nausea or vomiting
- \* Blurred vision, sensitivity to light and sounds
- \* Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- \* Unexplained changes in behavior and personality
- \* Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

**BY-LAW 2.68: GHSA CONCUSSION POLICY:** In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

- a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years – beginning with the 2016-2017 school year.
- d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

**BY-LAW 2.67 – “Practice Policy for Heat and Humidity”**

Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:

1. The scheduling of practices at various heat/humidity levels
2. The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels
3. The heat/humidity level that will result in practice being terminated

A scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) reading must be utilized at each practice to ensure that the written policy is being followed properly. The Wet-Bulb Globe Temperature utilizes the following formula:  $.07 (\text{humidity}) + 0.2 (\text{radiant heat}) + 0.1 (\text{ambient air temp}) = \text{WBGT}$ . Here at ELCA, we use the Mannix, Model: SAM 990DW Digital Sling Psychrometer/Thermohygrometer to determine the Heat Index. After reviewing information from the GHSA, NFSHSA, and the NATA, we have concluded that the following guidelines regarding athletic participation in heat and humidity will be implemented.

Based on the Wet-Bulb Globe Temperature Risk Chart:

WBGT Reading	Activity & Rest Break Guidelines
UNDER 82.0	Normal activities --Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 -86.9.	Use discretion for intense or prolonged exercise; watch at-risk players carefully; provide at least three separate rest breaks each hour of a minimum of four minutes duration each.
87.0 – 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0--92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.
OVER 92.	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

Guidelines for Hydration and Rest Breaks:

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved
2. For football, helmets should be removed during rest time
3. The site of the rest time should be a “cooling zone” and not in direct sunlight.
4. When the WBGT reading is over 86:
  - A. ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid the cooling process.
  - b. Cold immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

## Definitions

1. Practice: the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.
2. Walk Through: this period of time shall last no more than one hour, is not considered to be a part of the practice time regulation, and may not involve conditioning or weight-room activities. Players may not wear protective equipment.

## GENERAL RULES

1. No fund-raising or team-purchasing may be done without approval from the AD
2. There will be no team meetings, games, or practices on Sundays.
3. There will be no games, meets, or matches on Wednesdays.
4. All athletes are to take good care of the school's equipment.
5. Athletes should never be without a coach on or in any of the athletic facilities.
6. Athlete is required to turn in his/her uniform within two weeks of the last game.
7. Team awards are left to the discretion of the coach.
8. ALL LETTER JACKETS WILL BE ORDERED AT ARCHIE'S SPORTING GOODS IN STOCKBRIDGE.

## ATHLETIC FEES

There will not be a fee to participate in High School and Middle School athletics (grades 6-12). There will be athletic fees for youth athletics (fees below). Individuals may be charged for a player pack (equipment, apparel, camps, etc.) for any item they keep. This will vary from team to team. Individuals will not be charged for items that are returned each year to the coach.

### Youth Athletics

Cheerleading (K4-5th) - \$250

Football (3rd-6th) - \$300

Track & Field (4th-5th) - \$200

Cross Country (4th-5th) - \$200

Wrestling (4th-5th) - \$200

## ATHLETIC COMMUNICATIONS:

Parents, go to [www.chargersathletics.org](http://www.chargersathletics.org) and sign in for schedules, alerts, etc.

Athletics Website - [www.chargersathletics.org](http://www.chargersathletics.org)

Follow us on Facebook - [www.facebook.com/ELCAChargers](https://www.facebook.com/ELCAChargers)

Follow ELCA Athletics on Twitter - @ScottQueen7

Follow ELCA Football on Twitter - @JonathanGess

Follow ELCA Wrestling on Twitter - @ELCAWrestling

Follow ELCA Softball on Twitter - @ELCASoftbal

## Part VII: ELCA FINE ARTS

### THE MISSION OF ELCA'S FINE ARTS

Eagle's Landing Christian Academy's Fine Arts department provides students with unique opportunities to excel in all areas of the arts, while engaging in exciting, award-winning programs. We encourage students to explore and develop their God-given gifts, strive for a high level of performance, and fully support the mission of our school by honoring God with their talents and abilities. (James 1:17)

### OBJECTIVES

- Cultivate an aesthetic awareness and develop a Christian viewpoint of the arts
- Develop an appreciation for the arts throughout all grade levels

- Enhance self-discipline, critical thinking, and problem solving skills in each student to further their academic experience
- Offer a variety of experiences in visual and performing arts to provide students with high-level opportunities of performance and ministry
- Participate in GMEA, GHSA and ACSI fine arts activities individually and in large performance groups

### **FINE ARTS FEES**

There will not be a participation fee for high school and middle school fine arts courses (grades 6-12).

**ART:** Students electing to participate in GHSA and ACSI events or other activities outside of the classroom could incur an individual charge.

**BAND:** A fee will be charged for summer Marching Band Camp. Students electing to participate in GMEA individual events and adjudications could incur an individual charge.

**CHORUS:** Students are required to purchase performance attire as outlined in the class syllabus. Students electing to participate in individual GMEA events and adjudications could incur an individual charge.

**DRAMA:** Middle and high school drama students will incur a performance package charge (costuming, discounted ticket packages, cast t-shirts, etc.) of up to \$125 for participation in middle and high school theatrical productions. Drama students attending conferences are responsible for their individual expenses including registration and hotel costs.

**GUITAR-**Classroom guitars are provided for all Guitar classes. Intermediate Guitar students are required to have a guitar for practice at home. Smart Music is also implemented at this level of play and is provided free of charge. However, appointment times must be scheduled with the instructor before or after school. Intermediate Guitar students are strongly encouraged to purchase an individual student subscription of Smart Music for approximately \$40 to complete their lessons at home.

**ELEMENTARY:** At the elementary level, a fee will be charged for involvement in the Young Charger Chorale.

**PRIVATE LESSONS:** Private lessons are offered in piano and guitar. Parents should connect with individual lesson teachers regarding tuition rates and scheduling.

### **FINE ARTS PATRONS PARENT ORGANIZATION**

The Fine Arts Patrons collectively supports the students, faculty, and staff involved with all areas of fine arts, to ensure the greatest advantages in fine arts education are available for our children.

- Create a pool of resources that can be called upon to benefit and support the advancement of ELCA Fine Arts.
- Raise additional funds to supplement and support ELCA Fine Arts.
- Encourage parental and student involvement in ELCA Fine Art performances, presentations, programs, and competitions.
- Parental involvement is critical to the success of ELCA Fine Arts. There is no additional fee to join.