



*Elizabethtown  
Christian  
Academy*

*2010-2011*

*Student Handbook*

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Dear Parents,

Welcome to Elizabethtown Christian Academy. Our Academy is a cooperating member of the Association of Christian Schools International. We feel honored that you have chosen our school to be your partner in the education of your children. We are committed to academic excellence in a Christian environment.

ECA offers parents the alternative to place students in a Christ-centered environment where all subjects will be taught from a God-centered view. In this school students can pray, emphasize the Ten Commandments, and have Chapel services where they can worship the Lord Jesus. The goal will be to "Train up a child in the way he should go, so that when he is old, he will not depart from it."

*Proverbs 22:6*

## **Elizabethtown Christian Academy School Board**

Marc Sanborn - Chairperson  
Carla Chambliss  
Terri Davis  
Marcy DuPlessis  
Denise Emberton  
Doug Grinnell  
Scott Kisselbaugh  
Brandon Raney  
Dr. Greg Smith

*“Train up a child in the way he should go,  
And when he is old, he will not depart from it”  
Proverbs 22:6*

*“The fear of the Lord is the beginning of knowledge...”  
Proverbs 1:7*

## **Mission Statement**

The mission of Elizabethtown Christian Academy is to provide a Christ-centered environment where students are challenged to achieve academic and spiritual excellence. The Academy is committed to integrating Biblical values and academics into the lives of its students.

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative inerrant Word of God. (II Timothy 3:15, II Peter 1:12).
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:18; John 10:30).
3. We believe in the deity of Christ (John 10:33);  
His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35);  
His sinless life (Hebrews 4:15; Hebrews 7:26);  
His miracles (John 2:11);  
His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)  
His resurrection (John 11:25; I Corinthians 15:4);  
His Ascension to the right hand of the Father (Mark 16:19; and  
His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved in the resurrection of life, they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20, Ephesians 4:30; Ephesians 5:18).

## **Philosophy of Elizabethtown Christian Academy**

The philosophy of Elizabethtown Christian Academy is based on a God-centered view that all truth is God's truth and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and proper understanding and acceptance of a person's role in life at home, at work, at play and at worship—all grounded in the Christian concept of love. The philosophy channels our energies to promote high academic standards while helping the best students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his or her choosing, whether in college, university or in vocational training areas.

While parents are ultimately responsible for their child's education, ECA functions as an agent for parents through the cooperation of its teachers. To improve the process of Christian education, both teachers and parents must seek to cooperate with each other in every phase of development.

ECA will provide a solid foundation and basic fundamentals of learning for the average and above-average child along with Christian training. There is a distinct emphasis on patriotism, leadership, and character building. ECA teachers are of the highest caliber and are educationally prepared to give each student a thorough scholastic background. Our teachers are selected not only for their instructional skills and academic preparedness, but also for their love and understanding of children.

ECA is an independent Christian school that is not associated with one particular church or denomination. The school desires to minister to the entire Christian community. The school board and teachers are from different churches and denominations.

## **Enrollment at ECA**

The Elizabethtown Christian Academy, Inc., its agencies, subsidiaries, and institutions shall offer all programs and services without regard to race, color, national or ethnic origin, gender or age, and shall not discriminate on any of these bases in the administration of educational policies or admissions.

The following guidelines are to be followed in applying for admission:

1. Parents or guardians of the students must indicate that they are in agreement with the school's statement of faith and philosophy.
2. A parent or guardian is expected to be a practicing member of the Christian church and the school may ask the local pastor to verify. Exceptions to this must be made by the School Board.
3. Students must be in good standing with the school previously attended as verified by their records. Parents must agree to release all records including evaluations for any type of special education needs. Students who have special education needs that include, or suggested to include, I.E.P. or 504 plans, as part of the daily curriculum cannot be considered for enrollment at ECA. While recognizing all students have learning capabilities, ECA is not currently staffed, nor able to provide sufficient resources, to assure a proper educational setting can be maintained for special needs students.
4. The Principal and the School Board will select students on the basis of achievement tests, ability tests, prior grades and/or entrance exams.
5. A Kindergarten student must be 5 years of age on or before October 1, of that school year to be eligible to enroll.
6. Additional consideration will be given to siblings of students who are currently enrolled.

## **Enrollment procedures**

1. Registration forms are to be filled out completely by a parent or guardian and turned into the school office with the registration fee of \$100 before April 30th. Fee is \$250.00 if paid after May 1st. This is not a part of the tuition and is non-refundable.
2. A student/parent interview with the Principal must occur.
3. All students are on a nine-week social and academic probation.
4. The student must be willing to take an entrance exam.
5. Applicants must provide the following before admittance can be approved.
  - a) Registration form
  - b) Copy of original birth certificate
  - c) Most recent report card
  - d) Documentation of physical exam and
  - e) Original immunization certificate vision exam (Kindergarten)
6. Students going into the 6th grade are required to have an up-to-date and properly completed "Commonwealth of Kentucky Certificate of Immunization" that includes the vaccine name, administration date, signature of physician, health department or designee of the physician or health department. They also need a 6th grade preventative health care examination (physical).

This information needs to be turned into our office by the 1st day of school.

## **Re-Registration**

All students must re-register each year to retain their position.

ECA will provide each student a registration form in January. The new registration form and registration fee of \$100 (per family) must be submitted to guarantee your child a position. If you choose to withdraw your child, this fee is non-refundable.

## **Academic Probation**

Any student who receives one D or F on the final Report Card must receive summer tutoring in order to pass to the next grade. Parents must provide the school with the name or names of the individuals providing tutoring. An assessment of the summer tutoring must be provided to the school. Any student receiving two or more D's or F's on the Report Card is in jeopardy of not being promoted to the next grade. Conferences with Parent, Teacher and Principal are required.

A student shall be placed on a 9 week academic probation due to two or more D's or F's on the Report Card. A letter will be sent from the Principal informing parents of the academic probation period. During the probation period, the student may receive tutoring sessions. The grades must improve to a C or better by the next report card. After the conference with the Parent, Teacher and Principal, the Principal will determine the appropriate grade placement or dismissal of the student.

Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if all the following conditions are fulfilled:

- A: The student has attended another school for one full semester (18 weeks).
- B: The student has completed a full academic load for the semester.
- C: The student received no grade lower than a "C" in any subject.

## **Social Probation**

Upon enrollment, the student is placed on a nine-week social probation. The student must abide by the rules of ECA, be respectful to both adults and students, be attentive in class, and strive to be on best behavior at all times. If disciplinary action needs to be taken during this period, the following steps will be taken:

- A: The parents/guardians will be notified by the teacher or or school principal/staff.
- B: Discipline action may be administered by the principal.
- C: If misbehavior is not corrected by 9 weeks, the student will be dismissed from ECA.

Anytime during the school year, a student may be placed on social probation following a series of misbehaviors. If you child is placed on probation, you will be notified by mail. If behavior continues to be unacceptable, the student will be dismissed from ECA.

## **Behavior Guidelines for Students**

Elizabethtown Christian Academy seeks to instill in its students Christian principles and expects and requires honorable conduct at all times. It is the desire of ECA that students develop self-control and discipline in order that they may effectively serve God.

ECA staff will encourage students to develop virtues as taught in the scriptures such as: Kindness, truthfulness, respect for other people and property of others, punctuality in attendance and work, diligence in effort and attention.

The staff will discipline students who choose to disobey the above virtues in these ways:

- Removed from the class
- Lose privilege of special activities
- Placed on a contract that the problem will not occur again
- Placed on probation by the Principal
- Suspended from school
- Expelled from the school by the School Board
- Make financial restitutions for damages
- Other appropriate punishments as identified by the Teacher or Principal

**Teachers may notify parents after a child has been corrected for a misbehavior and fails the change the inappropriate behavior. Notification may be by E-Mail, written note or phone. Items listed may cause a notification to parents. The list is not meant to be all-inclusive.**

- \* Unauthorized gum or candy in school
- \* Notes (passing, writing, reading)
- \* Inappropriate Language
- \* Dress Code
- \* Class disruption  
(2nd offense & following)
- \* Homework Offense
- \* Not following directions
- \* Disrespect (1st offense)

**Some student offenses will require a parent conference with the teacher or appropriate school personnel. Items listed are not all-inclusive.**

- Stealing
- \* Lying
- \* Poor Sportsmanship
- \* Disrespect
- \* Cheating
- \* Cell phone (heard or seen) (after 3 discipline slips — not allowed in school)

**Suspensions may result from:**

- \* Fighting
- \* Illegal drugs or weapons
- \* Physical injury to another person or destruction of property
- \* Immorality
- \* Bullying other students

These actions may place the student on probation. The Principal may decide whether or not suspension is in-school or out-of-school.

## **Tuition Policy**

Tuition is charged on an annual basis. The cost of tuition for 2010-2011 is \$3450 for the first child, \$3100 for the second child, \$2450 for the third child, and \$1700 for each additional child.

1. The total amount of tuition can be paid on a one-time basis prior to the first day of school and a discount of \$100 will be allowed.
2. A) Ten equal payments spread out August through May (\$345/month for first child, \$310/month for second child, \$245/month for third child, \$170/month for each additional child.  
B) Twelve equal payments spread out June through May (\$287.50/month for first child, \$258.33/month for second child, \$204.16/month for third child, \$141.66/month for each additional child.
3. Tuition payments are non-refundable and non-transferable.
4. Payments not made by the 10th of the month on which they are due will be subject to a \$20 late charge on the balance due.
5. Students whose tuition is two or more months behind are subject to dismissal from school.
6. Report cards, cumulative records or other school documents cannot be released until the student's account is settled.
7. All tuition accounts must be paid in full before a student can re-enter ECA.

## **Chapel**

Chapel services will be held on Fridays at 8:15 a.m. to give the students the opportunity to worship, sing, and fellowship together. These are unifying times for the school. In addition, assemblies are called for special occasions and programs. Parents and grandparents are welcome to attend chapel services and special programs.

## **Curriculum**

The students will be taught most subjects using the ABeka and Bob Jones curriculum. These are two respected Christian School curriculums. Teachers will supplement this curriculum with additional material as needed.

## **Daily Schedule**

The school day will begin at 7:50 a.m. and end at 2:46 p.m. Supervision will be provided for students in the morning at 7:30 a.m. In the afternoon, students are to be picked up between 2:46 and 3:05 p.m., if not attending ECA Kids Zone.

## **Standardized Testing**

All students will be given a standard achievement test in the spring of the year. The name of the test and the date of the testing will be determined by the school board and the principal of the school.

## **Textbooks and Supplies**

The school will provide textbooks and supplies. Textbooks will be evaluated and adopted as the need arises. Supply fees are as follows: 3 and 4 year old preschool—\$100, Kindergarten through 8th grades—\$110.

## **Homework**

Students at ECA will be expected to receive homework assignments on a regular basis for these reasons:

1. To increase self-reliance and self-discipline.
2. To reinforce and extend classroom learning.
3. To provide practice in skills and problem solving.
4. To provide opportunities for special projects such as book reports and compositions.
  - \* Assignments are to be complete, on time and include accurate spelling.
  - \* Homework should be an individual task and not one of sharing unless specified by the teacher.
  - \* Homework assignments will increase and expectations will be higher as the student progresses in school.
  - \* The students need to be writing their assignments in their assignment books and the parents need to make sure they check the assignments to make certain their child is completing the assignments. If the assignments are turned in late, there will be a grade reduction for that assignment.

## **Grading and Reporting**

Report cards will be sent home every nine (9) weeks and Progress reports will be given at the midpoint of each grading period. The following grading scale will be used for reporting grades:

A = 94-100%	Excellent work
B = 85- 93%	Good work
C = 77- 84%	Meets grade requirements
D = 70- 76%	Below grade requirements
F = 0- 69%	Failing

A parent who has concerns or suggestions regarding the progress of a son/daughter should schedule a conference with the student's teacher at a mutually convenient time. A parent may call the office to schedule an appointment with the child's teacher.

## **Retention**

Satisfactory progress and developmental readiness will determine promotion of students to the next grade. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. After parent, teacher and principal conference, the principal will determine whether a student is passed or retained.

## **Complaint or Problem Procedure**

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parents, parent and school, or any of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

1. All questions, problems, or complaints should be brought directly to the teacher before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.
3. If the problem is still not solved at this level, and the parent wishes to bring the grievance before the Board, the parent must submit a Grievance Form to the Principal (forms are available in the office). The Principal will then take the Grievance Form before the Board. This grievance form must be filled out and returned to the Principal, at least one week before the scheduled monthly Board meeting. The school board is the final level of appeal.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in Heaven, and whatever you loose on earth will be loosed in Heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you; by my Father in Heaven. For where two or three come together in my name, there I am with them”.

Matthew 18:15-20

## Kid Zone

ECA offers both before and after school care for your elementary and/or junior high school aged child through a program we call, *Kid Zone*.

In the *Kid Zone* before school program, your child will be given a healthy breakfast snack, time to prepare classroom work, an opportunity to help preschool teachers and classrooms if they would like, and a chance to wake up and get ready for their day at school. The fee for the *Kid Zone* before school program is \$15 per week. Whether your child uses our before school care one day or five days each week, you will need to pay the full weekly rate of \$15. If your child will only need before school care every once in awhile, you will be billed a daily rate of \$5 per day. The before school program begins at 6:00 a.m.

In the *Kid Zone* after school program, your child will be given a healthy snack, adequate time to complete homework and opportunities for physical activity, art projects, games, relaxation with a good book or a favorite G rated movie, and just plain, old fashioned play time! The fee for the *Kid Zone* after school program is \$40 per week. Whether your child uses our after school care one day or five days each week, you will need to pay the full weekly rate of \$40. If your child will only need after school care every once in awhile, you will be billed a daily rate of \$10 per day. The *Kid Zone* after school program starts immediately after the ECA school day ends (2:46 p.m.). Your child must be picked up no later than 6:00 p.m. If you pick up your child later than 6:00 p.m., a late fee of \$5 for every 15 minutes you are late will be added to your next bill.

If your child needs both before and after school care, we will give you a special weekly rate for both programs of \$50, a savings to you of \$5 per week. However, please remember that the same attendance rule applies. Whether your child attends one day or five days each week, you will need to pay the full weekly rate of \$50. If your child will only need before and after school care every once in a while, you will be billed a daily rate of \$15 per day for using both programs.

An application for each child must be received prior to being considered for enrollment in *Kid Zone*. Upon approval of enrollment, the parent agrees to pay the sum of the first week's fee, and thereafter, to pay each week's fee. Parents must stay in good financial standing by paying on time. Your child's enrollment in the *Kid Zone* will be forfeited if payment is delinquent more than two weeks. At that time, the parent will need to either pick up the child at the end of the school day (2:46 p.m.) or arrange for other after school care.

Only those listed on the permission pick up sheet will be allowed to pick up your child. If there are any changes to the pick up list, parents need to notify Lori Corle, at 737-5273, as soon as possible. *Kid Zone* staff will ask to see photo identification of anyone they do not recognize, so you need to make sure anyone you send to pick up your child comes with a photo ID.

## **Attendance Guidelines for Students**

The success of a student in school depends greatly on regular attendance and punctuality; therefore the students at ECA are expected to be in class everyday unless sick or a personal or family emergency prevents them from being there. Kentucky law (KRS 159.010 and 702 KAR 7:125) dictates when students are to be enrolled in school and attendance issues. Kentucky law (KRS 159.150) becomes specific when addressing attendance and truancy and states that any child who has been absent from school without valid excuse for three (3) days or tardy on three (3) or more days is a truant. A student is considered a "habitual truant" upon accumulating six (6) unexcused absences. This may result in court proceedings against the parent and/or student, depending on the students' age.

## **Absence Policy**

Any student who missed more than twelve (12) days in a school year is at risk for not passing on to the next grade regardless of whether or not the absences are excused. Any student who is absent for any period of time must bring a note to the teacher signed by his/her parent/guardian or a doctor's excuse explaining the reason for the absence. A parent note will be accepted to excuse no more than six (6) absences (one day per note). Any absences subsequent to the sixth (6th) parent note will require a doctor's written verification to be considered excused. Since the state defines truancy and habitual truancy, it will be the policy of ECA for the principal to contact the parent/guardian following a student's third unexcused absence or tardy to discuss what can be done to improve attendance. If attendance does not improve following the sixth (6th) unexcused absence or tardy, the principal will once again contact the parent and determine if court proceedings need to be initiated.

## **Tardiness Policy**

It is the responsibility of the student and his/her family to arrive at school and be in class on time. Tardiness interrupts the class and is a deterrent to the educational process. If a student misses less than two (2) hours of school, he/she is considered tardy. If a student arrives at school late (after 7:50) the parent/guardian must sign the student in at the office. No student shall go to his/her class without first reporting to the office and obtaining a tardy slip for the teacher.

An absence of more than two (2) hours and less than four (4) hours is considered a half day absence.

A student may be signed out of the office early by his/her parent/guardian. If more than two (2) hours early and less than four (4), it is considered a half day absence. If less than two (2) hours, it is considered a tardy.

## **Excused Absence and/or Tardiness**

An excused absence or tardiness is one for which work is to be made up. A maximum of six (6) absences will be excused upon receipt of a signed note by the student's parent/guardian (one day per note). Any absences that occur after six (6) parent notes will require a doctor's written verification. Excused absences include the following:

1. Death in the students immediate family.
2. Illness of the pupil—A doctor's written verification of an office visit/examination for the illness/injury *may* be required in order for the absence to be excused as outlined above.
3. Court appearance.
4. Doctor or dentist appointment.
5. Other reasons as approved by the principal *in advance of the absence*.

School work for excused absences may be made up in a timely manner. This will be flexible depending on the number of consecutive days missed.

## **Unexcused Absence and/or Tardiness**

An unexcused absence or tardiness is anything other than what is covered in the section immediately above this one. An unexcused absence is cause for a Demerit Slip to be issued to the student.

## **Perfect Attendance**

Students are recognized as having perfect attendance when they have no absences from school and no more than three (3) unexcused tardies. Perfect attendance designation will not be considered for students with excused absences, unexcused absences, nor unexcused tardies.

## Field Trips

Field trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject that the class has been studying. Drivers/chaperones are needed to transport the students to and from the trips. We appreciate the parents helping with this matter.

### CHAPERONES

Teacher will assign two to three students to a chaperone. The students are to stay with that person the entire trip. They are not to be sent home with another parent unless approved by the teacher. Chaperones must be willing to follow the directions of the teacher and assist her with the students. The children and adults are to do all activities on the trip. The chaperones will have their students' permission slips with them at all times and will give the slips to the classroom teacher after arriving back at ECA for attendance. All chaperones must have a background check and ECA must have copy of this on file.

### DRIVERS

Drivers are to drive within the speed limit and stay together as much as possible. All drivers will go and return from the activity unless prior arrangements have been made. They are not to make any stop going to or from the event unless approved by the classroom teacher prior to the trip. They will be given a map, but this is in case you get lost or separated from the others. **Each driver must have permission slips for each child in his/her care. Students are not to sit in the front seat and must be seat belted at all times. Drivers are not to leave the location without having accounted for all students for whom you have responsibility. After each field trip, the chaperones are to bring the students to the classroom for attendance.** If the child is not there for attendance, he/she will be counted absent. This is done to make sure all students arrive back at ECA safely. When students arrive back at ECA, drivers are to remain with them until the classroom teacher arrives.

### PERMISSION SLIPS

Permission slips with money for adult and students must be turned in by the **deadline date**. Most trips must be reserved and paid for in advance. **If the money and slip are not in by the deadline date, the student will stay at school with another class.** If your child is going on a trip and going to eat out, (even if the parent is going), the money must be turned in with the permission slip.

### Parents

Parents will be asked to sign up for times they are available to drive for field trips. Teachers will contact the needed number of drivers. No siblings will be going on trips unless stated on permission slip, with prior approval from teacher. Parents of each child will provide a care seat, if needed, as required by Kentucky law.

## Dress Code for Students

Students, as well as parents, should assume responsibility for acceptable appearance. There appears to be a definite relationship between good dress habits, good work habits and proper school behavior. Good grooming is a matter of personal pride in your appearance. How you look not only affects what others think of you as an individual, but more importantly, what you think of yourself. The required clothing may be purchased wherever you choose. All students must be clean and properly groomed and must wear clean, neat, well fitted uniforms.

### **Boys and Girls:**

**\*School colors** are: Navy, khaki, maroon, forest green, white, and light Blue. (Pink and yellow ECA shirts may be worn only if purchased from the office).

- No jewelry or accessories may be worn that disrupts the instruction in the classroom.
- No “play” or “real” tattoos may be worn in school.
- No caps, hats, scarves or big headbands are to be worn while in school.
- Uniform pants must be pleated or plain front.
- Uniform pants must NOT be baggies or “low riders”.
- Shirts must be tucked in at all times. (Except during PE)
- Belts must be black, brown, navy or khaki and must be visible.
- Shirts, sweaters, and sweatshirts must be solid color. (No stripes or logos except ECA)
- No jackets/coats are to be worn in the classroom. Sweaters or sweatshirts in solid school colors for layering are acceptable. (No logos except ECA)
- Polo shirts must be navy, maroon, forest green, white, or light blue. These may be ECA logo or plain. Yellow shirts must be purchased from ECA for all field trips. Pink shirts must also be purchased from ECA.
- The only shirts allowed at ECA are polo shirts, turtlenecks, blouses with “Peter Pan” collars void of lace or eyelet, or Oxford cloth shirts with button down collars.
- Shirts may be short or long sleeve.
- Uniform shorts, skorts, skirts, jumpers and dresses must be navy or khaki and no higher than 3 inches above the knee.
- Socks or tights must be plain, solid school colors.

## **Dress code for Students (Continued)**

- Shoes must be soft-soled and enclosed. No sandals, flip flops, boots, crocs or wheelies are to be worn. Tennis shoes are preferable. Shoes must not have lights, pictures, flowers, animals, gadgets or extreme styles (such as hero shoes or platform shoes)
- No “trapper keepers” or zippered binders should be at school.
- Backpacks are to be plain and not have characters on them. The student’s name must be on the outside.
- Lunch boxes must not have characters on them. The student’s name must be on the outside.
- Students are to wear school uniforms at all school functions unless specified.

### **Girls:**

- Capri uniform pants may be worn.
- There should be no visible body piercing except ears. (One earring per ear)
- Navy or khaki jumpers, skorts, shorts, skirts, capris, and slacks must be uniform style.
- Skirts, skorts, jumpers and dresses should be no higher than 3 inches above the knee.
- Hair accessories must be school colors.
- There should be no unusual dyed or styled hair.
- Conservative make-up is allowed in middle school only.

### **Boys:**

- There should be no visible body piercing.
- Hair must be cut above the collar line.
- There should be no unusual dyed hair.

## **Casual days:**

Occasionally the students will be given a “casual day”. The students are not to wear shorts or skirts shorter than 3 inches above the knee. No “spaghetti” strap are to be worn, no holes in jeans, no midriffs showing, etc. Shoes must be in line with the dress code.

## **Cell Phones:**

Students are not allowed to use cell phones during school hours. The phone shall be turned off during school hours. If the phone is heard or seen during school hours, the phone will be kept in the ECA office until the end of the day. A discipline slip will be given for this offense. If this occurs over two times, the student will not be allowed to bring a phone to school. The phone must be turned off at 7:45 a.m. and not turned back on until 2:50 p.m.

## **Lunch Program**

Each student should bring his/her lunch with a drink. Soft drinks are not allowed. It is recommended to pack lunches in an insulated bag with a cold pack or thermos for preheated food items.

## **Transportation**

Elizabethtown Christian Academy does not provide transportation to or from school. Families are responsible for transporting their own children. Parents are encouraged to set up car pools to assist in transporting students. The school will assist parents in locating other parents who live in the same or nearby neighborhoods.

## **Toys**

Electronic games, radios, CD's, tape players, toys, etc. are not to be brought to school unless assigned by a teacher for a specific day or class. They will be collected and kept in the school office until the parent claims the item.

## **Parent-Teacher Fellowship**

ECA has a Parent-Teacher Fellowship made up of parents, teachers, and friends of the school. The purpose of the organization is to support the school, promote Christian education and encourage fellowship among parents, teachers, staff, students and friends of the school. The organization will elect officers and will determine goals and activities for ECA.

## **How Can I Help?**

Parents, friends and those who are interested can help ECA in these ways:

1. Share a financial tax-deductible gift.
2. Donate surplus school supplies or equipment such as paper, art supplies or computers.
3. Serve as a volunteer assistant for classroom projects or in the library.
4. Chaperone field trips.
5. Serve as a resource person when possible and feasible. An example of this could include sharing unusual occupations or special interests with a class or a speaker for an assembly or Chapel program.
6. Serve on the school board or on one of the school committees. (Check with the office for application or list of ongoing committees)
7. Assist students taking reading tests in the library.
8. To volunteer to help, call the school at (270) 234-8174. All volunteers must have a background check in order to volunteer or chaperone.

## **Severe Weather**

In case of severe weather (snow, ice, etc), the official announcement of school closings will be announced over local radio and TV stations. Listen to those stations and please do not call the school.

## **Medication Policy**

1. We need to have a medication permission form turned in on the **first day of school** to your child's teacher in order to provide proper medical care from the very beginning of the school year. If you do not want your child to receive any OTC medications while at school, please fill in the student's name anyway on the form, check the appropriate line, sign it, and return it to your child's teacher.
2. If a student is asthmatic, an inhaler must be kept at school in the office, except in certain situations where the student needs to keep it in closer proximity such as a back pack for immediate use.
3. Any student having a temperature of 100.4 degrees or higher at school will be sent home for the day. Also, students should not return to school until their temperature is below 100.4 degrees for 24 hours. The only exceptions are fevers due to ear infections, sinus infections or urinary tract infections since these infections are not contagious.
4. When a parent or guardian is called to pick up an ill student, the student should be picked up within one hour of the time of notification. Students must be signed out in the school office.
5. No medications of any kind are to be sent to school in envelopes or baggies. All medications must be in the original container that it was purchased in. All medications must be brought to the office with permission form and administered by the ECA staff... no student will be allowed to take medications on their own. Medications may not be left in backpacks.
6. If your child frequents the office for headaches, stomachache, or any other complaint on a regular basis, we will notify you. This is often an indication of other underlying issues.
7. We will provide acetaminophen (Tylenol) and Ibuprofen (Motrin) for your child when the new permission form is signed by a parent or guardian and returned to the office. We will not provide cold/allergy medicines due to the increased risk of side effects.

## **Library Policy**

Students will receive library skills each week. The Scholastic testing program is mainly functional through the assistance of library volunteers. If you are willing and time enables you to aid in the efficiency of the library, please contact the office to sign up. Once you have signed up, only qualified office personnel will be able to change or delete your time requested.

The following guidelines will be enforced by ECA Staff, in order to productively maintain the library and to provide unbiased availability to all enrolled.

### **Checkout Procedures**

1. Only two books are to be checked out at any given time, regardless of special projects assigned by a teacher.
2. There is a one week checkout period for each book. Overdue notices will be sent home if the book is not renewed.
3. After two overdue notices are sent, students will be held responsible for the return or replacement of the book. A \$1.00 fee will be added to the total price of the book for cataloging purposes.
4. Students will not be permitted to check out their own books without permission from the staff.

### **Scholastic Reading Club**

1. Only staff members and active library volunteers will be permitted to perform the functions of student testing.
2. For time purposes, testing may be limited throughout the day.
3. Tickets and prizes will be issued and maintained by library staff only.

ECA Scholastic Reading Club (SRC) will begin in August. After a book is read, a test is taken on the computer. If the student makes at least 70% on the test, points are given. Points may be redeemed for prizes that are available in the library. The books to be read for this program are available in the ECA library. The Scholastic Reading Club continues until early May.

In addition to the prizes that are available for tests taken for the Scholastic Reading Club, other awards may also be earned. Information regarding yearly goals will be distributed at a later date from the librarian.

## **Fund Raising**

The school will conduct fundraising activities from time to time in order that students can be provided additional material and equipment to enhance their learning. The school board, prior to the start of the event, must approve all fundraising activities. Please try to help us as much as possible on this.

### **Help Support Your Child's School**

There are many programs and events during the school year. Listed below are a few ways in which you can support your school:

#### **Spirit Nights:**

Each month listed on the calendar that will be in your child's folder, you will find dates of different restaurants that allow us to benefit from eating there. These dates are also listed in the newsletter each month and your child will be given a reminder the day of the event. Mr. Gatti's gives us 20% on designated nights. Please help support our school by attending Spirit Night.

#### **Kroger Cards:**

Purchase your Kroger gift card from ECA for \$5 face value. "Recharge" the card at the cashier station or the service station and purchase groceries or gas with it. As you continue to use and recharge your gift card, ECA's building fund will get 5% of the value of all recharges. These cards can be purchased in the ECA office.

#### **Campbell Soup Labels:**

Help our school get free items for P.E., classrooms, etc. by saving labels from Campbell Brands.

#### **Box Tops:**

Just clip the Box Top logos from participating General Mills products and send them to school with your child. Our school gets 10 cents for each Box Top collected. The more we collect, the more cash we earn.

Other organizations may be added during the school year.

## **Extra Curricular**

Extracurricular activity: Referring, designation or pertaining to those phases of school not taught in the classroom, though functioning under the guidance of the faculty. Examples are sports, clubs, field trips, etc.

### **Mission:**

ECA will seek to enhance the physical and mental development of our children from grades Kindergarten through 8th grade. The youth will be able to participate in the development of knowledge, fundamentals and skills in the athletic program. The students will develop a spirit of friendly competition and sportsmanship among the participants.

### **Registration:**

Students must register as a participant with a written parental/guardian consent form. Proof of age will be required at registration.

### **Extracurricular Activities:**

Students must be at school during school hours to participate in any extracurricular activity. This includes practices and games.

Any student who participate in extracurricular activities must maintain a "C" in all subjects. Grades will be checked at the end of each 9 weeks grading period. Any students found to be ineligible shall not participate, other than practice, in any extracurricular activity for a period of two (2) calendar weeks. The day the report cards are distributed shall be counted as the first day of the student's two week ineligibility. If at the end of the two (2) week period, the ineligible student has a "C" or above in all subjects, the student can participate. If the student has not obtained a "C" in all subjects, he/she will remain ineligible on a weekly basis until a "C" has been earned in all subjects.

If a student fails to earn a credit in any subject for the year, he/she will be ineligible to participate in any fall extracurricular activities for two (2) calendar weeks beginning with the day of the first (1st) scheduled sanctioned game or activity of the following fall season. The date shall be counted as the first (1st) day of a student's two (2) weeks of ineligibility.

While the student is ineligible, he/she will not be allowed to travel or be in uniform for any extracurricular activity. Students may regain eligibility by attending summer tutoring and successfully earning one (1) credit in the subject area failed. If the subject failed is not offered during summer school, subjects taken must be approved by the local school principal or his/her designee.

In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship. Any student who has behavioral violations during a school year, may be suspended from participation in any extracurricular activity for the remainder of the school year.

## **Athletic Committee**

The ECA Athletic Committee, working with the Athletic Director, establishes the athletic programs and activities of the ECA Eagles. This group believes that God is sovereign over all, including sports. Athletics provide opportunities to learn Christ-like character and to reflect His glory in competition. This group is committed to assisting and promoting ECA athletics with time, talents, and treasures.

### **Sportsmanship:**

1. Good sportsmanship by coaches, players, and fans is of the utmost importance. Any coach, player, or fan ejected from a game is subject to come before the board before the team's next scheduled game. Any physical contact from anyone is cause for automatic ejection from the league for the remainder of the season.
2. Coaches are responsible for the conduct of their team members and fans during the game.
3. At the end of the game, coaches and teams shall line up facing each other to shake hands and congratulate one another for a game well played. This is a league requirement for all coaches and players.
4. A player or coach ejected or asked to leave the game for any reason shall be suspended for a minimum of one (1) additional game. Further disciplinary action may be taken by the School Board or Athletic Director.

### **Parties and Holidays**

Seasonal parties will be planned by teachers. If parents want to send a special snack for a child's birthday, make plans with the teacher. Invitations to parties held outside school will not be distributed at school.

### **Visitors at School**

1. A parent wishing to observe the school with the possibility of enrolling a student must be approved to visit the area in which the student might enroll.
2. All business that a visitor needs to conduct with the school should be scheduled by the principal or principal's designee.
3. If a student wishes to bring a friend to school, permission must be secured from his/her teacher and the principal before bringing the friend.
4. When dropping off or picking up your child, please do not use this time to discuss your child's progress. The teacher needs to keep his/her mind and eyes on the classroom or the carpool. We would be happy to schedule a conference time.

## **CARPOOL PICK UP AND DROP OFF**

### **Dropping Off Students**

An adult will be at the ECA covered entrance to greet students from 7:30-7:50 a.m. **Do not let your child out of the car unless an adult is there.**

ECA parents are to stay in the carpool line during the drop-off time, they are not to drive up near the church building and let the students out of the car, or let the student out to walk across the parking or to enter the building alone. If arrival is after 7:50 a.m., parents must bring the student to the office to sign in and receive a tardy slip before going into the classroom. **Students must have a tardy slip before going to class.**

Drop your child off in the morning carpool line instead of coming to the classroom. This is for security reasons. This makes the halls crowded and difficult for the teachers to monitor the students. The students need to be responsible for their book bags, coats, etc.

### **Picking Up Students at School**

Enter from Meadow Lane and form a carpool line to ECA's covered entrance. Make sure your number card is hanging on the rearview mirror so that we can recognize the cars. An adult will bring the students to meet the cars at 2:46 p.m. For security reasons, do not come into the building to pick up your child. It is very difficult to monitor the children when parents are in the halls taking their children. The pick-up will run a lot quicker with everyone in the lines with their number cards and the teachers bringing the students out to you.

If your child is not picked up by 3:05 p.m., your child will be placed in Kid's Zone and there will be a charge of \$10 payable to ECA.

Anyone who picks up a student at school during school hours shall go to the School office to sign out the student indicating who they are, the name of the student, and the reason for pick up. Please do not go to the classroom without a Sign Out slip. Only the following are eligible to pick up a student:

- 1) Parents or guardians of the student
- 2) People who have been listed with the school by the parents or guardians

All persons must be able to show proper identification.

## **ECA Accreditation**

The Elizabethtown Christian Academy is a member of the Association of Christian Schools International (ACSI). ACSI was founded in 1978 and is the largest Christian School Organization in the United States. It has over 2,500 member schools representing nearly 750,000 Christian day-school students. Membership provides many practical resources as professional development conferences for teachers, accreditation and certification opportunities, students activities, publications and listings in its national directory and insurance programs. ECA has completed the STAR Program with ACSI. This is a 5-step program toward accreditation. ECA is in the process of applying for accreditation through ACSI.

Teachers at ECA shall be a member of good standing at a local evangelical church which has a Statement of Faith in agreement with Elizabethtown Christian Academy's Statement of Faith. They shall be born-again Christian and be certifiable according to the requirements of Association of Christian Schools International.

## **School Board**

ECA will be governed by a School Board. Each board member will normally serve for a period of three years. Officers of the School Board shall be: Chairperson, Vice-Chairperson, Treasurer, and Secretary. More details about the function of the School Board can be found in the Articles of Incorporation of ECA.

## **Qualifications for the School Board Members**

A nominating committee for the school board shall be appointed annually by the School Board and candidates selected should have the following characteristics:

- 1) Be born-again, mature Christians committed to the Christian philosophy of education,
- 2) Have good knowledge of the scriptures,
- 3) Have an understanding of God's will (Spiritual discernment),
- 4) Have the respect of the community,
- 5) Know how to pray, and
- 6) Be a financial contributor to the school.

## **Responsibilities of the School Board Members**

- 1) Set the policies of the school,
- 2) Uphold the constitution and by-laws of the school,
- 3) Work with the school administration, but be careful not to cross over the line from setting policy to getting involved in the daily operation of the school,
- 4) Designate the job responsibilities of the school administrators,
- 5) Establish and uphold the chain of command within the school,
- 6) Accept financial responsibility for the operations of the school,
- 7) Do long-range planning,
- 8) Consistently set all school policies on a Bible-based foundation,
- 9) Hire the school principal and approve the hiring of other school personnel as recommended by the principal and
- 10) Work with the principal to identify and appoint committees needed for the operation of the school.

**ELIZABETHTOWN CHRISTIAN ACADEMY**

2010-2011

School Calendar

July 30 -Friday----- Professional Development-Tentative Date  
August 2 -Monday----- Professional Development-**Open House-ECA**  
August 3-Tuesday-----Prof. Dev.– **Open House –Heavenly Hands**  
August 4-Wednesday-----**FIRST DAY FOR STUDENTS**  
September 1-Wednesday-----Mid-Term  
September 3 -Friday -----Professional Development  
September 6 -Monday-----Labor Day Holiday  
September 30-Thursday-----End of First Quarter  
October 1-Friday – October 11-Monday-----Fall Break  
October 12 –Tuesday----- School Resumes  
October 15-Friday-----Report Cards  
November 10-Wednesday-----Mid-Term  
November 22-26-Monday-Friday-----Thanksgiving Week  
December 17-Friday-----End of Second Quarter  
December 20-31----- Christmas Break  
January 3-Monday-----School Resumes  
January 7-Friday-----Report Cards  
January 17-Monday -----School Dismissed (MLK Day)  
February 2-Wednesday-----Mid-Term  
February 18-Friday-----School Dismissed (Professional Development)  
February 21-Monday-----School Dismissed (President’s Day)  
March 4-Friday-----End of Third Quarter  
March 11-Friday-----Report Cards  
March 31-Thursday- April 8-Friday-----Spring Break  
April 11-Monday-----School Resumes  
April 13-Wednesday-----Mid-Term  
May 17-Tuesday----- **LAST DAY STUDENTS**-Report Cards  
May 18-Wednesday-----Last Day Teachers

MAKE-UP DAYS BEGIN MAY 18 (AFTER 3 SNOW DAYS)

School Day will begin at **7:50 a.m.** and dismiss at **2:46 p.m.**