

EAGLE'S LANDING CHRISTIAN ACADEMY



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Student Handbook 2011-2012

"The Education for Now and Eternity"

Eagle's Landing Christian Academy
A Ministry of Eagle's Landing First Baptist Church

Table of Contents

Part I Philosophy

Mission Statement

Core Values

Kingdom Education Principles

Educational Objective

Educational Philosophy

Spiritual Development

 The Bible

 Spiritual Growth

 Chapel

 Student Leadership Institute

Part II General Information

History

Accreditation

School Colors

School Logos

Policies and Regulations

Admissions Procedure

Student Support Services

ELCA Online Academy

Communications

Transcripts/Permanent Records Requests

Student Records

Report Cards & Net Classroom

Tuition and Fees

Charges to Account

Withdrawal Policy

Financial Aid Guidelines and Procedures

Philanthropic/Fundraising Policy

Policy on Raffles

How the Policy Will Be Administered

ELCA Online.org: Teacher Pages and NetClassroom

Computer and Network Usage Policy

Visitors

Requested Visitor Dress

School Hours

Transportation To and From School

Before/After School Policies

Early Dismissal from School

School Store

Dress Code Policy

Counseling Department

Discipline Philosophy And Procedure

Book Selection Policy

Textbooks

Inclement Weather/School Closing Policy

Emergency Drills

Lost and Found

Delivery of Items To Students

Clinic Policy

Parent Teacher Fellowship

Volunteers

Classroom Visits

Part III Preschool

Part IV Elementary School

Grading Scale

Honor Roll

Attendance

Absences

Make-Up Work

Planned Absences

Homework Philosophy

Parent-Teacher Communication

Parent-Teacher Conferences

Report Cards

Promotion/Retention

Basic Codes of Conduct

Discipline System

Food and Gum

Electronic Equipment

Texting Policy

Rock Concerts and “R” Rated Movies

Lost And Found

Class Parties

Respect/Common Courtesy

Classroom Behavior

Behavior at Student Activities

Dress Code Policy

Special Considerations to Dress Code

Part V Middle School/High School

Attendance

Perfect Attendance

Tardies to School

Planned Absences

Absences

Truancy

Skipping School

Make-Up Work

Grading Scale

Honor Roll, President’s List

Honor Awards Program

Parent-Teacher Conferences
Schedule Changes
Granting Credit
Transfer Credit and Distance Learning
Repeating Courses
Middle School Students Taking Algebra I
Honor Courses
Advanced Placement Courses
Exemption of Final Exams (9th-12th Grades)
Academic Probation
Promotion/Retention
Extra Credit Policy
Rank
Graduation Requirements
Valedictorian and Salutatorian
College Entrance Examinations
College Visits
Qualifications for Elections

Organizations

Junior BETA Club
Senior BETA Club
Student Council
Student Leadership Institute

Basic Codes of Conduct

Electronic Equipment
Cell Phones
Texting Policy
Rock Concerts and “R” Rated Movies
Hall Passes
Lockers
Bullying
Laser Pointer
Classroom Behavior
Academic and Behavioral Accountability Reports
Boy/Girl Relationships
Behavior at Student Activities
Dress Code
Blue Jean Policy
Special Considerations to Dress Code
Student Drivers
Discipline Procedures
Plagiarism Defined
Conduct Probation Policy
Detention Policy
Saturday School Policy
Expulsion

Police K-9 on Campus
ELCA K-9 Search Procedure
Demerit Removal

Part VI Kingdom Athletics

Purpose for Athletic Department
Goals for Athletic Department
Athletic Eligibility
Online Academy Athletic Eligibility
Youth/MS/JV Athletics
Varsity Athletics
Participation Policy
Academic Work
Absences and Extracurricular Activities
Physical Examinations and Consent Forms
Travel
Dress
Profanity
Unsportsmanlike Conduct
Conduct Expectations
ELCA's Athlete's Code of Conduct
Our Relationships
Our Unity
Our Motives
Our Behavior
ELCA's Parent Code of Conduct
Our Speech
Our Relationships
Our Unity
Our Motives
Our Behavior
Parent/Coach Communication
Athletic Department Injury Policy
ELCA Athletic Department Consent Form
General Rules
Athletic Fees
Youth Athletic Fees
Booster Club

Part VII ELCA Fine Arts

Mission
Philosophy
Objectives
Fine Arts Fees
Fine Arts Patron Club

Statement of Cooperation

Please note that additions and/or changes to the 2011/2012 Student Handbook have been highlighted in yellow.

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,

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. (2 Timothy 3:16)

Christ-likeness-He who says he abides in Him ought himself also to walk just as He walked. (1 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)

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; 1 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; 1 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; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

EDUCATIONAL OBJECTIVE

Eagle's Landing Christian Academy provides educational programs not only to prepare students for entering college to continue their education but also to prepare students 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. To provide instruction by a competent Christian faculty committed to a quality academic program.
2. To provide students with an atmosphere which is wholesome, stimulating, and conducive to learning and to serving within the Christian concept.
3. To provide a balanced emphasis regarding Christian beliefs, daily life and conduct, and educational philosophy and practice.
4. To effectively train young men and women to be servants of Christ in the church and in the world.
5. To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice.
6. To use an approach to education which addresses the changing technological nature of our society.
7. To acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit.
8. To motivate students to think and communicate clearly, objectively, and creatively.
9. To offer additional opportunities for complete student development through various extracurricular activities such as academic enrichment, fine arts programs, social events, and athletic participation.
10. To constantly 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

Eagle's Landing Christian Academy 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

Eagle's Landing Christian Academy 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 will be dismissed from ELCA.

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 Eagle's Landing Christian Academy 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 been 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 North in August of 2000.

God has blessed us with a wonderful student body and cooperative families. Together, we are hoping and praying that the Academy will be an institution of learning that will exalt God the Father, magnify the Son, and rely on the Holy Spirit for guidance.

ACCREDITATION/MEMBERSHIP

Eagle's Landing Christian Academy is accredited by the Southern Association of Colleges and Schools Advance-Ed (SACS CASI) and the Georgia Accrediting Commission. This accreditation qualifies our students' eligibility for state scholarships and ensures credit recognition to any college or school in the country. Eagle's Landing Christian Academy is a member of the Georgia High School Association (GHSA), Southern Baptist Association of Christian Schools and the Association of Christian Schools International.

SCHOOL COLORS

ELCA school colors are navy blue and gold. When designing anything for the Academy, please refer to the Communications Office to make sure you are using the correct colors, as provided by our media standards. From Pantone Matching System, we use #294 Navy Blue and #116 Gold. If you are not sure that you have the correct shade, please contact the Communications Office at 678-818-1056 for approval.

SCHOOL LOGOS

The Charger Shield and Bolt are the two logos for the school. Before using on any products, please get approval through the 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.

Baptist Association of Christian Schools, and Association of Christian Schools International.

ADMISSIONS PROCEDURE

After a prospective family has completed the Academy tour, they will be given an Application Packet. The Admissions Office will answer any questions and properly instruct the applicant on the procedures for admission to the Academy.

All forms in the Application Packet, as described below, are to be completed and returned to the Admissions Office with the application fee or the waiting pool fee; both fees are non-refundable. Applications will not be accepted until all forms are completed.

Forms and Fees to Be Submitted

Completed Student Application-\$300.00 fee Non-Refundable

Waiting Pool-\$100.00 fee Non-Refundable

Financial Contract (Signed and initialed on the back)

Signed Release of Records

Current Report Card

Current Standardized Testing- (ITBS, CRCT, Stanford, etc.)

Additional Testing Records- (If your child has been tested professionally for any one of the following: speech, language development, hearing, vision, AD/HD, SLD, gifted, or any other)

2 Current Teacher Evaluation forms. One Math and one English teacher (4th-12th)

1 Current Teacher Evaluation form (1st -3rd)

1 Pastoral/Community Recommendation (K3-12th)
Copy of Birth Certificate
Copy of Social Security Card
Copy of Georgia Form #3231 – Certificate of Immunization
Copy of Georgia Form #3300 – Ear, Eye, and Dental Examination
Custody Agreement

Applications will be forwarded to the appropriate school principal who will contact you to schedule entrance testing and a family interview. The complete file will then be presented to the Admissions Review Committee. You will be notified by mail of final acceptance.

Eagle's Landing Christian Academy admits all qualified applicants without regard to race, sex, ethnic or national origin.

STUDENT SUPPORT SERVICES

The Student Support Department provides support to meet the needs of students who have various academic challenges. Students may receive services such as tutoring, reading remediation, virtual 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, provide 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 re-structures 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 8 students at a time. In an effort to provide assistance to our students who have a documented learning difference, the MERIT Program (Multi-faceted Educational Resources and Instructional Technology) provides various

supports to help students to become active and competent learners in the classroom. Students who are served by the MERIT 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. Merit supports students in grades 3 through 12.

Middle and high school students are eligible to take online classes on campus assisted by a learning coach if it is determined that they are struggling with a particular subject(s). The student would attend the online school lab during the designated period(s) to complete the course(s). 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 a virtual 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.

Student Support Services 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 an elective hour or after school, or professional tutors are available to meet with students at their home and other locations.

For further information or assistance contact Dr. Wanda Cowan at wanda.cowan@eagleslanding.org or 678-818-1049. Additional fees apply for each program or service offered through the Student Support Department.

ELCA ONLINE ACADEMY

The ELCA Online Academy is committed to assisting parents in the education of their child. Many children simply cannot get the individually focused and flexible learning they need in a traditional classroom. Parents who choose online understand the great potential of an individualized education. Students can be apart of the online academy in three ways: 1) through the off-campus online academy, 2) through the Student Support Services department, and 3) online classes taken in the lab that are not offered in the traditional setting.

Please be aware of the following guidelines for enrollment in the online academy:

1. Students switching from the traditional classroom to full-time online must enroll in the online academy at the beginning of the school year or semester break. If the student is enrolling at semester break, the deadline for enrollment is the last day of school before the Christmas break. This guideline is also for students in online switching back to an ELCA traditional classroom.
2. Before enrolling in online, the student and parent must first have a conference with their school's principal. The principal will sign off on their paperwork; then they can enroll with the online director.
3. High school students wanting to enroll in an online course that is not offered in the traditional classroom, must first have this approved through the Academic Dean's office. These courses can

only be enrolled in at the beginning of the year or at semester break. Students may not take a course during the school year in the online lab if it is offered as an ELCA traditional course.

4. Students that are on-campus taking an online course will pay the cost of the course plus regular tuition.

Guidelines for students enrolled in online through the Student Support Services department are found in the handbook under Student Support Services.

COMMUNICATIONS

Eagle's Landing Christian Academy 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 a wealth of 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 Netclassroom. Assignments and classroom activities are found on individual teacher pages. The web address is www.elcaonline.org.

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 email contact@eagleslanding.org.

Email is periodically 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, pertinent 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 their child.

Contacting the School

School offices are open on school days, before, during, and after school. A secretary 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.

Visiting the School

The safety and security of our students is a primary concern at ELCA.

- The Main entrance is unlocked from 7:30 until 4:00. Other entrances are unlocked from 7:30 until 7:55 and from 2:45 – 3:30. 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.

Auxiliary Organizations – When preparing communication to be distributed to our families or into the community, please follow the guidelines below:

- Documents should be typed in Times New Roman.
- Official school colors are:
- Only logos approved by the appropriate administrators should be included.

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

Beginning academic year (2008-2009), ELCA began observing a modified set of policies pertaining to student records. These policies, some of which were already in place and others of which were developed recently in accordance with federal and state law, are published in a comprehensive document entitled "Policy Manual: Student Information and Records" (2008, Edition A), which may be found online at <http://www.elcaonline.org>.

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, Donna Bowie. 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 new 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 who are enrolled with ELCA 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 & NETCLASSROOM

Parents have the ability to check their child's progress in each class by utilizing the online grade system through NetClassroom. A username and password are provided upon enrollment. If parents experience difficulty accessing NetClassroom, they should email the school at nethelp@eagleslanding.org. Paper report cards are issued in the Elementary School each quarter. They are mailed home at the end of the year for all schools.

TUITION AND FEES

Eagle's Landing Christian Academy strives to keep tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of Eagle's Landing Christian Academy. All financial transactions are to be handled directly with the Business Office.

School tuition may be paid yearly or in twelve monthly installments.

Yearly Payments: A non-refundable tuition deposit equal to one month of the tuition schedule is due on June 1. This amount will be deducted from your yearly rate. Remaining balance is due in full on July 1. If it is not paid by the July 10, the status will be changed to the monthly payment plan.

Monthly Payments: The first monthly tuition payment is due on June 1 and is non-refundable. The last monthly tuition payment is due on May 1.

Tuition payments are due by the first (1st) of the month; it is considered past due if received after 4:00 p.m. on the tenth (10th) of the month. Should an account fall behind in payment, the following procedure will apply to all student accounts:

- After ten (10) days of delinquency, a \$25.00 finance charge will be applied per student to the current balance due.
- After twenty-four (24) days of delinquency, a letter or an email will be sent to the parent stating that the student will not be allowed to return to school if the account is not paid by the end of the month.
- After thirty (30) days of delinquency, if no agreement has been made, the student will not be allowed to attend Eagle's Landing Christian Academy until the account is current.

- Students will not be allowed to take final exams, receive report cards, begin another semester, transfer permanent records, or graduate until the account is current.

If a student has a delinquent account after the tenth (10th) of the month, he/she will not be allowed to participate in any extracurricular activity such as athletics, drama, chorus, etc., until the account is current.

NOTE: If the student is not attending Eagle's Landing Christian Academy due to payment delinquency, the student will not be allowed to participate in any sporting event or school activity during this time.

There is a returned check fee of \$30.00 which will be incurred each time a check is returned. After an account has had two returned checks, all payments on behalf of the student (i.e. field trips, tuition, etc.) must be paid by cash, money order, or cashier's check for the remainder of the school year.

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

In order to begin the process of withdrawing a student, the parent must 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 for K-5 through 12th and/or \$150.00 for PreK will be due at the time of withdrawal. There will be NO exceptions to the withdrawal fee (loss of job, transfer of job, etc.). The final balance due on the account must be paid in full in order for the Registrar's Office to release report cards, transcripts, diplomas, or any other student's records. If final payment is made in cash, money order, or cashier's check, the records will be released in a timelier manner. If the final payments are made by a check, the check must clear the bank prior to releasing any records.

If the student has withdrawn, and a delinquent balance remains after fifteen (15) days of withdrawal, the account will be given to the school's attorney for collection. All attorneys' fees incurred by Eagle's Landing Christian Academy in an effort to collect funds on the account will be the responsibility of the parent.

FINANCIAL AID GUIDELINES AND PROCEDURE

Eagle's Landing Christian Academy 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.

Guidelines

- Financial Aid is open to all students K-5 through 12th grade whose family can provide documentation of need. Priority will be given to current and returning students over new applicants.
- Financial Aid is awarded on a one-year basis to students in good academic standing, (at least a 2.8 cumulative GPA), and appropriate conduct status.
- The distribution of aid is awarded based on the order of need and availability of funds.

- Prior to financial aid being considered, your student account must be current with the ELCA Business office.
- Candidates who fail to provide the required information, do not follow the procedures/guidelines, or miss deadlines may not be considered for assistance by the Financial Aid Committee.
- Financial Aid recipients must re-apply for financial aid each year.
- Financial Aid is funded through designated contributions, grants, and other gifts.
- Awards are limited to availability of funds.
- All information is kept strictly confidential.

Procedures for Applying for Financial Aid

- Applications for financial aid should be submitted after **January 31st** upon completion of your 2010 Tax Return and no later than **March 15th** to be considered for the 2011/2012 school year.
- The financial aid application **is in addition to** the Re-enrollment Agreement or Admissions application. The Reenrollment agreement along with associated fees must be paid before financial aid applications can be completed. For returning/new students, the application fee and all admissions documents must be submitted before the financial aid application can be completed.
- **Go online at www.sss.nais.org to complete your application or obtain the SSS Financial Aid application from Donna Bowie, Director of ELCA Financial Aid, (678) 818-1046.** If you complete the online application please notify Mrs. Bowie so that she can request your determination. The fees are \$35 for online submission or \$47 to mail in paper forms. **Need assistance completing your application? Please call the SSS Customer Service Center directly at 1-800-344-8328. Our school code is 904843.**
- SSS will review your application and make a recommendation to ELCA based on their financial aid analysis. This information will be reviewed by the ELCA Financial Aid Committee.
- **In addition to the Financial Aid application, a letter from the parents** stating specific reasons for seeking assistance, explanation of student’s background, number of years at ELCA, student’s talents and extracurricular activities should be submitted to the Financial Aid Committee. Please be specific and thorough.
- Upon completion and receipt of all the above paperwork, the Financial Aid Committee will determine what, if any, aid can be offered.
- Notification of Financial Aid Award will be sent via a letter from the Financial Aid Committee.

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 Eagle’s Landing Christian Academy.
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 Development 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 Development 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 all 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 Development 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 they plan to solicit; a sample solicitation and acknowledgement letter and a timeline for the solicitation.
4. If there is a reason within the Development 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 Eagle's Landing Christian Academy 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 Development at ELCA.

ELCAONLINE.ORG: TEACHER PAGES AND NETCLASSROOM

Our website is an Internet communication resource provided to every family at Eagle's Landing Christian Academy. This is the most important, informative line of communication families have with ELCA. Please check it regularly for important news, grades, classroom information, athletic and fine arts information/events, and more. The school's master calendar is also posted.

COMPUTER AND NETWORK USAGE POLICY

Policy Statement:

Users of the campus network and computer resources have a responsibility not to abuse the network and resources and to respect the rights of others. This policy provides guidelines for the appropriate and inappropriate use of information technologies.

Policy Purpose:

The purpose of the Computer and Network Usage Policy is to ensure an information infrastructure that promotes the basic missions of Eagle's Landing First Baptist Church and Eagle's Landing Christian Academy. Computers and networks are powerful enabling technologies for accessing and distributing information and knowledge. As such, they are strategic technologies for the current and future needs of the campus. Because these technologies give individuals the ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. This Usage Policy codifies what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of these entities come specific responsibilities outlined in this Policy.

Summary:

Users of campus information resources must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. This policy covers appropriate use of computers, networks, PDA's and other systems and the data and information contained therein.

Section headings are:

1. POLICY SCOPE AND APPLICABILITY
2. POLICIES
3. ADMINISTRATIVE RESPONSIBILITIES
4. CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES
5. STUDENT HONOR CODE AND FUNDAMENTAL STANDARD

1. POLICY SCOPE AND APPLICABILITY

A. Applicability — this policy is applicable to all campus students, faculty and staff and to others granted use of the campus information resources. This policy refers to all campus information resources whether individually controlled or shared, stand-alone or networked. It applies to all

computer and computer communication facilities owned, leased, operated, or contracted by either entity of the campus. This includes but is not limited to: word processing equipment, personal computers, workstations, mainframes, minicomputers, PDA's and all associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

B. Locally Defined and External Conditions of Use — Individual units within the institution(s) may define "conditions of use" for information resources under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines and/or restrictions. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

C. Legal Process — the campus does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, either entity of this campus may be required by law to provide electronic or other records, other information related to those records, or relating to use of information resources.

D. Definitions

Campus — the term campus as used herein refers to Eagle's Landing First Baptist Church Inc. and Eagle's Landing Christian Academy Inc. both severally and jointly, its buildings and grounds, holdings, properties, assets, fixtures and systems both physical and ideological.

PDA or PDA's — Refers to personal digital assistants and all portable electronic devices that in any way transfer, store, or retrieve data from a campus information system or network.

2. POLICIES

A user of campus information resources who is found to have purposely or recklessly violated any of the following policies will be subject to disciplinary action up to and including, dismissal, expulsion, and/or legal action.

A. Copyrights and Licenses — Computer users must respect copyrights and licenses to software and other on-line information.

1. Copying — All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into or from any campus facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

2. Number of Simultaneous Users — The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

3. Copyrights — In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.

B. Integrity of Information Resources — Computer users must respect the integrity of computer-based information resources.

1. Modification or Removal of Equipment — Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

2. Encroaching on Others Access and Use — Computer users must not encroach on others access and use of campus information systems. This includes but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a campus computer or network; and damaging or vandalizing campus computing facilities, equipment, software or computer files.

3. Unauthorized or Destructive Programs — Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network links for any use other than permitted in network guidelines. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, as well as criminal action.

4. Academic Pursuits — This Institution recognizes the value of research in the educational process and that at times that research may extend outside the boundary of what is acceptable by this policy. Student activity in this area must be under the direct supervision of his /her instructor and must be done with the permission of the Chief Information Officer. The CIO may restrict such activities in order to protect campus and individual computing environments, but in doing so will take account of legitimate academic pursuits.

C. Unauthorized Access — Computer users must refrain from seeking to gain unauthorized access to information resources **or enabling unauthorized access.**

1. Abuse of Computing Privileges — Users of campus information resources must not access computers, computer software, computer data or information, or networks without proper authorization, **or intentionally enable others to do so**, regardless of whether the computer, software, data, information, or network in question is owned by the campus or not. For example, abuse of the networks to which the campus belongs or the computers at other sites connected to those networks will be treated as an abuse of campus computing privileges.

2. Reporting Problems — Any defects discovered in system accounting or system security must be reported to the appropriate administrator so that steps can be taken to investigate and solve the problem.

3. Password Protection — A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the appropriate authority.

D. Usage — Computer users must respect the rights of other computer users. Most campus systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of campus policy and may violate applicable law. Authorized administrators may access computer users files at any time for maintenance or security purposes. Administrators will report suspected unlawful or improper activities to the CIO and other authorities as applicable.

1. Unlawful Messages — Use of electronic communication facilities (such as email or chat rooms instant messaging, or systems with similar functions) to send fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or campus policy is prohibited.

2. Mailing Lists — Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list, any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.

3. Advertisements — In general, campus electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions.

4. Information Belonging to Others—Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

E. Political, Personal and Commercial Use — This institution is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also, at times, may be a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs.

1. Political Use — Campus information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable campus policies.

2. Personal Use — campus information resources should not be used for personal activities not related to appropriate campus functions, except in a purely incidental manner.

3. Commercial Use — Campus information resources should not be used for commercial purposes, except in a purely incidental manner or except as permitted under other written policies. Any such commercial use should be properly related to campus activities, take into account proper cost allocations and other overhead determinations and provide for appropriate reimbursement to the appropriate institution for taxes and other costs the entity may incur by reason of the commercial use.

3. ADMINISTRATIVE RESPONSIBILITIES

While Eagle's Landing First Baptist Church and Eagle's Landing Christian Academy respectively are the legal "owners" or "operators" of all computers and networks purchased or leased with campus funds,

oversight of campus computer and network systems is delegated to the office of the Chief Information Officer, herein also referred to as CIO. Any specific subdivision of the campus governance structure such as a Dean, Department Chair, Administrative or Ministry Department head, or Principal may be delegated as a System Administrator for any particular system or sub-system thereof. This designate has additional responsibilities to the campus as a whole for the system(s) under his/her oversight, regardless of the policies of his/her department or group, and the responsible administrator has the ultimate responsibility for the actions of others under his/her authority.

A. The CIO and any designated system administrators should use reasonable efforts:

- 1.** To take precautions against theft of or damage to the system components.
- 2.** To faithfully execute all hardware and software licensing agreements applicable to the system.
- 3.** To treat information about, and information stored by, the system's users in an appropriate manner and to take precautions to protect the security of all systems or networks and the information contained therein.
- 4.** To promulgate information about specific policies and procedures that govern access to and use of the system, and services provided to the users or explicitly not provided. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.
- 5.** To cooperate with the system's administrators of other computer systems or networks, whether within or without the campus, to find and correct problems caused on another system by the use of the system under his/her control.

B. Policy Enforcement — Where violations of this policy come to his or her attention, the CIO is authorized to take reasonable actions to implement and enforce the usage and service policies of the system and to provide for security of the system.

C. Suspension of Privileges — The CIO or other system administrators may temporarily suspend access privileges if he or she believes it necessary or appropriate to maintain the integrity of the computer system or network.

D. The CIO or other person designated by this office shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any issues concerning law shall be referred to the appropriate legal entity for advice.

- 1.** Policy Interpretation — The CIO or his/her designee shall be responsible for interpretation of this policy, resolution of problems and conflicts with local policies, and special situations.
- 2.** Policy Enforcement — Where violations of this policy come to his or her attention, the CIO will work with the appropriate administrative units to obtain compliance. If this fails to bring compliance within a reasonable time period or where abuse or security concerns exist the CIO may take direct action against violators.
- 3.** Inspection and Monitoring — Only the CIO or designee can authorize the inspection of private data or monitoring of messages (including electronic mail) when there is reasonable cause to suspect improper or illegal use of computer or network resources.

4. CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES

A. Cooperation Expected — Users, when requested, are expected to cooperate with CIO in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any

damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

B. Corrective Action — If a designated system administrator should have persuasive evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they should pursue one or more of the following steps, as appropriate to protect other users, networks and the computer system.

1. Provide notification to the CIO and to the appropriate entity's administrative head, as well as the user's instructor, department or division chair, or supervisor if applicable.
2. Temporarily suspend or restrict the user's computing privileges during the investigation. A student may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the appropriate entity's administrative head. Staff and faculty members may appeal through applicable dispute resolution procedures.
3. Inspect the user's files, diskettes, tapes, and/or other computer-accessible storage media.
4. Refer the matter for possible disciplinary action to the appropriate authority.

C. Legal Compliance — In cases involving a violation of statutory law; the facts, circumstances, and applicable evidence may also be referred to the appropriate law enforcement agency for possible judicial remedy as well.

5. STUDENT HONOR CODE AND FUNDAMENTAL STANDARD

Unless specifically authorized by a class instructor, all of the following uses of a computer are examples of possible violations of the Honor Code:

- Copying a computer file that contains another student's assignment and submitting it for credit;
- Copying a computer file that contains another student's assignment and using it as a model for one's own work;
- Collaborating on an assignment, sharing the computer files and submitting the shared file, or a modification thereof, as one's individual work. In addition, student misuse of a computer, network or system may violate the Fundamental Standard. Examples would be, but are not limited to: theft or other abuse of computer time, including unauthorized entry into a file, to use, read, or change the contents; unauthorized use of another person's identification or password; use of computing facilities to send abusive messages; or use of computing facilities to interfere with the work of another student or the work of a faculty or staff member. For cases involving a student, referring the case to the student's principal is the recommended course of action. This ensures that similar offenses may be considered for similar punishments, from quarter to quarter, year to year, and instructor to instructor. It also allows the detection of repeat offenders.

VISITORS

We welcome prospective students and parents as visitors to ELCA during the school day. All visitors (parents and family members) on campus must report to the school receptionist for a Visitor's Pass when they enter the building.

REQUESTED VISITOR DRESS (PARENTS, FAMILY MEMBERS, AND FRIENDS)

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.**

SCHOOL HOURS

K5-4th Grades

7:55 a.m.-2:45 p.m.

***After 3:15 p.m. a \$1.00 per minute late fee will be billed to your account.**

5th-12th Grades

7:55 a.m.-3:00 p.m.

***After 3:15 p.m. a \$1.00 per minute late fee will be billed to your account.**

School Office Hours

7:30 a.m.-4:00 p.m.

TRANSPORTATION TO AND FROM SCHOOL

If a student plans to leave the school by any means other than the way he/she came to school, that 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.

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 go to the cafeteria until 7:45 a.m. if they arrive early. 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. 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.
3. Parents must pick up all students no later than 3:15 p.m. Should an emergency occur, please call the school office immediately. Any student picked up after 3:15 p.m. will be billed \$1.00 per minute for every minute past 3:15 p.m.
4. No student is permitted in the building or on the school grounds after 3:15 p.m. unless:
 - Requested by a teacher
 - Participating in a supervised after-school activity
 - Enrolled in the After-School Enrichment Program or MS/HS After –School Program

Every student on the school grounds after 3:15 p.m. must be under the immediate supervision of a coach, teacher, sponsor, parent, in the assigned study hall, or an After-School Program..

5. Out of respect for other drivers and for the safety of our children, parents must remain with their cars at all times while waiting for their riders. If your rider(s) is not in sight and you have other cars blocked, you must exit the front of the line and park in a designated parking space or make the circle around the entry again.

6. 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.
7. 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.
8. Students being dropped off are not to exit the vehicle until appropriate school personnel opens the door.

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, that 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. We are also an outlet for booster club, fine arts, and ELFBC apparel and logo items, as well as ESV Bibles and spiritual resource materials. If your student is not in compliance with the uniform code, they will be sent to the store to purchase the necessary piece and the item will be billed to your account.

Orders can be taken via phone at 678-818-1037 or email at store@eagleslanding.org. Your ELCA account can be charged and your items delivered to your student at school. Payments may also be made by cash, check, Visa, Mastercard, Discover, & American Express. There are usually sales throughout the year, and you will get information about that through email, or the website at www.elcaonline.org/store.

We are located on the first floor of the Adult Life Center along with the coffee shop. Our hours are daily Monday through Friday from 7:30-12:00. We re-open on Tuesday, Wednesday and Thursday from 1:00-3:30. We are also open on Sunday morning before church, after church, and between services from 9:00-12:30 and on Sunday evening from 4:30-7:00, and on Wednesday night from 5:30-8:00.

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. Jumpers and skirts must be knee-length. Shorts and skorts cannot be more than 2 inches above the knee. **Parents are responsible for making sure their children's uniforms meet dress code, allowing for growth spurts.**

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.**

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 their academic capacities. The Counseling Department offers students spiritual, emotional, mental, and social support, which contributes to their success academically, athletically, and aesthetically.

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, then 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, however, 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. Currently, the Director of the Department is Holly Capp, a licensed Clinical Social Worker.

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.

BOOK SELECTION POLICY

The fact that a certain book is used as a textbook, supplemental reading, or is placed in the library does not necessarily mean that ELCA endorses its contents 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. We want our students to understand that there are certain morals, terminologies, philosophies, ideals, etc., which we can neither condone nor practice as Christians.

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 (i.e., no torn pages, no writing in the book or on the outside cover, etc.).

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.

INCLEMENT WEATHER/SCHOOL CLOSING POLICY

In the event of inclement weather, parents and students should tune to WSB, 11 Alive, or Fox 5 for reports of school closings. Also, check our website at elcaonline.org or call 770-957-2927.

EMERGENCY DRILLS

During the school year, there will be unannounced fire/emergency drills. Instructions for evacuation of the building are posted in each classroom. When the emergency bell rings, students and visitors are instructed to exit the building quickly and quietly with their teacher(s).

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 given away.

DELIVERY OF ITEMS TO STUDENTS

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

CLINIC POLICY

ELCA maintains an up-to-date clinic staffed by a full-time registered nurse. All reported minor injuries are referred to the clinic. When deemed necessary, the school nurse will call a parent about a sickness or injury and make arrangements for the child to be cared for.

If your child is sick, has a fever, or is contagious please keep him/her at home. If medicine needs to be administered, you must come to the clinic, complete a form, sign, and date it. We cannot administer any medicine without written instructions. In cases of prescriptions, the bottle must have your child's name and dosage on it. All medicines need to be brought to the clinic and not kept by the child. **If your child has a fever of 100.0 or more, he/she must be kept home for 24 hours after the fever breaks.**

PARENT TEACHER FELLOWSHIP

All ELCA parents are encouraged to participate in our PTF. All of our parents are VIP's (Very Important Parents). 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.

CLASSROOM VISITS:

We welcome parents to visit their child's classroom. Please follow the guidelines below:

1. Contact your child's teacher to schedule a time and day to visit.

2. The day you come to visit, sign in at the receptionist desk, receive a visitor's badge, and sign out when you leave.

Part III: PRESCHOOL

Thank you for choosing The Early Learning Academy at ELCA as your child's introduction to Kingdom Education! 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. This parent handbook of rules and regulations will guide our partnership with you in caring for and educating your child.

MISSION AND PHILOSOPHY

Our mission is to glorify God by assisting parents in involving their children in a growing relationship with the Lord Jesus Christ through Kingdom Education, spiritually, academically, aesthetically, athletically, and socially.

At The Early Learning Academy we believe that all children are created by God to be unique and special. We believe that children deserve a warm, loving, Christian environment where the development of the whole child can be achieved through age- appropriate, developmental learning.

HOURS OF OPERATION AND LEARNING OPTIONS

The Early Learning Academy is open from 7:00 A.M. – 6:30 P.M. Monday through Friday. It is designed for children who are three or four years old by September 1st. We offer a variety of learning options for your child during August- May:

3-Year-Old Kindergarten

- 3 Half Days (8:00 A.M.-12:00 noon)
- 3 Full Days (8:00 A.M.- 2:45 P.M.)
- 5 Half Days (8:00 A.M.-12:00 noon)
- 5 Full Days (8:00 A.M.- 2:45 P.M.)
- Extended care (2:45 P.M.-6:00 P.M.) or (2:45 P.M. – 6:30 P.M.)

4-Year-Old Kindergarten

- 5 Half Days (8:00 A.M.-12:00 noon)
- 5 Full Days (8:00 A.M.- 2:45 P.M.)
- Extended care (2:45 PM-6:00 P.M.) or (2:45 P.M. – 6:30 P.M.)

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

During the months of June and July, 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 (7:00am-6:30pm)

We will be closed the following dates:

July 4th for Independence Day and **July 25th-29th** for Teacher Pre-planning,

DATES ELA IS CLOSED FOR THE 2011-2012 CALENDAR YEAR

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

- September 5th- Labor Day
- November 24th-25th- Thanksgiving
- December 19th-December 30th – Christmas Break
- January 2nd - Staff Development
- January 16th- MLK Day
- April 2nd-6th – Spring Break
- May 24th and 25th- Post Planning
- May 28th- Memorial Day

Enrichment Care

Regular school will be closed but Enrichment Care will be offered for an additional fee during the following dates:

- September 12th-16th
- November 21st- 23rd, & 24th.
- February 20th - 24th

Dismissal at Noon with NO EXTENDED CARE

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

- September 9th- Grandparent's Day
- December 16th- Christmas Break begins
- Friday in April TBA - Spring Fling
- May 23rd- 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 for 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 Pre-school Director
9. Extended Care Enrollment Form (if applicable)

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

The Early Learning Academy believes that all children should have the opportunity to learn. If your child requires any special services to help them 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

We open our doors at 7:00 A.M. All children must be ESCORTED and SIGNED IN at their classroom. Any child who arrives between 7:00 A.M. and 7:50 A.M. will need to be ESCORTED AND SIGNED IN at the "Early Morning Room" under the supervision of an ELA teacher. At 7:50 A.M., the students will be escorted by the teacher to their regular classrooms.

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.

Dismissal for HALF-DAY students begins at 11:50 A.M., and dismissal for FULL-DAY students begins at 2:45 PM. You will be required to SIGN OUT your child and escort them out of the building. Help us keep pick up time moving by not visiting with your friends or the teachers. If you need to talk to the teacher, please call the preschool office @ 678-818-1084, and your call will be returned.

If your child is picked up during EXTENDED CARE hours, you will need to come inside, SIGN your child out, and ESCORT them out of the building.

Any child picked up after 12:15 for HALF-Day students, 3:00 for FULL-DAY students not enrolled in Extended Care, or 6:30 for any Extended-Care Student will be charged \$1.00 per minute for each minute they stay past pick-up time. The \$1.00 per minute fee will be charged to your account.

TUITION AND FEES

Eagle's Landing Christian Academy strives to keep tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of Eagle's Landing Christian Academy. All financial transactions are to be handled directly with the Business Office.

Please do not put your tuition check in your child's backpack. To ensure that your check reaches the proper place, we ask that you hand deliver it to the front desk or place it in the drop box at the front desk by Mrs. Vicki Martin. Please do not hand your check to a teacher in the carpool line for it to be put in the drop box for you.

The Early Learning Academy tuition is due on the 1st of each month; after the 10th of the month, a late fee of \$25.00 will be added to your account. The enrollment fee and the first month's tuition are non-refundable. For students enrolling for August, the first payment is due July 1st. Students, who are

enrolling for Summer Enrichment in June, must fill out the enrollment form and have enrollment fee and deposit due by April 30th. Non-payment of fees will result in the student not being allowed to attend ELA. The charge for students picked up late, 12:15 Half Day, 3:00 for Full Day not enrolled in Extended Care, or 6:30 for Extended Care will be \$1.00 per minute. The charge for returned checks will be \$30.00 plus any charge assessed by the bank to the school. After two non-sufficient funds checks have been received, all subsequent payments must be made by cash, cashier's check, or money order. Tuition is NOT discounted for holidays or when a child is absent due to illness. If it becomes necessary to withdraw a student, a \$150.00 withdrawal fee, and tuition through the end of the current month the student attends will be due. The student's records will be released 10 business days after the last payment.

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 staff / student 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

Transportation is provided by The Early Learning Academy for Summer Enrichment field trips. A transportation agreement and Vehicle Emergency and Medical Information and Authorization Form must be completed and signed by a parent or guardian for your child to be transported by ELA. Field Trip Permission Slips must be completed and returned in order to attend any field trip.

Preschoolers do not go on field trips off campus during August through May. 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

Everything you need to start the year is on your supply list. Please check your child's backpack 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) 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**.

SNACKS AND LUNCH

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 can be purchased from the cafeteria on a daily basis for an additional fee, or lunch can be brought from home. Please check the food guidelines provided by Bright from the Start for ELA in the orientation packet so that your lunch brought from home complies with the required food guidelines.

BIRTHDAYS

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

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 Charger Chat at www.elcaonline.org, or the teacher's website at 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

Your child's experience in the classroom is of great importance to us. We want the classroom to be a positive and pleasant environment for all. Our teachers use assertive discipline techniques which reward good and appropriate behavior and have consequences for unacceptable behavior. Our teachers will keep you informed about your child's progress as well as his/her behavior and work with you in getting your child's behavior under control. 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 or a major incident such as hitting, spitting, biting another child, or having a temper tantrum, your child will be sent to the Pre-school Office. Also, you will receive a call and your child may be sent home for the rest of the day.
3. The second time your child is sent to the office, he/she child could possibly be sent home for several days. A conference will be scheduled between the director, teacher, and the parents to discuss the situation.
4. If the situation is not resolved, and the behavior problems continue, you may be asked to withdraw him/her.

Biting, hitting, kicking, and any form of being disrespectful to anyone will not be tolerated. If there is a need that we cannot meet or a situation that we are unable to address, you will be contacted. The course of action is left to the discretion of the school administration.

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. Always listen to WSB Radio or channel 2 for school closings in our area. In the event of a power outage, ELA will be closed until power is restored. If power is restored after 10:00am, the center 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 8:00-2:30 the school nurse will administer first aid for minor injuries. From 2:30-6:00 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 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. 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 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/her up from the center. He/She will not be able to return to the center until the stool is normal.

Exposure to Communicable Disease

It is important that the center is notified if your child has been exposed to a communicable disease. If your child is exposed to a communicable disease, our center 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 center 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.

Pre-school 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

Eagle's Landing Christian Academy 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
	B = 82 – 87	D = 71 – 72
	B- = 80 – 81	D- = 70
		F = Below 70

HONOR ROLL

Students in grades 1st – 5th are eligible for the All “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 all “A’s” and “B’s” or all “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 requested to communicate, via email or telephone, with the school office by 8:30 a.m. to inform the school of the child’s absence. To request homework or make-up assignments, the parent should call the school office by 8:30 a.m. or check the teacher’s website.

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. It is very difficult for the student to be late or absent from school. 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.

HOMEWORK PHILOSOPHY

Homework is given on Monday, Tuesday, and Thursday nights only. As a rule, homework is not given over the weekend.

Total homework time for an average student in grades 1-5 is:

1st grade – 25 minutes

4th grade – 30-45 minutes

2nd grade – 30 minutes

5th grade – 45-60 minutes

3rd grade – 30-45 minutes

Kindergarten through second grade 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. **Third through fifth grades** 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. **Third through fifth grades** 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. Parents are encouraged to praise their child's work and to prominently display special assignments in the home (The refrigerator seems to be a favorite "brag" wall).

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 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 their regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a phone message or email them asking the teacher to return his/her call or email during a free period or after school.

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/she must make an appointment with the teacher.

REPORT CARDS

Grades may be accessed at elcaonline.org under Net Classroom.

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(s) 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 Eagle's Landing Christian Academy 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 K5 through 3rd grade 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 4th and 5th grade use the demerit system as outlined below.

Discipline and Demerit Policies – 4th and 5th Grade

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
- Horse Play (where hitting or causing harm is involved)
- 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, please sign the form and return it 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 AM – 7:45 AM 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.**

ELECTRONIC EQUIPMENT

Students may not bring radios, CD players, tape players, iPods, or MP3 players to school. This also includes field trips except for overnight field trips. These items will be collected and returned **only** to the parent. Mobile phones brought into school must be off until school is dismissed.

Other items that will not be allowed at school are trading cards such as sports cards, etc. Students may not wear Heeleys.

TEXTING POLICY

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

If an Eagle's Landing Christian Academy student is found to have participated in inappropriate texting, on or off campus, he or she will be subject to immediate expulsion from school. If the act took place off campus the student or students 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.

ROCK CONCERTS AND "R" RATED MOVIES

The atmosphere and behavior that accompany most rock concerts seriously undermine the basic philosophy of our school and the ideals of Christian young people. The morals depicted in "R" rated movies are generally detrimental to the Christian values, which ELCA strives to instill in our students. With this in mind, we strongly recommend and encourage parents to prohibit their children from attending rock concerts and from viewing "R" rated movies and/or immoral programs on television. We appeal to parents to carefully consider our concerns and assist their children in understanding the basis for this recommendation.

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 elementary school office to be placed in the "Lost & Found." Lost articles, which are not claimed within a reasonable time, will be given away.

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 of the appropriate school.

Parents may send refreshments for a class to honor their child's birthday; the refreshments can be served during morning break or lunch only. Birthday parties cannot be held during regular instruction hours. You may also participate in the Birthday Book Club which benefits our library. Additionally, you can have your child's name put on the birthday board and receive a balloon and a special treat, which is a fifth grade fund raiser for their St. Augustine field trip. 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.

CLASSROOM BEHAVIOR

It is the desire of Eagle's Landing Christian Academy 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/herself properly in the classroom.

A student may be sent from class to the office for behavior that disrupts the class. Behavior, which will result in such action includes, but is not limited to, the following:

1. Fighting in class
2. Direct or obvious disobedience
3. Any form of abusive language

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. Jumpers and skirts must be knee-length. Shorts and skorts cannot be more than 2 inches above the knee. **Parents are responsible for making sure their children's uniforms meet dress code, allowing for growth spurts.**

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 following dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations.**

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

SPECIAL CONSIDERATIONS TO DRESS CODE

1. Playground Play – If your daughter climbs on the playground equipment, she must wear slacks or shorts under her dresses and skirts.
2. P.E. Days – Athletic shoes or shoes appropriate for running must be worn during PE. Appropriate clothing within dress code boundaries is necessary.
3. 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.
4. 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 (Revised 11/02/11). 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. All students' hair and grooming should have an attractive, conservative look.
5. Hats or hoods may not be worn in the building.
6. Unacceptable Attire for All Students – Earrings (boys), are not permitted. Earrings (girls), there should not be any more than two earrings per ear.
7. 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.

8. 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/she 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 three (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/her teacher. Students must present the admittance slip to each of their teachers throughout the day.

PERFECT ATTENDANCE

Students with three (3) or more tardies and/or one (1) absence (excused or unexcused) from any single class 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. HS students with an unexcused tardy to school will receive automatic detention.** Three (3) tardies equals one (1) absence.

Middle School Only: Every 4th 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

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. Even though the student is counted present for the day, he/she will not be counted present for the classes he/she does not attend. Students must be present for half a class period, or the student will be counted absent. (A student who checks in at 8:40 a.m. will be counted absent from 1st period.) If a middle school or high school student misses more than 5 days (excused or unexcused) in any given class during a semester he/she may drop a letter grade for that semester. Remember, three (3) tardies equals one (1) absence.

Students who participate in extracurricular activities will not be excused from school the day after an extracurricular event (sports, fine arts, etc.).

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 8:00a.m. – 11:30a.m. The cost per student will be \$35 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 for them to make up any work assignments missed without penalty. Should a student miss tests or major assignments at the end of a semester, the teacher may grant a maximum of one week to make up the work missed without penalty. The penalty for not turning in make-up work on time shall be determined by the teacher.

Students with unexcused absences will be allowed to make up work or tests missed as described above. However they will receive a reduction of twenty (20) points on that work.

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

HONOR ROLL, PRESIDENT’S LIST

At the end of each nine-week period, those students in grades 6-12 who earn all “A’s” and “B’s” shall be placed on the ELCA Honor Roll.

Those students obtaining all “A’s” shall be placed on the President’s List at the end of each nine weeks.

An end of year award is presented to students who were on the ELCA Honor Roll and/or President’s List 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).

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.

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/she 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

Secondary students may initiate a course change request no later than the second week of first semester (for first semester electives and year long courses) or the end of the second week of the second semester (for second semester electives). Any changes after this time must be approved by the academic review board (principal, department head, and academic dean). Changes during the first two weeks will be considered if:

1. The student can justify his need for such a change.

2. The change is possible in terms of the student's existing schedule.
3. The change will not overload a class.
4. The change results in a reasonable program of studies in terms of the established curriculum and the student's educational objective.
5. Parent(s), teacher(s), and Academic Dean approve the change.

NOTE: A course dropped after the first two weeks of the first semester will be recorded as a withdrawal failure (W/F) on the student's transcript. A W/F is considered hours attempted and will negatively affect the cumulative grade point average.

There is no drop/add period during the second semester for academic courses (Bible, Math, Science, Social Studies, Foreign Language, English). Students may change a year long elective only with approval from the academic review board.

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, 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 the Southern Association of Colleges and Schools (SACS).

TRANSFER CREDIT & DISTANCE LEARNING

Prior to enrolling at ELCA, grades and credits from regionally accredited traditional high schools and On-Line (Distance Learning) high schools are accepted for credit. Once a student is enrolled at ELCA, such work done in other schools will not be accepted unless approved in advance by the Principal or Academic Dean.

Students may not take any courses through summer school or correspondence in order to avoid taking certain classes at ELCA. 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.

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. The student will receive credit for the repeated course. 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. If they successfully complete the course with a yearly minimum average of 80, they will be able to progress to the next level

of math the following year. Any yearly average below 80 will necessitate the course to be taken in high school the following year.

HONORS COURSES

Honors courses are offered in most academic areas. Admission is 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. Admission to these classes is selective and is 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.

Sophomores may take a maximum of one AP course/exam; Juniors, a maximum of **three** AP courses/exams; Seniors, a maximum of three AP courses/exams.

A student failing to properly complete the AP national exam (for example: not being present to take the exam on the correct exam date and exam time without just cause, or not applying the appropriate effort to effectively respond to the exam questions during the AP national exam period) will result in the student receiving a grade of "F" as the second semester exam grade in the affected AP class.

EXEMPTION OF FINAL EXAMS (9th – 12th GRADES)

There are no exam exemptions for 9th and 10th graders. Eleventh graders may exempt one (1) exam, and 12th graders may exempt two (2) exams under the **following conditions**:

The student:

- Must have a 90 average or above
- Must not have missed the class more than 5 days
- Must have no more than 3 tardies to class (Absences and tardies are based on the sign in/out sheet at the high school office. It is the student's responsibility to sign in and out.)

In some courses teachers may elect to give a non-traditional type of exam (project or performance based exam) which students will not be allowed to exempt. Students will not be allowed to exempt semester exams in AP classes.

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" or below a "74" in Bible at any semester will be placed on Academic Probation. The academic dean 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 or she is not

failing two or more classes and/or has made above “74” in Bible. 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)

Any middle school student who fails two core subjects or less is allowed to go on to the next grade if he or she attends summer school for those core subject(s).

Any middle school student who fails three core subjects must complete summer school for two courses and will be on academic probation for first semester of the next school year.

Any middle school student who fails more than three core classes must repeat the grade or withdraw from ELCA.

HIGH SCHOOL (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. 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, Political Science/ Economics or AP Government and Economics
2 credits Foreign Language	Must be the same language
½ credit Health ½ credit Physical Fitness	
1 credit Computer	
1 credit Fine Art	Fine arts include: Art; Guitar; Band; Praise Band; Chorus; Drama; Speech; Music Composition; Music Theory; Web Design
2 additional credits	Classes in the core academic subjects are highly recommended

***26 credits total**

HIGH SCHOOL GRADUATION

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.

Seniors earning a cumulative academic GPA of 3.75 or higher will be recognized as Honor Graduates.

VALEDICTORIAN AND SALUTATORIAN

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

A virtual or dual enrolled student must have attended ELCA traditional classes for at least 50% of both the junior and senior years to be eligible.

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 Academic Dean's office. Most colleges and universities including those in Georgia will accept either the ACT (American College Test) or the SAT (Scholastic Assessment Test). For this reason the academic office advises students to take both tests. Dates for these tests are posted online under the academic section of the school's website.

All 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 Academic Dean 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 must have a minimum average of 80 in Bible and all major subjects during their previous school year. Any student on 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.

HOMECOMING KING/QUEEN

- Criteria:
1. Must be a senior.
 2. Must have an academic average of 80, including Bible.
 3. Must have outstanding Christ-like character and integrity.
 4. Must not be on either academic or conduct probation.
 5. Must have attended ELCA your entire junior year.

HOMECOMING REPRESENTATIVES, ESCORTS, and CLASS OFFICERS

- Criteria:
1. Must have an academic average of 80, including Bible.
 2. Must have outstanding Christ-like character and integrity.
 3. Must not be on either academic or conduct probation.

MR. and MISS ELCA

- Criteria:
1. Must be a senior.
 2. Must have an academic average of 80, including Bible.
 3. Must have attended ELCA your entire junior year.
 4. Must possess the following outstanding Christ-like characteristics:
 - a. moral character
 - b. good citizenship
 - c. servant's heart
 - d. responsibility
 - e. integrity

ORGANIZATIONS

JUNIOR BETA CLUB (grades 6-9)

Membership Selection – The criteria for membership to the Junior Beta Club for students in 6th grade are all A's in academic subjects from 4th quarter of the 5th grade along with 5th grade Stanford Achievement scores.

Students in 7th - 9th grades 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 he/she repays the registration fee.

The induction ceremony is held in the fall of each school year.

SENIOR BETA CLUB (grades 10-12)

Membership Selection – The criteria for membership to the Senior Beta Club for students in 10th – 12th grades 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/she repays the registration fee.

The induction ceremony is held in the fall of each school year.

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 6th-12th grader.
 2. Must have a GPA of 80.
 3. Must have outstanding Christ-like character and integrity.

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 extra-curricular activities to be involved in the Institute. Obviously, some of the discipleship, mentoring, and service activities would be held at various times after school hours.

BASIC CODE OF CONDUCT

ELECTRONIC EQUIPMENT

Students may not bring any electronic equipment such as iPods, MP3 players, or video games of any kind to school. **This also includes school trips and athletic activities.** These items will be collected and returned only to the parent.

Penalties for Electronic Equipment Violations

Students who violate the Electronic Equipment guidelines will be subject to the following disciplinary action. These violations will accumulate for the quarter.

- **First violation** – 1 hour after school detention at a charge of \$5.00 billed to the student’s account
- **Second violation** – 2 hours after school detention at a charge of \$5.00 per hour billed to the student’s account
- **Third violation** – Saturday School served from 8:00 a.m. - 11:30 a.m. at a charge of \$35.00 billed to the student’s account.

CELL PHONES

Students are not to have cell phones turned on or visible at any time between 7:55 – 3:00.

Phone Penalties:

1. **First offense – One-hour detention**
2. **Second offense – Two-hour detention**
3. **Third offense – Saturday School**
4. **Every offense after will receive 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.

If you have any questions on our cell phone policy, please contact the administration.

TEXTING POLICY

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

If an Eagle's Landing Christian Academy student is found to have participated in inappropriate texting, on or off campus, he or she will be subject to immediate expulsion from school. If the act took place off campus the student or students 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.

ROCK CONCERTS AND "R" RATED MOVIES

The atmosphere and behavior that accompany most rock concerts seriously undermine the basic philosophy of our school and the ideals of Christian young people. The morals depicted in "R" rated movies are generally detrimental to the Christian values, which ELCA strives to instill in our students. With this in mind, we strongly recommend and encourage parents to prohibit their children from attending rock concerts and from viewing "R" rated movies and/or immoral programs on television. We appeal to parents to carefully consider our concerns and assist their children in understanding the basis for this recommendation. A pattern of behavior that shows a student willingly attends such events could result in the student's dismissal.

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.

BULLYING

Bullying is prohibited. Georgia law [Ga. Code 16-11-127.1] defines bullying "as any willful attempt to threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm." Students found to have committed the offense of bullying will be assigned eight (8) 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 Eagle's Landing Christian Academy 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/herself 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 Netclassroom.

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

Eagle's Landing Christian Academy'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. Jumpers and skirts must be knee-length. Shorts and skorts cannot be more than 2 inches above the knee. **Parents are responsible for making sure their children’s uniforms meet dress code, allowing for growth spurts.**

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 following dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations.

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

BLUE JEAN POLICY

Blue jeans will be permitted on Fridays at ELCA for the purpose of benefiting our Missions’ Giving. In order for a student to wear jeans, he/she will need to pay the determined amount by the administration, (\$1.00 per Friday). If a student does not bring the money, they will not be permitted to bill it to their school account; however, for convenience, the money may be paid for the entire year. If a student does not pay his/her Jeans for Missions money that morning, the student will be asked to wear uniform pants or skirt. Students who repeatedly fail to bring their missions money will not be able to participate in Jeans for Missions on Fridays and will be required to wear uniform pants or skirt.

The missionaries that ELCA supports with the Jeans for Missions money are as follows:

- FCA
- Hope for the World
- Luz y Verdad (Light & Truth Baptist Church) – Hispanic Church plant in Stockbridge

The guidelines for the jeans, as defined below, must be met; otherwise the student will be required to contact their parent for a change of clothing. They will not be charged the dollar if the student returns to their ELCA uniform.

1. The jeans must be the traditional color of denim (blue).
2. The jeans must not be ripped, torn, or have holes.
3. The jeans must not be multicolored denim (multiple fadings).
4. The jeans must not be tight nor should any flesh be visible between the jeans & the shirt.
5. A belt must be worn.
6. 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 – Philosophy: 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. Long hair tucked behind ears is not acceptable. Hair should not touch the eyebrows or the ears when in a normal wearing position (Revised 11/02/11). 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. Conservative highlights, blended throughout, are acceptable. Fads and extreme styles, such as individual bleached, platinum, or colored streaks that stand out or draw attention are not permitted. 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, and they should be worn in the bottom portion of the ear lobe. **NO GAUGES** or dangling, gaudy earrings
- Absolutely NO earrings for boys
- Chokers
- Body piercing
- Excessive make-up (gothic, etc.)
- Distracting/symbolic (anti-Christian) jewelry
- **Tattoos – Body tattoos are not permitted on ELCA students. Students who tattoo themselves while they are enrolled at ELCA will be required to have them removed or face dismissal from school.**

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.

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/she should discuss it with the principal before wearing it to school.

Penalties for Dress Code Violations

Students who violate the Uniform Dress Code will be subject to the following disciplinary action. These violations will accumulate for the quarter.

- **First violation** – 1 hour after school detention at a charge of \$5.00 billed to the student's account
- **Second violation** – 2 hours after school detention at a charge of \$5.00 per hour billed to the student's account
- **Third violation** – 3 hours after school detention at a charge of \$5.00 per hour billed to the student's account. A conference will also be scheduled with the parents. Girls who are in violation of the skirt length policy three times will not be allowed to wear a skirt for the remainder of the quarter.
- **Fourth violation** – Saturday School served from 8:00 a.m. - 11:30 a.m. at the cost of \$35.00 per student.
- **Fifth violation** – Student is subject to dismissal from Eagle's Landing Christian Academy and is responsible for all fees.

The uniform guidelines will periodically be reviewed and may be changed at our discretion.

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.

1. 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.
2. Speeding and/or reckless driving in any form will not be tolerated on the ELCA campus.
 - 1st warning** – given at 1st meeting with student drivers
 - 1st offense** – warning given personally to student driver at the time of the offense and parent contact made by administration
 - 2nd offense** – loss of driving privileges on campus for 1 week
 - 3rd offense** – 3 day home suspension
 - 4th offense** – possible dismissal from school
3. Parking areas are clearly marked. Students parking in unmarked spaces (i.e. on grass, visitor's parking, etc.) will result in the student's loss of driving privileges.
4. Once on campus, students are not allowed to sit in parked cars or congregate in the parking lot.
5. No loud music from vehicles.
6. All vehicles should be locked.
7. Students are not allowed to return to their vehicles during the school day without being accompanied by an administrator or resource officer.

8. Students are required to complete the Student Vehicle Registration Form on a yearly basis.

DISCIPLINE PROCEDURES

Students at Eagle's Landing Christian Academy 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 work 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.

- 1 DEMERIT**
- Unexcused tardy to class
 - Talking in class after warning
 - Classroom disruption
 - Gum
 - Inappropriate items

- 2 DEMERITS**
- No Bible in chapel
 - Chapel misconduct/sleeping
 - Student disrespect – belittling, teasing or verbally abusing another student
 - Horseplay

- 4 DEMERITS**
- Dismissal from class by a teacher after preliminary actions have been taken
 - Teacher disrespect
 - Skipping a class (0 on all work missed)
 - Direct disobedience
 - Material of questionable moral value (magazines, books, CD's, tapes, etc.)
 - Horseplay that leads to an altercation or destruction of property
 - Unnecessary show of affection/personal contact

- 8 DEMERITS**
- Cursing or abusive language or inappropriate gestures
 - Stealing
 - Excessive show of affection
 - Cheating- plagiarism (will result in "0" on ALL assignments) or giving aid to cheating (see plagiarism policy following)
 - Lying, forgery
 - Penalties for fighting or physical altercation are left up to the discretion of Administration
 - Bullying

Note on demerits – The teacher or administrator has the right to lower or raise the total number of demerits based on their evaluation of the particular incident.

Recommendations for the issuance of demerits:

PLAGIARISM DEFINED

Plagiarism is literary theft.

Plagiarism is:

- 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

Note on demerits – 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.

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. - 11:30 a.m. at the cost of \$35.00 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

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/she 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, they will be given a 2-hour detention. If a student misses a 2-hour detention, they 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. – 11:30 a.m. The cost per student will be \$35 and will be billed to the student's account.

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
- 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/she 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 the high school Dean of Students 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

Eagle's Landing Christian Academy 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/her 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.

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

Part VI: KINGDOM ATHLETICS

The purpose of this section is to establish rules, regulations, and policies for the Eagle's Landing Christian Academy 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

To compliment and advance the schools mission.

“Now may the God of patience and comfort grant you to be like-minded toward one another, according to Christ Jesus, that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ.” Romans 15:5-6

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 indoctrinate our Faculty, Staff, Parents, and Students with our Kingdom Athletics philosophy, policies and procedures.
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.

The achievements of these goals will assure us that no matter what the score may be, in God's eye we will always be winners.

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 extracurricular activities and to maintain eligibility. Students receiving two "F's," or below a "74" in Bible 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 five (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 eleven (11) 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.

ONLINE ACADEMY ATHLETIC ELIGIBILITY

Virtual eligibility for extra-curricular activities at ELCA is based on the following:

Elementary – a minimum of 1 virtual class; **Middle School** – a minimum of 3 virtual classes; **High School** – must be classified as a "full-time" student; * **8th grade** students who want to play on a freshman or JV team **must meet the same criteria as a "full-time" high school student.**

Other considerations:

1. Students cannot be enrolled in another school, take virtual classes at ELCA and participate in sports at ELCA.
2. Students must be academically eligible based on ELCA academic standards.
3. Students transferring in (other than "entering 9th graders" who have not established eligibility at another school previously) must have approved eligibility from GHSA to

participate at the Varsity level. (See **GHSA Bylaw 1.62 below for more information on this or contact Athletic Department personnel**)

To be eligible to participate 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.

(a) Enrollment is defined as follows:

(1) Fall Semester: when the student participates in a 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 (1) high school at a time.

(b) The student must be in regular attendance.

(c) The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

(d) All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual 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 can be found at <http://www.ghsa.net>

YOUTH/MS/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 (no eighth graders may play varsity football).

VARSITY 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/she 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 responsible for the athletic fee and 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/she 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/she has been absent from school. **Students must be present a half-day (3 ½ hours) in order to participate in a game that day.**

PHYSICAL EXAMINATIONS & CONSENT FORMS

A physical examination is required by the GHSA. The physical examination form & consent form must be on file before a student participates in any athletic tryouts, practices or contest. All forms are to be filed with the athletic trainer. Physical Forms and Consent Forms may be downloaded from our website.

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 Athletic Calendar on our school website at www.elcaonline.org and click on the event you want to go to.

DRESS

Our athletes must wear "Head Coach" approved apparel to all away games. 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. (Eight 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.

CONDUCT EXPECTATIONS

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 from 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.

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. By signing this Student Handbook, you are stating that you have read and understand the Codes of Conduct and agree to abide by its principles and guidelines at all ELCA sporting events. Failure to honor the Code of Conduct will result in suspension of privileges.

ATHLETE'S 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.*

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

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.*

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

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.*

I Corinthians 12:12,13 *For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...*

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 in our lives by abiding by 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!*

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

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. Unsportsmanship-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 affects of their responsibilities as they represent themselves, their families, their school, their church and ultimately their Lord and Savior, Jesus Christ.*

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

PARENT CODE OF CONDUCT

Our Speech:

1. 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.*

2. 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.*
3. 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.*
4. 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.*
5. 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.*
6. 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.*
7. Always resolve differences with 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.*
8. 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 with grace, 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 as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit, we were all baptized into one body...*

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 *He who says he abides in Him ought himself also to walk just as He walked.*

Note: Conduct detrimental to the testimony of the school and the church will result in removal from athletic arena.

PARENT/COACH COMMUNICATION

Parenting and coaching are both difficult vocations. Understanding each others’ role will enable parents and coaches to work together to provide a meaningful experience for the student-athlete at ELCA. 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 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 athletic trainer 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 Athletic Trainer (ATC) include injury prevention, recognition and evaluation of injuries, immediate care and treatment, rehabilitation, and administration duties. The ATC is present at school everyday. 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 Orthopaedic Surgeon from Southern Orthopaedic Specialists. For the last 2 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. Southern Orthopaedic Specialists is located at 915 Eagles Landing Pkwy. Stockbridge, GA, 30281 and the phone number is 770-506-4350.

ELCA ATHLETIC DEPARTMENT CONSENT FORM

My child has the opportunity to participate in interscholastic organized sports and athletic activities provided or sponsored by Eagle's Landing Christian Academy. I fully realize and acknowledge that, even with coaching and the use of equipment, injuries are a possibility in any sport or athletic activity, and I recognize that, on rare occasions, these injuries can be so severe as to result in total disability, paralysis or even death. Realizing such, and in consideration of my child being allowed to participate in intramural and interscholastic organized sports and athletic activities provided or sponsored by Eagle's Landing Christian Academy:

- 1) I give my express permission for my child to participate fully in any interscholastic organized sports and athletic activities provided or sponsored by Eagle's Landing Christian Academy (including such travel as may be incident to such participation);
- 2) I assume all risks, including any risks associated with any special medical needs or condition of my child (above named), of my child's participation in any such sport or activity (including travel incident thereto):
- 3) I authorize any coach or other adult supervising any sport or athletic activity in which my child participates to obtain on behalf of my child, in my absence and at my expense, any necessary

emergency medical services which may be required as a result of an injury to my child in connection with such participation (including travel incident thereto):

- 4) I certify that I have insurance reasonably sufficient to cover my child against injury and loss of life caused to my child or caused by my child in connection with such participation; and
- 5) I agree that all expenses relating to or arising out of any such injuries or loss of life will be my financial responsibility, and my child and I agree to release, hold harmless and indemnify Eagle's Landing Christian Academy and its officers, employees and trustees against any and all claims, liabilities, damages and expenses, including reasonable attorney's fees, with respect to any injuries, regardless of severity, or loss of life relating to or arising out of my child's participation in any such sport or activity.

No student may participate in ELCA's athletic program without proof of medical insurance coverage! Please fill out below information!

GENERAL RULES

1. No fund-raising or team-purchasing may be done without approval from the athletic director.
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 in the gym, weight room, coach's office, or on the field without a coach there to supervise.
6. Each athlete is required to turn in his or 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 THROUGH ELCA SCHOOL STORE.

ATHLETIC FEES

Each athlete pays an athletic fee to *assist* with the cost of running the athletic program. This fee *helps* cover Region dues, GHSA dues, referees, coaching supplements, athletic facility maintenance, transportation, supplies, equipment, etc... Below is the Class breakdown. There will only be an admission charge for V/JV/MS Football, V/JV/Fresh Baseball, V/JV/MS Basketball, V/MS Track & Field, & V/JV/MS Wrestling athletic contests. All other regular season contests will be free of charge. **Per GHSA, there will be an admission charge for all regular season invitationals, tournaments and Region/Area/ State Tournaments.**

If a student is participating in two sports in the same season, they will be responsible for the sport with the higher fee and an additional \$50 for the second sport. They will NOT be responsible for the full fee for both sports.

Class I - \$200	Class II - \$175	Class III - \$150	Class IV - \$125	Youth Athletics
V/JV Football MS Football	All Cheerleading V/JV/Fr Baseball V/JV Basketball V Softball V Soccer V Track & Field V/JV Volleyball V Wrestling	V Cross Country V/JV Golf V Swimming V Tennis MS Basketball MS Softball MS Volleyball MS Wrestling	MS Cross Country JV Tennis MS Track & Field	Football (K4-7th) - \$255 Cheer (3rd-5th) - \$235 Cheer (K4-2nd) - \$200 Wrestling (K5-5th) - \$100 Track (4th-5th) - \$75 Cross Country (4th-5th) - \$75

BOOSTER CLUB

The ELCA Athletic Booster Club exists to glorify God by promoting Christian sportsmanship and providing a cooperative bond between members, coaches, athletes, and school administration with active and working participation that will improve, enhance, and elevate Kingdom Athletics.

The Athletic Booster Club is not a school policymaking or policy changing organization. Our mission includes the following:

To work together with ELCA to develop a “World-Class” athletics program committed to excellence, while promoting and valuing Christian character and academic success in every student athlete.

- To show appreciation for the efforts of the athletes who represent our school in athletic competition.
- To raise funds for enhancing our facilities, purchase needed equipment, and required services connected with the school athletic program.
- To stimulate and promote greater community interest, participation, and enthusiasm in all school athletic programs.
- To bring together coaches, athletic participants and members for good fellowship.

Membership meetings will be held throughout the school year and will provide general information, service opportunities and vision from the Board of Directors. All meeting dates will be available on the ELCA website under the Parent Auxiliary section.

Part VII: ELCA Fine Arts

MISSION

It is the mission of the Eagle Landing Christian Academy Fine Arts Department to provide each student with a well-rounded, excellent education in the arts that will enrich, train and encourage the future use of their gifts in the local church as well as ministries worldwide.

PHILOSOPHY

The ELCA Fine Arts Department recognizes Jesus Christ as the supreme creator of all things. For by Him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by him and for him. (Col. 1:16). Therefore the following are true:

- Each student is a unique and special creation of God.
- Each student is created by God with unique and special talents.
- These talents are to be used in a manner that honors and glorifies the Lord.
- These talents are developmental in nature and require appropriate training by experienced faculty.
- God has intended the arts to provide aesthetic and emotional benefits.
- God has intended the arts to communicate about culture, society, history, and scriptural truth.
- The arts are a primary form of praise and worship through the work of the Holy Spirit.

- The arts have numerous developmental benefits for the student.

ELCA views fine arts as an important part of the complete curriculum.

OBJECTIVES

- Cultivate an aesthetic awareness and develop a Christian viewpoint of the arts.
- To offer a variety of experiences in each artistic discipline that will include traditional and ministry opportunities.
- To develop appreciation of the arts throughout all grade levels.
- To assist students in the discovery and development of their unique God-given talents.
- To develop self-discipline, critical thinking, and problem-solving skills in each student.

FINE ARTS FEES

There will be a \$50.00 fee for each Fine Arts class. (Art, Chorus, Drama, Praise Band, and HS Guitar)

Band:	Color Guard	\$350.00
	New Marching Band Members Camp	\$350.00
	Returning Marching Band Members Camp	\$250.00
	Concert Band Class Fee	\$50.00
	School Instrument Fee	\$35.00

This Fine Arts fee will be billed by the Business Office.

FINE ARTS PATRONS CLUB

Fine Arts programs are an essential element of the curriculum at ELCA. Programs are available at all grade levels. Elementary students participate in art and music classes weekly. Fifth grade students select either band or chorus. Middle school and high school students can choose art, band, chorus, and drama as elective courses. Individual lessons in piano and guitar are also available to students in all grades.

In September 2003, the Fine Arts Patrons Club was founded to create a relationship between parents, teachers, and staff so that we could collectively support the students, faculty, and staff to ensure the greatest advantages in Fine Arts education.

All of our parents are VIP’s (Very Important Parents), payment of an annual membership fee automatically makes you a member of the Fine Arts Patron Club.

The mission of the Fine Arts Patrons is three-fold:

1. Create a pool of resources that can be called upon to benefit the advancement of the students in the fine arts.
2. Assist parents, fine arts faculty, and staff members in developing the skills they need to support and protect the students.
3. Encourage involvement in school fine arts activities and projects.

STATEMENT OF COOPERATION

I have read completely the Eagle’s Landing Christian Academy 2011/2012 Student Handbook that is available online. I understand and will abide by the policies stated therein including the Basic Code of Conduct statement and Dress Code Policy.

Date _____

Student’s Name (Print) _____

Student’s Signature _____ (6th-12th grade)

Grade _____

We have read completely the Eagle’s Landing Christian Academy 2011/2012 Student Handbook and agree to fully cooperate with the standards and guidelines therein.

Parent/Guardian Signature _____

Church Membership _____

By enrolling in Eagle’s Landing Christian Academy, Inc. (“ELCA”), the enrollment agreement, and agreeing to abide by the terms of the ELCA 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; 1 Corinthians 6:1-8). Therefore, the student, and his/ her parents/guardians, for themselves and on behalf of their student(s), 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® Ministries (complete text of the Rules is available at 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.

“It is better not to vow than to make a vow and not fulfill it.”
Ecclesiastes 5:5 (NIV)