



# **EAGLE'S LANDING**

## CHRISTIAN ACADEMY

### Student Handbook

*"Empowering Students to Impact the World"*



## MISSION STATEMENT

*Eagle's Landing Christian Academy is a gospel-centered, Kingdom-focused, college preparatory school that exists to make disciples of Jesus Christ for the glory of God.*

## VISION STATEMENT

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

## STATEMENT OF UNITY

*ELCA strives to nurture a unified community of God-centered individuals who are known and valued for whom God distinctly created them to be. We recognize and respect our cultural differences and unique abilities, rejoice in our similarities, and love ALL individuals as image-bearers of God.*

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

### **MISSION STATEMENT**

Eagle’s Landing Christian Academy is a gospel-centered, Kingdom-focused, college preparatory school that exists to make disciples of Jesus Christ for the glory of God.

### **VISION STATEMENT**

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

### **STATEMENT OF UNITY**

ELCA strives to nurture a unified community of God-centered Individuals who are known and valued for whom God distinctly created them to be. We recognize and respect our cultural differences, rejoice in our similarities, and love ALL individuals as image-bearers of God.

### **CORE VALUES**

**The Bible and The Church** - ELCA believes that all scripture is given by inspiration of God and is profitable for reproof, correction, instruction, and righteousness. The Church has been and always will be God’s instrument to fulfill His purposes here on earth. (II Timothy 3:16, Acts 2:42-47)

**The Family** – ELCA supports parents and guardians in their biblical responsibility to nurture and to train their children in realizing their God-given potential so they may live lives that glorify God. (Ephesians 6:1-4, Proverbs 22:6)

**Academic Excellence** - ELCA teachers and students are called to academic excellence through the teaching and learning of 21<sup>st</sup> Century skills to cultivate life-long learning. (Colossians 3:23, 1 Corinthians 10:31, Luke 2:52)

**Service and Stewardship** - ELCA embodies a culture where students are encouraged to utilize their God-given talents to serve others. (Matthew 20:26-28, Luke 12:35)

### **STATEMENT OF FAITH**

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

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

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

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

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

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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

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

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

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

## **PURPOSE OF THE HANDBOOK AND CONTAINED POLICIES**

The policies contained within the Parent / Student Handbook are intended to provide guidance and structure to the daily operation of the academy. Families whose children are enrolled in the academy are expected to support and abide by the policies. Parents understand and acknowledge they are entering into a partnership with Eagle's Landing Christian Academy to teach these principles and biblical values. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

## **NOTICE OF DISCLAIMER**

Eagle's Landing Christian Academy reserves the right to change or add any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school. This handbook is in no way contractually binding on Eagle's Landing Christian Academy or its employees.

## **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, when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Exodus 18:21; I Samuel 1:27-28, 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7, 3:19, 9:10; Psalm 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1,13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

## **EDUCATIONAL OBJECTIVE**

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

- Provide instruction by a competent Christian faculty committed to a quality academic program.
- Provide students with an atmosphere which is wholesome, stimulating, and conducive to learning and to serving within the Christian concept.



- Provide a balanced emphasis regarding Christian beliefs, daily life and conduct, and educational philosophy and practice.
- Train young men and women to be servants of Christ in the church and in the world.
- Provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice.
- Use an approach to education which addresses the changing technological nature of our society.
- Acquaint students with methods of research to develop habits of study for a life of intellectual pursuit.
- Motivate students to think and communicate clearly, objectively, and creatively.
- Offer additional opportunities for complete student development through various extracurricular activities such as academic enrichment, fine arts programs, social events, and athletic participation.
- Evaluate our student body to ensure that we have only those students who desire to enable us to pursue the goals and purposes of ELCA

## **EDUCATION PHILOSOPHY**

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

## **SPIRITUAL DEVELOPMENT**

### **The Bible**

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

### **Spiritual Growth**

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

### **Chapel**

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

## **EXPECTED STUDENT OUTCOMES**

Eagle's Landing Christian Academy seeks to grow and nurture its students **spiritually, academically, physically,** and **socially** for life and eternity. A graduate of ELCA should be expected ...

### **Spiritually:**

- To know, fear, love, and respect God. (Sp-1)
- To continue to develop a growing relationship with Jesus Christ. (Sp-2)
- To articulate and embrace a God-centered worldview while having a basic understanding of opposing worldviews. (Sp-3)
- To demonstrate application and relevance of a Biblical worldview to daily decision making through The inspired word of God. (Sp-4)
- To utilize their God-given talents to serve others generously. (Sp-5)

### **Academically:**

- To demonstrate proficient skills of a 21st Century Learner --- creativity, critical thinking, communication, and collaboration. (A-1)
- To analyze, interpret, evaluate, and synthesize concepts within various disciplines. (A-2)
- To demonstrate academic competence that is required for the next level of academic pursuit. (A-3)
- To discern appropriate interactions with the use of technology in a God-honoring and respectful manner. (A-4)
- To become a life-long learner. (A-5)



**Physically:**

- To treat his/her body and mind as the temple of the Holy Spirit of God understanding that he/she is created in His image. (P-1)
- To achieve a balanced life grounded in spiritual, mental, emotional, and physical health. (P-2)
- To practice the principles of healthy, moral family living based upon biblical truths. (P-3)

**Socially:**

- To love all people and understand the worth of every human being as created in the image of God. (Soc-1)
- To have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, developing cross-cultural competence, and encouraging Biblical hospitality for ALL mankind. (Soc-2)
- To carry out the Great Commission locally and around the world in a culturally sensitive manner. (Soc-3)
- To embrace and practice justice, mercy, and peacemaking in family and society. (Soc-4)
- To respect and relate appropriately with integrity to all people with whom they work, play, and live. (Soc-5)

## **Part II: GENERAL INFORMATION**

### **HISTORY**

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

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

### **ACCREDITATION/MEMBERSHIP**

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

### **MEDIATION/ARBITRATION**

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

### **SCHOOL BRAND AND LOGOS**

The Charger shield and bolt are the two logos for the school. Approval must be obtained through the Marketing and Communications Office prior to use. Anyone interested in creating a design using the ELCA brand must contact the Marketing and Communications Office for approval. Approval must be obtained through the Marketing and Communications Office prior to the use of the name and logos of ELCA and any reasonable facsimile.

### **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.

### **COMMUNICATIONS**

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

ELCA Website: Our website provides information about the school, including a calendar of school events. The ELCA News page provides up-to-date information on campus events, including Morning Announcements that are announced to the students. Students' grades, attendance and conduct records can be accessed on FACTS SIS. Assignments and classroom activities are found on individual teacher pages. FACTS SIS may be accessed at <https://factsmgt.com>. There is also a link available at <https://www.elcaonline.org/facts>.

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

General School Information [www.facebook.com/ELCA1970](https://www.facebook.com/ELCA1970) and [http://instagram.com/elca\\_chargers](http://instagram.com/elca_chargers).

School photos: <https://elcachargers.smugmug.com/>

ELCA Athletics [www.facebook.com/ELCAChargers](https://www.facebook.com/ELCAChargers) and [www.twitter.com/ELCAAthletics](https://twitter.com/ELCAAthletics)

ELCA Fine Arts [www.facebook.com/ELCAFineArts](https://www.facebook.com/ELCAFineArts)

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

Email is frequently used to communicate information to parents at the individual, grade-wide and school-wide levels. Please make sure to keep your preferred email address updated in FACTS SIS.

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

Parent Communication Expectations: ELCA parents are encouraged to follow and agree with the principle of Matthew 18:15-17 to bring all questions and criticisms to the employee most directly involved. If there is a question about a specific classroom action or procedure, the parent will contact the appropriate teacher involved. If a satisfactory conclusion is not reached, the parent may contact the appropriate principal. If not resolved at this level, a meeting with the principal and Head of School may be arranged. As an extension of your home, we desire to partner with our families. Applying the Matthew 18 principle at times can be uncomfortable; however, a commitment to do so helps foster a culture of honesty and respect for one another. As we put into practice the principle of Matthew 18:15-17, each student and parent agree to show due respect in interactions with all staff members. It is expected that the conduct of staff members, students and parents is considerate and demonstrates respect for others at all times. This includes refraining from posting negative (or critical) comments about any staff member or the ministry in the media or any public or private digital forum, including but not limited to social media, blogs, text groups, vlogs, and websites.

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

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

It is very important that you contact the main office as soon as possible in the case of a change of custody or any event or change which might affect your child's ability to perform or to concentrate in school. A copy of any appropriate signed court documents is required.

It is very important that you update your FACTS SIS account in the following instances:

- Change of address: new proof of residency, i.e., current mortgage or lease documents.
- Any change in emergency numbers or emergency contacts.

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

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

### **STUDENT RECORDS**

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

Primarily, ELCA policy now places the custody, management, maintenance, and supervision of all student records with the ELCA Registrar. Requests to access, inspect, and/or duplicate any student record or records must be made, in writing, with the Registrar's Office. Access to student records, whether to merely inspect them, to

duplicate them, or to request an amendment to them, shall be limited to persons having a signed release/authorization from a parent/guardian, a court order, or a legitimate educational interest/need to view them, as set forth in the Policy Manual. ELCA may charge a duplication fee of \$.25 per each page copied.

As a reminder, ELCA is not and will not be responsible for investigating who has the legal right to make decisions pertaining to each of the many students enrolled each year. Parents who are divorced are required to file a copy of the divorce decree with the Registrar's Office as soon as possible, along with any orders pertaining to custody. It is the parent/guardian's duty to inform and provide ELCA with a copy of any documents establishing/identifying all persons who have legal custody to each student enrolled.

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

### **REPORT CARDS & FACTS SIS**

Parents have the ability to check their child's progress in each class by utilizing the online grade system through the FACTS parent portal. If parents have trouble accessing their FACTS account, they should email the school at [nethelp@eagleslanding.org](mailto:nethelp@eagleslanding.org).

### **SCHOOL TUITION AND INCIDENTAL EXPENSES**

Please read the following thoroughly.

All parents are required to enroll with FACTS Management, an independent provider that helps families manage tuition payments in a variety of options. FACTS charges a non-refundable annual fee of \$55 per family to set up a monthly payment plan. The fee for the annual payment plan is \$25.00.

FACTS offers two methods of payment. You may choose Automated Clearing House (ACH) draft payment plan (auto-draft), or you may choose the credit card option. All tuition and incidental expense plans must be enrolled in one of these two auto-pay options. Under your one FACTS account there are two plans. One is the payment plan where tuition and/or any other reoccurring monthly charges are billed. The other is for incidental expenses and are billed as they occur each month.

### **TUITION**

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

1. **Monthly Payment Plan:** The first of 12 monthly tuition payments is due on June 5 and is non-refundable. The last payment is due on May 5.
2. **Annual Payment Plan:** Payment is due in full on June 5. If it is not paid by June 10, the status will be changed to the monthly payment plan. If the student does not attend school, we will refund the amount equal to 11 monthly payments.

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

### **INCIDENTAL EXPENSES**

All incidental expenses (such as field trips, athletic items, late/lost library books, cell phone violation, etc.) will be charged on your FACTS account and auto-drafted on the fifth day of the month. If the auto-draft is unsuccessful, FACTS will not try to redraft the amount. It is your responsibility to either remit manually online or pay the business office.

With FACTS, the school maintains control of all billing. Questions regarding your bill may still be directed to our business office. If you have any questions, please contact Lainey Clanton at 678-818-1081 or [lainey.clanton@eagleslanding.org](mailto:lainey.clanton@eagleslanding.org).

### **LATE ACCOUNT POLICY**

Tuition and incidentals are considered past due after the 5th of the month. If the FACTS auto draft is unsuccessful or if your account is unpaid on the 5th of the month, a \$25.00 **late fee** will be applied **per student** to the current balance due.

## **INSUFFICIENT FUNDS RETURNED PAYMENTS**

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

There is a Non-Sufficient Funds (NSF) fee of \$30.00 which will be incurred if a payment is returned. If a **tuition** draft/payment returns, FACTS will attempt to redraft the payment 15 days after the original draft date. If this draft is returned again, your account, including all payments on behalf of the student (i.e., field trips, tuition, etc.) must be paid by cash, money order, credit card, or cashier's check for that month in the business office. This applies to any payment made to FACTS or ELCA

Should an account fall behind in payment, the following procedure will apply to all student accounts:

- Grades, report cards and transcripts will not be released
- Access to FACTS SIS may be restricted for past due accounts or upon notification of withdrawal if the account is unpaid at the time of notification.
- Students may not be allowed to sit for exams or participate in graduation if accounts (tuition and incidentals) are unpaid after the 5th of the month.
- Students may not be allowed to return to class if the account is unpaid at the end of the month.
- Permanent records will not be transferred until the account is current.
- If the student is not attending class due to payment delinquency, the student will not be allowed to participate in any sporting event or school activity during this time.

The Business Office will try to work with your family toward a mutually agreeable payment arrangement should special circumstances or "hardship" cases arise during the school year. Please contact Lainey Clanton immediately to discuss a potential alternate plan.

## **CREDIT/DEBIT CARD FEES**

Transactions processed with a debit/credit card will incur a 3.5% convenience fee.

## **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**

Eagle's Landing Christian Academy must rely on tuition income to meet operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is cancelled or in the event of separation for any reason between the student and the school, other than the stated exception below, the financial obligations are as follows:

- IF ENROLLMENT IS CANCELLED IN WRITING PRIOR TO JUNE 1, the parents or guarantors forfeit the non-refundable, non-transferable \$300.00 enrollment/application fee.
- IF ENROLLMENT IS CANCELLED IN WRITING AFTER JUNE 20, AND PRIOR TO THE FIRST DAY OF SCHOOL, parents or guarantors are obligated to pay 1/6 of the yearly tuition amount based on the twelve-payment plan, and the forfeited non-refundable, non-transferable, \$300.00 enrollment/ application fee.
- IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF SCHOOL AND PRIOR TO THE THANKSGIVING BREAK, parents or guarantors are obligated to pay for the entire first semester, 1/6 of the yearly tuition amount based on the twelve-payment plan, and the forfeited non-refundable, non-transferable, \$300 enrollment/ application fee.
- IF ENROLLMENT IS CANCELLED IN WRITING DURING OR AFTER THE THANKSGIVING BREAK, parents or guarantors are obligated to pay for the entire school year.

\* The only exception to tuition payment policies is written confirmation from an employer indicating involuntary relocation of a family out of the Metro Atlanta Area. Under this exception a withdrawal fee of 1/6th of the yearly tuition, based on the student's selected payment plan and tuition for days attended, will be assessed.

In addition, students and parents are subject to all financial rules and regulations of the Parent/Student Handbook.

If it becomes necessary for parents to withdraw a student, the parent will officially notify the Admissions Office in writing. Student's records will not be released until the payment has cleared the bank. This policy is required due to the commitments already made for personnel, supplies, and materials based on your child's enrollment.

### **FINANCIAL AID**

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

### **PROCEDURES FOR STUDENTS WHO RECEIVE SB10 FUNDING**

When ELCA receives the Scholarship Calculation Sheet with the estimated scholarship award, the Finance Office will move the estimated amount of the scholarship to a due date of May 1 for that school year. This amount will be deducted from the total student tuition due, leaving the balance to be paid by the parent/guardian on either a yearly or monthly basis.

### **PHILANTHROPIC/FUNDRAISING POLICY**

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

The three primary purposes for the policy are:

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

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

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

The policy relates to philanthropic efforts and fundraising solicitations in any manner including mail, phoning, email, and personal ask. Any promotional material, mailers, clothing, and other related items using the school's name or logo must receive prior approval from the Marketing Office.

How the policy will be administered:

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

### **POLICY ON RAFFLES**



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

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

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

## **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

### **REASONS FOR THIS POLICY**

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

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

### **COMPUTER & INTERNET USES**

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

### **ACCEPTABLE USES**

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

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

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

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

### **MONITORING**



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

#### DISCLAIMER OF ALL WARRANTIES

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

#### SECURITY

ELCA will implement security procedures on Internet access to protect against unacceptable use. Technology users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone, with the exception of parents or guardians, is not permissible and may result in the loss of privileges. Technology users will be held accountable for any activity that occurs during their login session to technology equipment. Any security problems should be reported immediately to the school/site administrator.

#### ENCOUNTER OF CONTROVERSIAL MATERIAL

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

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

#### PERSONAL INTERNET USE

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

#### PENALTIES FOR IMPROPER USE

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

#### ELECTRONIC EQUIPMENT

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

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

#### PENALTIES FOR ELECTRONIC EQUIPMENT VIOLATIONS

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

1. First offense - 1 after-school detention session at a charge of \$5.00 billed to the student's account.
2. Second offense - 2 after-school detention sessions at a charge of \$5.00 billed to the student's account.
3. Third offense - Saturday School served from 8:00 AM – 12:00 PM at a charge of \$40.00 billed to the student's account.
4. Every offense after will automatically receive Saturday School.

#### TEXTING POLICY

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

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

#### CELL PHONE POLICY

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

Phone Penalties:

1. First offense – 1 hour after school detention at a charge of \$5.00 billed to the student's account.
2. Second offense – 2 hours after school detention at a charge of \$5.00 per hour billed to the student's account.
3. Third offense – Saturday School or 1 day of ISS (In-School Suspension).
4. Every offense thereafter will result in Saturday School or additional days of ISS.

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

#### BRING YOUR OWN TECHNOLOGY POLICY

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

ELCA bears no responsibility for damage, loss or theft of any personally owned device brought to school by a student. Personally owned devices that double as cell phones (i.e., iPhone, smart watch, or similar) are not allowed at any time during the school day. (Please see the cell phone policy in the handbook for more details). All Internet or technology equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from ELCA. For additional information about ELCA's BYOT program, go to [www.elcaonline.org/BYOT](http://www.elcaonline.org/BYOT).

#### **VISITORS**

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

- Check in at the main entrance.
- Check out when leaving the campus.
- Do not allow unauthorized persons into the building without an employee badge or visitor's sticker.

#### Requested Visitor's Dress

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

#### Delivery of Items to Students

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

### **SCHOOL HOURS**

Early Learning Academy

3 Half Days: (T, W, TH) 7:55 AM – 11:45 AM

5 Half Days: 7:55 AM – 11:45 AM

3 Full Days: (T, W, TH) 7:55 AM – 2:30 PM (2:20PM dismissal on Wednesday)

5 Full Days: 7:55 AM – 2:30 PM (2:20PM dismissal on Wednesday)

Grade K5: 7:55 AM – 2:45 PM (2:30PM dismissal on Wednesday)

Grades 1- 2: 7:55 AM – 3:00 PM (Wednesday 7:55 AM – 2:45 PM)

Grades 3- 4: 7:55 AM – 3:15 PM (Wednesday 7:55 AM – 2:55 PM)

Grades 5–12: 7:55 AM – 3:15 PM (Wednesday 7:55 AM – 2:55 PM)

School Office Hours: 7:30 AM – 4:00 PM

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

In the event of inclement weather, administration will make the decision based on all available information in conjunction with the Henry County Emergency Management Department regarding closings. School closings will be posted on the school website, on the school Facebook page ([www.Facebook.com/ELCA1970](http://www.Facebook.com/ELCA1970)), and communicated via email and/or text.

### **EMERGENCY PREPAREDNESS**

To prepare for unexpected emergencies, there will be unannounced fire, severe weather, and lockdown emergency drills are conducted as required by state law during the school year. Instructions for evacuation of the building are posted in each classroom.

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

If a student plans to leave the school by any means other than the way he came to school, student must present to the office by 7:55 AM 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 AM.

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

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

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

- NO students should be in the school building before 7:30 AM unless under the immediate supervision of a teacher, parent, or extended care worker. Elementary and middle school students must report to the cafeteria if arriving prior to 7:45 AM. High School students must report to the designated high school classroom. Students are not to sit in cars or loiter in the parking lot.
- Students being dropped off are not to exit the vehicle until appropriate school personnel open the door.
- 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.

- Out of respect for other drivers and for the safety of our children, parents must remain with their cars at all times while dropping off or waiting for students. When in carpool, if your student is not in sight and you have other cars blocked, exit the front of the line and park in a designated parking space or make the circle around the entry again.
- 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.
- 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.
- Parents must pick up all students no later than 3:30 PM unless involved in an after-school activity or enrolled in the After-School Enrichment Program. Should you be delayed, please call the school office immediately. Any student picked up after 3:30 PM will be escorted to the after-school program and billed \$17.00 for the day.
- No student is permitted in the building or on the school grounds after 3:30 PM unless:
  - A) Requested by a teacher
  - b.) Participating in a supervised after-school activity
  - c.) Enrolled in the After-School Enrichment Program (see [www.elcaonline.org/asep](http://www.elcaonline.org/asep) for enrollment information and guidelines)

Every student on the school grounds after 3:30 PM must be under the immediate supervision of a coach, teacher, sponsor, parent, or an After-School Program employee. Unsupervised middle and high school students remaining unsupervised on campus past 3:30 PM will receive an automatic detention, will be escorted to ASEP, and will be billed \$17 for the day. Elementary students remaining on campus after 3:30 PM will be escorted to ASEP and will be billed \$17 for the day.

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

### EARLY DISMISSAL FROM SCHOOL

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

Students 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 show ID when checking out a student. No student check-out is allowed after 2:45PM.

If a parent must go out of town and leave his/her child under another's care, parent must provide the school, in advance, written notification of the name of the appointed guardian and whether 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 Charger Store is the source for all your school uniform, spirit clothing and accessory needs. It is also an outlet for booster club, fine arts, and ELFBC apparel and logo items, as well as spiritual resource materials. If your student is not in compliance with the uniform code, he will be sent to the store to purchase the necessary piece, and the item will be billed to your account.

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

Store hours are Monday, Wednesday, Friday 7:30-3:30. The store will be closed on Tuesdays and Thursdays. All orders placed by phone or email on Tuesday or Thursday will be filled the following day.

### **DRESS CODE POLICY**

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

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

### **COUNSELING DEPARTMENT**

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

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

If the counselor determines, in the counselor's sole discretion that a student needs to receive counseling for on-going or long-term intervention and/or accountability, the counselor will notify the parents of that determination. Unless the counselor receives a written objection from a custodial parent or guardian, the counselor will meet with the student as deemed reasonable or necessary by the counselor. Notwithstanding the foregoing, if the counselor determines, in the counselor's sole discretion, that the student's need for counseling is limited to a minor or one-time issue, the parent may or may not be notified, depending on the severity of the situation and related circumstances.

In any instance whereby child abuse or neglect is suspected, the staff member will immediately notify a principal and/or the School Counselor. The student will be evaluated and referred to the governmental authorities as determined appropriate by these individuals and as consistent with Mandatory Reporting laws. Mandated Reporters are not required to notify guardians of an official report of child abuse or neglect. ELCA will disclose this information as deemed safe and appropriate. ( <https://cps.dhs.ga.gov/Template/MandatedReporters.pdf>)

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

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

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



## **DISCIPLINE PHILOSOPHY AND PROCEDURE**

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. To build godly character within the hearts of our students and to establish a daily environment that promotes excellence in academics and conduct and creates self-discipline within each student, it is imperative that the discipline policy be strictly enforced. The intent of the school is to be consistent in the enforcement of consequences and to be fair by avoiding partiality.

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

## **TEXTBOOKS**

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

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

## **BOOK SELECTION POLICY**

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

## **LOST AND FOUND**

Students are responsible for their personal property. The school does not accept any responsibility for a student's property. All personal items used at school should be clearly marked with the student's name.

## **MEDICAL AND NURSE'S OFFICE PROCEDURES**

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

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

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

- A fever of 100 degrees or above
- Bad cold, with a very runny nose or persistent cough, especially if it has kept the child awake at night
- Vomiting
- Diarrhea
- Head lice
- Widespread rash
- Conjunctivitis/pinkeye

Students may return to school when they are symptom free and fever free for 24 hours without the use of fever reducing medications.

### Administering Medication to Students

The purpose of our medication policy is to comply with Georgia school health guidelines and best practice regarding medication given at school. School personnel should not administer medication to students

unless appropriate administration cannot be reasonably accomplished outside of school hours. The parent/guardian shall be responsible for providing all medications to be administered, except for certain over-the-counter medications that are available in the school nurse's office (see below). Prescription medications to be administered at school must be prescribed and authorized by a physician, nurse practitioner, physician assistant, or dentist on a Medication Administration Form (available on our website). The form must also be signed by the student's parent/guardian. This form must be completed and turned in to the school nurse before any medication will be administered. All medications and forms will be reviewed by the school nurse prior to administration to a student.

#### Providing Medications to the School

All medications must be brought to the school nurse's office by a parent/guardian, not the student. Each medication must be accompanied by a medication form signed by the prescribing health care provider and the parent. If the dosage is changed, a newly labeled container and an updated medication form must be provided. No medication will be given beyond the expiration date. All medicine should be kept in the clinic during the school day unless there is written permission for the child to carry medication with them.

#### Unused Medication

When treatment has been completed or at the end of the school year, unused medication should be picked-up by the parent/guardian. At the end of the school year, all expired and unclaimed medications will be disposed of by the school nurse after a reasonable amount of time has been allowed for pick-up.

#### Self-Medicating

No student may carry medications or self-medicate except for students with diabetes or students who require rescue medications such as epinephrine auto-injectors (epi-pens) and inhalers for asthma. Completed Medication Administration forms must be on file. Students with diabetes may self-administer insulin and carry glucagon if deemed appropriate by their healthcare provider and the school nurse. Self-medication privilege may be revoked if the student exhibits a lack of responsible behavior.

#### Prescription Medications

All prescription medications must be provided in a current pharmacy-labeled container. The label should state the student's name, name of medication, dosage, frequency and method of administration, and the name of the prescribing physician. Parents may want to have the pharmacist label two containers; one for home use and one for school use if the child is to receive the medication at both sites.

#### Non-Prescription Medications

All non-prescription medications must be provided in an original labeled container. All medications will be administered according to manufacturer's recommendations on the label unless otherwise indicated by the healthcare provider on the Medication Administration form. The following over-the-counter medications are available in the Nurse's Office:

- Acetaminophen (Tylenol), ibuprofen (Motrin or Advil), diphenhydramine (Benadryl), antacid (Tums or Mylanta), antibiotic ointment, hydrocortisone cream, and cough drops/throat lozenges.
- Permission must be given through RenWeb in order for these medications to be given.

#### ELCA Employees Trained for Administration of Medication

Only ELCA employees to whom such responsibility has been delegated by the school nurse will administer medications. The training of staff will include the following:

- The 5 "Rights" of medication administration: Right Child, Right Medication, Right Dosage, Right Time, Right Route
- Safe storage and handling of medication, including medication disposal • Documentation of medication administration
- Appropriate action for medication error, adverse reaction, or student refusal

#### Medication Documentation

All administered student medications must be documented on the electronic student medication record and include the date, time, full student name, name and dosage of medication given, and initials of the person administering the medication.



### Medication Storage

Daily non-emergent medication will be kept in the Nurse's Office or in a locked medication box/file cabinet in the classroom as deemed appropriate by the school nurse. The school nurse and delegated teacher will be responsible for its supervision. Medication requiring refrigeration will be stored in the medication refrigerator in the Nurse's Office. Emergency rescue medications for individual students, grade kindergarten through grade 6, such as epinephrine auto-injectors and inhalers, will be placed in the Nurse's Office. Responsible students in grade 5 and above who have healthcare provider authorization and who demonstrate proficiency may self-carry emergency medications. A Medication Administration form and a Student Contract for Self-Carried Medication/Equipment must be on file with the school nurse.

### After School Program: Use of Medications

If medication is needed the After School Program director will administer the dose.

### Off-Campus Trips:

**Use of Medications** The Medication Administration form is the authorized form used for all on-campus and off-campus activities, including overnight trips. Specific advisors/chaperones on the trip will be identified to administer medications while students are off campus. The school nurse will provide the appropriate completed medication administration forms to these individuals. No students on an off-campus trip will be allowed to self-carry any medications except in the case of rescue medications (epinephrine auto-injectors, inhalers and diabetic supplies). For medications normally taken at home outside of school hours, this may require advanced planning to ensure necessary medication forms are completed. When medications must be taken on overnight trips, the following safety measures should be taken:

- Send only essential medications on the trip
- Send only required amount of medication in a pharmacy labeled or over-the-counter labeled bottle
- Identified advisors/chaperones accompanying the student will hold the medication and supervise the student taking the medication.

We are a nut aware campus, so **NO PEANUT or TREE NUT PRODUCTS** should be brought on campus for the safety of all students.

### **PARENT TEACHER FELLOWSHIP**

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

### **VOLUNTEERS**

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

## **Part III: SPIRITUAL LIFE AT ELCA**

### **SPIRITUAL GROWTH**

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

### **EMPHASIS FOR SPIRITUAL FORMATION**

ELCA's plan for spiritual formation and development focuses on 4 distinct anchors. We seek to ENGAGE students with the gospel of Jesus Christ, EQUIP them through spiritual formation and Christ-centered worldview, EMPOWER them to serve as ambassadors for Christ, and ENCOURAGE them to remain faithful and steadfast here and for years to come! These anchors are grounded in a Christ-centered, Bible-based, foundation.

### **VISION FOR SPIRITUAL FORMATION**

For our students to know Jesus, be transformed by His work on the cross, and to be given opportunities to grow through discipleship, stewardship, and service.

### **THE FOUNDATION OF THE BIBLE**

The Bible is God's Word to us. It is the most important book at ELCA. It leads, guides, and informs the mission of the school. In all areas of school life, God's Word is useful teaching, for reproof, for correction, and for training in righteousness, so that our students are prepared for every good work (2 Timothy 3:16-17). All classes are taught through a Biblical worldview. Every student is expected to have his/her Bible at school every day.

### **CHAPEL**

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

### **SPIRITUAL LIFE INITIATIVES**

ELCA seeks to fulfill its plan for spiritual formation through the following spiritual life initiatives: Daily Bible class, Accountability Groups and Community Time, Student Leadership Development, Chapel Program, Generational Mentoring, Bible Studies, Missional Opportunities for Stewardship and Service, Equipping and Supporting Families, and Training and Developing Staff. All spiritual life initiatives are implemented in partnership with ELFBC.

## Part IV: EARLY LEARNING ACADEMY (ELA)

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

At the Early Learning Academy, we believe that all children are created by God to be unique and special. Children deserve a warm, loving, Christian environment where the development of the whole child can be achieved through age-appropriate, developmental learning. It is designed for children who are three or four years old by September 1.

Eagle's Landing Christian Academy is currently accredited by Cognia and the Association of Christian Schools International. With this accreditation, the ELA is exempt from licensure by Bright from the Start. However, we do meet and exceed the guidelines set by Bright from the Start to ensure that your child is cared for and educated in a safe, learning environment. The ELA program is designed as a structured learning environment and not a day care facility.

### HOURS OF OPERATION AND LEARNING OPTIONS

The Early Learning Academy is open from 7:30 AM - 6:30 PM Monday through Friday. We offer a variety of learning options for your child.

#### 3-Year-Old Pre-Kindergarten

3 Half Days – TWT (7:55 AM - 11:45 AM)

3 Full Days – TWT (7:55 AM - 2:30 PM) Tuesday, Wednesday, and Thursday (2:20PM dismissal on Wednesday)

5 Half Days (7:55 AM - 11:45 AM)

5 Full Days (7:55 AM - 2:30 PM) (2:20PM dismissal on Wednesday)

Extended care (3:15 PM - 6:30 PM)

#### 4-Year-Old Pre-Kindergarten

5 Half Days (7:55 AM - 11:45 AM)

5 Full Days (7:55 AM - 2:30 PM) (2:20PM dismissal on Wednesday)

Extended care (3:15 PM - 6:30 PM)

### SPECIAL HOURS OF OPERATION

The Early Learning Academy will be closed during the following times:

- Labor Day
- Fall Break
- All Professional Learning Days
- Thanksgiving Break
- Christmas Break
- MLK Day
- Winter Break
- Spring Break
- Good Friday

The Early Learning Academy will dismiss by noon on the following special days, **no extended care will be provided:**

- Professional Learning Days as noted on the school calendar
- Grandparents' Day
- Last Day before Christmas Break begins
- Spring Fling
- Last Day of School

### ADMISSION REQUIREMENTS

1. Completely potty trained
2. Completed Enrollment Application and fee
3. Immunization Form 3231
4. Form 3300 - Eye, Ear, and Dental Form (K-4 students only)
5. Copy of your child's Birth Certificate and Social Security Card

6. Preschool Parent Agreement signed by both parents
7. Pastoral/Community Recommendation
8. Interview with Administration
9. Extended Care Enrollment Form (if applicable)
10. Custody Documents (if applicable)

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

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

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

### **MORNING SIGN-IN**

ELA students must be checked in at the portico on the Elementary side of the building. After 7:50AM, the doors will be locked, and you will need to go to the main entrance and check-in at the receptionist's desk.

Our teachers have a full morning planned for your children. To have a smooth and pleasant learning environment, we ask parents to be respectful of classroom schedules by having your child here on time. If you have an issue that you need to discuss with the teacher, please schedule a time when the teacher can give you her full attention. Morning drop-off time is NOT the time to conference with the teacher.

### **11:45 CHECK-OUT**

Parents will drive under the portico to pick up and present their card for scanning. Students will be placed in the vehicle, but it is the responsibility of the driver to properly secure the child in the vehicle to be transported home.

### **END OF SCHOOL DAY CHECK-OUT**

ELA parents will drive under the portico for pick-up. Parents will present their card for scanning before students are placed in the car. Students will be placed in the vehicle, but it is the responsibility of the driver to properly secure the child in the vehicle to be transported home. On Mondays, Tuesdays, Thursdays, and Fridays, carpool will take place from 2:30-2:45. On Wednesdays, carpool is from 2:20-2:35. Once regular carpool ends, parents must park and come inside to get their child. Students not picked up by 3:00 PM will be escorted to the Afterschool Enrichment Program and the student's account will be charged accordingly.

### **SCHOOL TUITION AND INCIDENTAL EXPENSES**

School tuition and expenses policies are the same as outlined in the General Information section of the Student Handbook.

### **STAFF**

We are very blessed with stability of staff at the Early Learning Academy. They are experienced in working with children and have a true love of the Lord. We provide a low student/staff ratio 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 12 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**

ELA students do not go on field trips off campus. Our teachers are creative, and we bring as many field trips to our campus as possible, such as the fire truck, pumpkin patch, etc. The teachers will keep you informed when these

opportunities become available. If there is a charge for these events, a note will be sent home with the information before you are billed on your account. Please do not send in any money with your child.

### **SUPPLIES**

Normal school supplies are included in your ELA tuition and will be provided for your child's classroom. A book bag is the only item you will need to purchase. Please check your child's book bag every day for the curriculum that was accomplished that day and any important notes from his/her teacher. Please DO NOT send toys unless specifically requested by the teacher. Preschool students will be charged a \$25.00 scrapbook fee and a \$10.00 t-shirt fee in the month of August. The scrapbook will be a collection of photos and memories of your child's year in ELA and the t-shirt fee will be for special t-shirts made in the classroom for special activities throughout the year.

### **UNIFORMS**

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

### **EXTRA CHANGE OF CLOTHING**

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

### **POTTY TRAINED CHILD**

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

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

### **POLICY ON POTTY ACCIDENTS**

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

### **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 Program. Lunch and/or milk can be purchased from the cafeteria daily OR your child may bring a lunch from home. Your child will have a choice of white or chocolate milk. We are a nut aware campus, so **NO PEANUT BUTTER** will be allowed. Non-peanut butter is allowed. Please be sure you send a balanced lunch. There are no refunds for lunches ordered unless school is cancelled for that day. If you fail to send a sack lunch or need to charge a lunch for the day your account will be billed accordingly.

### **CLASS PARTIES/BIRTHDAYS**

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. Parents may send refreshments for a class to honor their child's birthday. The refreshments will be served in the classroom at a time determined by the classroom teacher.

Birthday parties cannot be held during regular school hours. You may also participate in the Birthday Book Club which benefits our library. Detailed information is sent home at the beginning of each school year.

## **PARENT INVOLVEMENT**

Parents may walk their ELA children to their classrooms each morning. Parents are notified of upcoming events in your child's daily report sheet, the weekly newsletter, the e-newsletter, and the class Facebook page.

## **PRE-SCHOOL HAIR GUIDELINES**

Boy's hair should meet the following criteria:

- Hair should be neat, clean, and well-groomed so as not to distract from the learning environment.
- Hair should be cut to lay above the eyes and may touch the collar of the uniform pique shirt. Length on the sides should be above the earlobe and not exceed 3" in height of the scalp.
- Extreme styles are not permitted. No designs or multiple lines are to be shaved in hair or eyebrows.
- Hair should remain its natural color - no multi-colored hair is allowed.
- No hair accessories are permitted for male students.
- Hair may be braided in compliance with the above-mentioned criteria.
- (Looking ahead to kindergarten -12th grade - Male students are not allowed to have ponytails or manbuns.)

Girl's hair should meet the following criteria:

- Hair should be neat, clean, and well-groomed so as not to distract from the learning environment.
- Extreme styles are not permitted. Highlights must be natural in color and blended. Unnatural colors like green, blue, red, white, grey, purple, etc. are not permitted.
- Braids or extensions must match natural hair color and may have natural-colored highlights. Multi-colored hair ends are not allowed.
- Shaved or buzzed styles are not permitted for female students.
- Hair accessories must be conservative in style and amount. Accessories in hair and dress for female students should not be distracting to the learning environment.

## **DISCIPLINE POLICY AND PROCEDURES**

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

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

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

Our discipline procedures will consist of the following strategies:

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

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

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

Discipline problems will be handled in the following manner:

1. For minor or age-appropriate misbehaviors, the teacher will use time out, discuss with the student his/her feelings and actions, and inform the parents by a note sent home in the folder.
2. If there are repeated offenses of misbehavior, your child will be sent to the Lower School Office. You will receive an Incident report of what has happened in your child's folder. Please sign the form and return it the next day.
3. After several occurrences of misbehavior, your child will be sent to the office and a conference will be scheduled.
4. The next time a student is sent to the office for discipline, the parent will be called, and the child will be sent home for a determined amount of time.
5. If the situation still does not resolve and the behavior problems continue, the child may be asked to withdraw from ELA.

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

Our teachers are dedicated to the safety and security of our students and their siblings. Therefore, we ask that you please do not leave siblings unattended in the building at any time.



## Part IV: ELEMENTARY SCHOOL

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

### GRADING SCALE

Grade K5	Grades 1-4	
E – Excellent	A+ = 99 – 100	C+ = 78 - 79
G – Good	A = 92 – 98	C = 76 - 77
S – Satisfactory	A- = 90 – 91	C- = 74 - 75
NI – Needs Improvement	B+ = 88 – 89	D+ = 73
U - Unsatisfactory	B = 82 – 87	D = 71 – 72
	B- = 80 – 81	D- = 70
		F = Below 70

### HONOR ROLL

Students in grades 1 – 4 are eligible for the “A” and “A/B” Honor Roll. At the end of each nine-week grading period, those students in grades 1 - 4 who earn all “As” and “Bs” shall be placed on the ELCA Honor Roll. Students who earn all “As” will receive a blue ribbon. Students who earn at least one “A” and “Bs” will receive a red ribbon. If a student receives a “U” in any area of the report card, the student will be ineligible to be placed on the ELCA Honor Roll.

### ATTENDANCE

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

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

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

### ABSENCES

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

### MAKE-UP WORK

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

### PLANNED ABSENCES

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

### PARENT-TEACHER COMMUNICATION

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

Check FACTS SIS to access classroom information, assignments, and test schedules. Faculty members will not be allowed to leave a classroom during regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a phone message or email her asking the teacher to return his call or email during a free period or after school.

Grades K-2 teachers will send home a folder each day containing the student's completed assignments and a form to be signed by the parent(s) after reviewing the child's work. Grades 3-4 have a student agenda which will be sent home each day. The agenda is used to record homework assignments, test dates, and other important classroom information. Grades 3-4 will also send home a folder once a week containing the student's graded papers and tests. The folder is to be returned to the teacher on the next scheduled school day.

### **PARENT-TEACHER CONFERENCES**

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

### **REPORT CARDS**

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

### **PROMOTION/RETENTION**

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

### **BASIC CODES OF CONDUCT**

#### **Discipline System**

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

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

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

1. Works well with others
2. Cooperative attitude
3. Obeys promptly
4. Self-control

Students also receive grades for the following work study habits:

1. Uses time wisely
2. Works independently
3. Completes homework assignments
4. Finishes work on time
5. Follows directions
6. Listens attentively
7. Practices neatness

### **ELEMENTARY DISCIPLINE POLICY**

Each classroom teacher is the first line of authority and has a classroom management system. An explanation of the plan is sent home at the beginning of the school year. Both the student and parents will be asked to read and sign a copy of the classroom management system to indicate that they understand and will comply with the rules of the classroom. Teachers spend several weeks at the beginning of the year explaining and modeling the behavior plan to ensure students know what is expected and the consequences of misbehavior. Each teacher's classroom management system is used to correct **minor behavior issues**. For minor offenses that do not significantly disrupt the learning and/or safety of the classroom, the following consequences may be given:

- Loss of free time/recess
- Loss of a privilege
- Silent lunch
- Behavior note sent home
- Parent conference
- Other consequences deemed appropriate by the classroom teacher

*Please read dress code policy for consequences of continued dress code violations.*

**The following behaviors are unacceptable and considered major student discipline issues.**

For each of these major behavior issues, an incident report will be filled out by the classroom teacher and demerits will be given. Although this is not a comprehensive listing, each student should be familiar with this list. Please note that any behavior determined by the teacher to prevent teaching or learning may be grounds for demerits. The number of demerits given for each behavior is noted in parentheses.

- Excessive talking after warning (1)
- Continual classroom disruption (1)
- Student disrespect (2)
- Direct disobedience (2)
- Cursing, abusive language, or gestures (4)
- Inappropriate notes (4)
- Teacher disrespect (4)
- Unauthorized use of electronics (4)
- Cheating (4)
- Fighting (4)
- Stealing (8)
- Vandalism (8)

All demerits are cumulative. Administration reserves the right to bypass the following protocol as necessary.

**Consequences for the accumulation of demerits are as follows:**

- **4 Demerits/1<sup>st</sup> Administrative Intervention** – Student is taken to the principal's office with a Discipline Incident Report, and parents are called. Detention is given. *Detention will be served from 7:00-7:45 on the day determined by the teacher and administration. Parents will be given notice before a student is to serve detention.*
- **8 Demerits/2<sup>nd</sup> Administrative Intervention** – Student is taken to the principal's office with a Discipline Incident Report, and parents are called. A conference with parents, teacher, and administration is required in which a behavior plan will be developed. Detention is given.
- **12 Demerits/3<sup>rd</sup> Administrative Intervention** – Student is taken to the principal's office with a Discipline Incident Report, and parents are called to pick up their child for the remainder of the day. Parent conference is required. Upon return to school the next day, the student will serve an in-school suspension.
- **16 Demerits/4<sup>th</sup> Administrative Intervention** – Student is taken to the principal's office with a Discipline Incident Report, and parents are called to pick up their child for the remainder of the day. Parent conference is required. Out-of-school suspension will occur. Student will be placed on conduct probation.
- **20 Demerits/5<sup>th</sup> Administrative Intervention** – Student is taken to the principal's office with a Discipline Incident Report, and parents are called to conference with the teacher and administration and pick up their child for the remainder of the day. Student conduct will be presented to the Administrative Disciplinary Committee and a decision regarding continued enrollment in ELCA will be made.

## **FOOD AND GUM**

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 except for daily classroom snack time. Chewing gum is strictly prohibited. No outside food is permitted in the building unless for an activity planned by administration.

## **CLASS PARTIES**

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

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

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

## **RESPECT/COMMON COURTESY**

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

## **BEHAVIOR AT STUDENT ACTIVITIES**

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 or church auditorium. Any student whose behavior at such events is not acceptable and does not represent our school favorably will be referred to the principal for disciplinary action.

## **DRESS CODE POLICY**

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

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

## **SPECIAL CONSIDERATIONS TO DRESS CODE**

1. PE. Days - Athletic shoes or shoes appropriate for running must be worn during PE. Appropriate clothing within dress code boundaries is necessary.
2. 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.
3. Hats or hoods may not be worn in the building.
4. Unacceptable Attire for All Students - Earrings (boys) are not permitted. Earrings (girls) should not be any more than two earrings per ear. No gauges.
5. Bracelets and necklaces (boys and girls) - Students should wear at most one bracelet and one necklace.

They should be conservative in appearance, not gaudy, tacky, or distracting. Rubber bands and string are not considered bracelets.

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

### **ELEMENTARY HAIR GUIDELINES**

(Elementary Hair Guidelines are consistent with the Guidelines for High School / Middle School)

Boy's hair should meet the following criteria:

- Hair should be neat, clean, and well-groomed so as not to distract from the learning environment.
- Hair should be cut to lay above the eyes and may touch the collar of the uniform pique shirt. Length on the sides should be above the earlobe and not exceed 3" in height of the scalp.
- Extreme styles are not permitted. No designs or multiple lines are to be shaved in hair or eyebrows.
- Hair should remain its natural color - no multi-colored hair is allowed.
- No hair accessories are permitted for male students.
- Male students are not to have ponytails or manbuns.
- Hair may be braided in compliance with the above-mentioned criteria.

Girl's hair should meet the following criteria:

- Hair should be neat and well-groomed.
- Extreme styles are not permitted. Highlights must be natural in color and blended. Unnatural colors like green, blue, red, white, grey, purple, etc. are not permitted.
- Braids or extensions must match natural hair color and may have natural-colored highlights. Multi-colored hair ends are not allowed.
- Shaved or buzzed styles are not permitted for female students.
- Hair accessories must be conservative in style and amount. Accessories in hair and dress for female students should not be distracting to the learning environment.

ALL GUIDELINES MAY BE REFERENCED ON PAGES 43 AND 44 IN THE HIGH SCHOOL/ MIDDLE SCHOOL SECTION OF THE HANDBOOK.

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

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

### **ATTENDANCE**

Middle and high school students shall be punctual and regular in attendance. Every absence is entered on the student's permanent record. Absences will be "excused" only for personal illness, illness or death in the immediate family, emergency medical or dental attention, and written requests approved in advance by the appropriate administrator. Absences for any other reasons will be "unexcused." After 3 days, a student must provide a doctor's note.

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

### **PERFECT ATTENDANCE**

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

### **TARDIES TO SCHOOL**

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

**Middle School Only:** Every 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**

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

### **EXCESSIVE ABSENCES**

A minimum number of hours in class must be met to obtain credit and maintain academic integrity. If a student is absent 15 days (excused or unexcused) in any class during a semester, the student will drop one letter grade in the class at the end of the semester. If 20 absences are reached in the semester, an additional drop of a letter grade will be administered to the student's final grade. More than 20 days will warrant a review by the high school administration to decide if any credit will be awarded or if the student will need to repeat the class for credit. If there are extenuating circumstances it will be at the discretion of the administration to grant an exception or to approve alternative arrangements to obtain credit.

### **CHECK OUT POLICY**

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

1. Students who need to check out for any reason are required to bring a note to the office prior to the start of the school day. The school office personnel will give the student a slip to present to the teacher before



- class begins. Intercom calls into classrooms are to be avoided, if possible, to avoid disruption of class.
2. Checking students out by phone is not permitted. Proper written, faxed or e-mailed notification from a parent or legal guardian must be presented to the office before a student driver is allowed to leave campus. This also applies to students who are checking out and riding with siblings who drive or adults other than the parent or legal guardian.
  3. Checking students out for lunch is not permitted unless a parent comes to the school to sign the student out.
  4. To avoid disruption of the chapel service, checking out while chapel is in progress will not be permitted. Students who need to check out during this time for appointments or other reasons need to check out before chapel begins.
  5. No student may be checked out after 2:45 PM.

### **High School Only**

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

### **TRUANCY**

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

### **SKIPPING SCHOOL**

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

### **MAKE-UP WORK**

Students with excused absences will be able to make up any assignments missed without penalty. The following guidelines will apply:

- Prearranged tests or quizzes missed due to the absence will need to be made up the day the student returns to school. The student will be allowed until the end of the day or immediately after school to take the test or quiz.
- In the event the student misses more than one day consecutively, the student will be given at least one extra day to prepare for the test.
- Students who miss a test or quiz due to checking in late will be required to take the test or quiz before leaving school that day. If the student does not make arrangements to do so, make-up of the test or quiz will be at the discretion of the administration.
- Make up test and quiz formats may be altered to maintain the integrity of the assignment.
- Projects, papers, and special assignments communicated to the students in advance must be turned in on the due date without exception.
- The administration must approve exceptions for make-up work due to extenuating circumstances including extended or chronic illnesses. The academic office will coordinate special arrangements that need to be made in these situations.
- Students with unexcused absences will be given a zero for class assignments and quizzes missed during the absence. Tests or exams missed will result in either a zero or a major point reduction depending on the circumstances of the unexcused absence. The penalty will be at the discretion the administration.
- To provide the student and parent with an accurate representation of the impact of missing grades, grades will be recorded in the online grade books as a zero until made up. This will eliminate any surprise drop in grade if the assignment is not submitted in the time allotted or if the absence is not excused.



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

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

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

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

## **HONOR AWARDS PROGRAM**

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

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

## **GRADING SCALE**

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

## **PARENT-TEACHER CONFERENCES**

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

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

## **SCHOOL SCHEDULES AND CLASS SIZES**

The school calendar and individual school bell schedules are established to provide adequate instructional time to meet the learning needs of all students. The administration consistently ensures that instructional time is being protected and monitored for effective teaching and learning. A student-teacher ratio of 1:18 is recommended for all grade levels.

## **SCHEDULE CHANGES**

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

## **GRANTING CREDIT**

Credit is awarded at the end of each semester for all classes in which a passing grade is earned. Students who do not receive a 0.5 credit due to a failing grade in a required core course must make up the course prior to starting the next school year or, in the case of a senior, prior to receiving a diploma. Credit recovery will only be accepted

thru ELCA CONNECT, ELCA's chosen online curriculum provider. Required courses include Bible, English, Foreign Language, Math, Science and Social Studies, as well as Physical Education and Health.

### **TRANSFER CREDIT & ONLINE LEARNING**

Prior to enrolling at ELCA, grades and credits from regionally accredited traditional high schools and online high schools are accepted for credit and become part of the ELCA transcript. Letter grades will be converted to numeric grades based upon the ELCA established grading scale. Once a student is enrolled at ELCA, such work done in other schools will not be accepted. Students may not take any courses through summer school or dual enrollment to avoid taking certain classes at ELCA. The exception is physical education, which may be taken thru ELCA CONNECT. Any classes taken during the summer for advancement (e.g., taking Spanish II in order to take Spanish III during the next school year) must be approved by the Director of Curriculum and Instruction.

### **DUAL ENROLLMENT**

ELCA currently partners with Truett McConnell University (TMU) and Southern Crescent Technical College to offer on-campus dual enrollment courses to juniors and seniors. Students must meet all admissions requirements for TMU and/or Southern Crescent; however, the administration reserves the right to make the final decision. Except for the courses offered by ELCA, courses thru dual enrollment may not be taken in place of core courses required for an ELCA diploma (see graduation requirements).

Dual enrollment students continue to pay full tuition. While in most cases tuition for dual enrollment classes is covered by the Dual Enrollment Funding Program, once a student registers ELCA is not responsible for any financial disputes or obligations with the postsecondary school.

### **WORK RELEASE**

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

### **REPEATING COURSES**

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

### **MIDDLE SCHOOL STUDENTS TAKING 8th GRADE HONORS MATH**

Eighth grade honors math students have the opportunity to take geometry in the ninth grade. Successful completion of the eighth-grade honors math course with an 80 or greater assessment average and mastery on the Algebra 1 placement test will enable the student to take geometry upon entering high school.

High school credit is not awarded for math courses taken in middle school. Four (4) credits of math are required in grades 9-12 to receive a high school diploma.

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

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

### **HONORS COURSES**

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

### **ADVANCED PLACEMENT COURSES**

AP courses are offered in a variety of subjects, and they culminate each year in an assessment given by the College Board in early May. Teacher recommendations for these classes are selective and are based on a combination of previous subject-area grades, PSAT scores, and both teacher and administrative approval. Students must take the national examination to retain the AP designation on report cards and transcripts. An additional fee will be charged in the spring for each exam. The testing fee is in accordance with the national fees

charged by the College Board. Students who earn a passing grade receive a 1.0 increase (0.5 per semester) in their grade point average for that course.

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

### **Attendance**

A student may earn an attendance exemption for **one** semester exam provided he/she meets the following criteria:

1. The student must have a semester average of at least 74 in the course he or she wishes to exempt.
2. The student must not have more than 10 absences in any class.
3. A student may **not** exempt both semester exams of any one class.

### **Academic**

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

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

Ninth and 10<sup>th</sup> grade students may exempt **two** exams provided no more than one exemption is for attendance.

Eleventh and 12<sup>th</sup> grade students may exempt **three** exams in any combination provided no more than one exemption is for attendance.

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

1. Suspension from school for any reason
2. The student commits an infraction that results in two or more days of ISS (This does not include ISS days assigned due to dress code violations.)
3. The student commits a cheating or plagiarism infraction
4. The student receives a third cell phone violation (exemption will be forfeited during the semester in which the third violation occurred)
5. The student receives three detentions in a semester. (This does not include detentions for cell phone violations or detentions for being tardy to school. It does include detentions for dress code, demerit accumulation and other related infractions, etc.)  
*\*Detentions will be counted by occurrence. (Example-a two-hour detention given for an infraction would be counted as one detention)*

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

## **ACADEMIC PROBATION**

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

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

## **PROMOTION AND RETENTION**

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

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

## High School (Grades 9-12)

Students must earn:

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

## EXTRA CREDIT POLICY

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

## RANK

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

## GRADUATION REQUIREMENTS

Participating in Commencement exercises is a privilege. A student's right to participate is contingent upon his/her behavior, attitude, and meeting the academic requirements. Only those seniors who will be able to complete requirements for graduation by August of their senior year will participate in the Commencement exercises. Parents of seniors who are in jeopardy of not graduating will be advised of their child's status. A Graduation Fee of \$200.00 will be billed to each senior's student account. To participate in graduation, student accounts must be paid one week before graduation.

### Credits Required for Graduation

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

## HONOR GRADUATES

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

## VALEDICTORIAN AND SALUTATORIAN

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

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

## ELCA EARLY GRADUATION POLICY

On rare occasions students may request to graduate early. Students who wish to graduate after the first semester of their senior year must meet the following criteria:

1. Provide a letter from the college or institution stating the fact that they prefer the student to enroll early and the reason for doing so.

2. Provide a written request from the parents stating their desire to have the student graduate early. The written request is to be turned in before the beginning of 2<sup>nd</sup> semester the 11<sup>th</sup> grade year. *(It will benefit the student to declare intent at the beginning of the 1<sup>st</sup> semester of 11<sup>th</sup> grade. This will allow the student to begin taking some 12<sup>th</sup> grade classes 1<sup>st</sup> semester in place of electives not needed for graduation).*
3. Sign a contract with the school which details the new academic plan put in place with the understanding that the school will not release transcripts to the college until all academic requirements have been met.
4. Meet the same rigor requirements and graduation requirements expected of all senior students. If online class options differ from the options of the traditional classes, it will be the decision of the Academic Dean as to what online classes are most comparable to the traditional courses offered.
5. Sign a new financial agreement and agree to a new payment schedule for payment of tuition. Financial obligations will need to be met before transcripts will be released to the college. *\*Note - ELCA does not automatically prorate the tuition for the senior year since the school is still awarding a diploma. Fees for extra online courses are the responsibility of the parents. In addition, a \$2,000 early graduation fee will be required and due before transcripts are released.*

**The high school administration may deny the student request if it is determined he/she cannot reasonably complete the requirements for graduation by the end of the 1<sup>st</sup> semester of the senior year due to poor academic performance in the past or too many limitations involved in assembling a new academic plan.**

*\*Students who graduate early will not participate in the Senior trip to Orlando. Early graduates are allowed to attend the Spring Commencement.*

### **COLLEGE ENTRANCE EXAMINATIONS**

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

All freshmen, sophomores and juniors are required to take the PSAT and PreACT examinations 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 College Placement Counselor a letter from the college registrar or college admissions office stating that the student visited the campus.

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

### **QUALIFICATIONS FOR ELECTIONS**

Students selected for leadership positions and Homecoming court must have a minimum overall 3.0 GPA in Bible and all major subjects during their previous school year. Leadership positions, Homecoming representatives and Mr./ Miss ELCA senior superlatives must profess to be believers in the Gospel of Jesus Christ as well as possess the following outstanding Christ-like characteristics:

1. Moral character
2. Good citizenship
3. Servant's heart
4. Responsibility
5. Integrity

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

All Homecoming representatives must meet the above criteria and must have attended ELCA the entire previous school year. Homecoming King/Queen and Mr. /Miss ELCA must be seniors.

Homecoming representatives are nominated and voted on by ballot and are separated by class. Each class elects its representatives. The king and queen are selected by the entire high school grades 9 thru 12. Senior

representatives give testimonies in front of the student body if they wish to be elected king or queen. Seniors who do not wish to participate in speaking in front of the student body may remain on the homecoming court but will not appear on the ballot for queen or king.

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

## **ORGANIZATIONS**

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

Membership Selection - The criteria for membership to the Junior Beta Club for students in grade 6 are all As in academic subjects from the 5th grade along with score of "exceeding" in 2 or more areas of the spring summative assessments.

Students in grade 7 or 8 with a combined academic average of 90% or higher in English, math, history, and science from the previous school year 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 or she repays the registration fee. The induction ceremony is held in the fall of each school year.

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

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

Membership Requirements -

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

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

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

### **National Honor Society**

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

### **Student Government Association (SGA)**

The Student Government Association 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 Government Association promotes leadership, initiative, and self-control among its members.

Class officers represent their respective classes on the Student Government Association. 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 for SGA Membership:

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

### **National Art Honor Society**

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

### **National Junior Art Society**

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

### **International Thespian Society**

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

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

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

### **WORLD IMPACT PROGRAM**

The ELCA World Impact program extends curriculum beyond the classroom to provide students with cultural, educational, and ministerial experiences both locally and around the world. These yearly offerings are only available to students in good standing. The trips are promoted each spring for the following school year. ELCA does not subsidize the funding for these trips, and families should expect to keep all accounts in good standing. A background check is required for any person (other than current students) traveling on an overnight trip. Policies and procedures are non-negotiable and can be found at [www.elcaonline.org/worldimpact/](http://www.elcaonline.org/worldimpact/).

### **STUDENT CONDUCT**

#### **CHEATING**

Cheating is a serious offense and undermines academic integrity. Students who are caught cheating on tests, quizzes, graded projects, papers, etc. will receive a "0" on the assignment and Saturday detention or ISS. Plagiarism which is blatantly committed by a student will be considered cheating and will receive the same punishment. A second cheating offense will result in suspension from school.

#### **PLAGIARISM DEFINED**

Plagiarism is literary theft. It is defined as:

- Using someone else's words or ideas.
- Failure to acknowledge use of an author's words by quotation marks and by endnotes.
- Failure to thoroughly paraphrase an author's words by using one's own words and syntax.
- Failure to endnote or acknowledge a paraphrase in the text of the paper.
- Failure to acknowledge by endnote the use of an author's ideas or organization of such ideas.
- Students who plagiarize work will automatically receive a zero for said assignment.

#### **STEALING**

Stealing is a very serious offense and undermines the trust that is so important to a school environment. Students and faculty members should not have to worry about their belongings being stolen during the school day or during extracurricular activities. Students who are guilty of stealing the property of others or the property of the school will receive no less than a three (3) day suspension from school for their first offense and could be dismissed from

school permanently. Honesty and a repentant heart will be considered and will weigh heavily on final punishment. Students who steal are also subject to prosecution by law enforcement. A student who is allowed to remain at ELCA after a stealing offense will be expelled if a second offense is committed by that student.

### **FIGHTING**

Fighting or physical altercations will not be tolerated at ELCA. Students who engage in fighting will be suspended from school for a minimum of five days and could receive expulsion from school. A second offense for fighting will result in permanent dismissal from ELCA.

### **INAPPROPRIATE LANGUAGE**

Cursing, misusing the Lord's name or language deemed to be offensive will result in a penalty of no less than 8 demerits for the first offense. Students using vulgar, sexually explicit, or abusive language will be given ISS or OSS for the first offense. A second offense will be an automatic suspension from school.

### **BULLYING**

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

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

ELCA does not tolerate bullying, harassment, or intimidation of any sort. Principals and the school counselor will thoroughly assess and intervene any such suspicions. Many preventative efforts are made through our Kingdom Educational foundation and Biblical Worldview approach to behavioral expectations. Our chapel services, Unity Counsel, Student government accountability groups, and more each promote proper treatment of others. Any deviation is quickly identified and addressed.

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

### **LASER POINTER**

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

### **CLASSROOM BEHAVIOR**

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

### **FOOD AND GUM**

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 except for daily classroom snack time. Chewing gum is strictly prohibited. No outside food is permitted unless for an activity planned by administration.

### **CELL PHONES**

Students are required to place phones in phone caddies upon entering the classroom. If a student is discovered with a cellphone during a test, quiz, or exam, it will be treated as a cheating incident.

**FOR CELL PHONE POLICY AND PENALTIES please see page 16.**

## **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 FACTS SIS.

## **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**

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, Chapel, 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**

Since the Bible teaches a standard of excellence in all things, it is our belief that we should strive to ensure that our appearance meets that standard. The intent of our dress code is to promote modesty as well as a clean and neat appearance. We believe that appearance not only impacts the learning environment, but adds to the strength of our Christian witness, all of which represent our purpose as a school. We strongly encourage appropriate, professional dress and good grooming, and ask that parents and students understand the purpose of these guidelines. The dress code guidelines apply to all students while at school and at school-sponsored functions whether on our campus or at other locations. Parents are responsible for making sure their children's uniforms and grooming meet ELCA's standard of excellence.

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

## **HAIR GUIDELINES**

All decisions regarding hair and dress code are made at the discretion of the ELCA Administration.

Boy's hair should meet the following criteria:

- Hair should be neat and well-groomed.
- Hair length in the front should not cover the eyes or extend below eye level. On the sides, hair length should not exceed below the bottom of the earlobe. In the back, hair length should not exceed the top of the collar without the use of hair accessories such as pins or bands. In height, hair should not exceed 3 inches from the scalp.
- Extreme styles are not permitted. No designs or multiple lines are to be shaved in hair or eyebrows.
- Hair should remain its natural color - no multi-colored hair is allowed.
- Facial hair is not allowed, including but not limited to beards, goatees, or mustaches. Sideburns are to be no longer than the earlobe.
- No hair accessories are permitted for male students.
- Male students are not to have ponytails or manbuns.

Girl's hair should meet the following criteria:

- Hair should be neat, clean, and well-groomed so as not to distract from the learning environment.
- Extreme styles are not permitted. Highlights must be natural in color and blended. Unnatural colors like green, blue, red, white, grey, purple, etc. are not permitted.
- Braids or extensions must match natural hair color and may have natural-colored highlights.
- Shaved or buzzed styles are not permitted for female students.
- Hair accessories must be conservative in style and amount. Accessories in hair and dress for female students should not be distracting to the learning environment.

Students who do not meet the criteria may be subject to being placed in ISS until hair meets the school's guidelines. It is the responsibility of the student and the parent to know when it is time for a haircut. If a student comes to school with an extreme hairstyle, parents will be contacted, and the student will be sent home immediately. The student will be allowed back to school when the hairstyle is deemed appropriate according to the hair policy guidelines. If a student or parent has a question about whether a particular hairstyle meets school approval, it would be best to check with the appropriate administrator. It is left to the discretion of the administration to determine what is considered extreme or inappropriate for the student at school.

### **FRIDAY WEAR POLICY**

Students are allowed to dress down on Fridays for the purpose of benefiting our mission's giving in the community and abroad. For a student to forgo the uniform that day and take advantage of the Friday dress he or she will need to pay \$1.00 for that day during home room. Students will not be able to bill their account and must bring the money with them; however, for convenience, the money may be paid in advance for the entire school year. Students who fail to pay the mission money will have to change into the school uniform. Students who repeatedly fail to pay their money will not be able to participate for the remainder of the year and will be required to wear the school uniform. Wearing any non-uniform pants, shirt, jacket, or shoes means that the student must contribute \$1.00 for missions. The money goes directly to missionary families and individuals that the school has chosen to support. To find out who is being supported from year to year one can go to the website or contact the Advancement Office.

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

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

#### **Shoes**

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

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

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

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

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

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

#### Unacceptable Attire for All Students:

- Earrings (girls): there should not be any more than two earrings per ear worn in the outer ear. No oversized or gaudy earrings.
- Absolutely NO earrings for boys
- Chokers
- Body piercings, including but not limited to: facial piercings such as nose, tongue and eyebrow piercings
- Excessive make-up (gothic, etc.)
- Distracting/symbolic (anti-Christian) jewelry
- No gauges
- Tattoos – ELCA strongly discourages students from getting/having tattoos. Any student who has a tattoo is required to have it always covered during the school day or while they are attending or participating in an extracurricular event or practice. Any violation of this policy will result in an automatic detention.
- Hats or hoods may not be worn in the building.
- Earbuds, airpods and earphones are not permitted.
- Bandanas should not be worn at school at any time.

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

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

#### Penalties for Dress Code Violations

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

For high school, students who are in violation of the hair and/or dress code requirements will be assigned to ISS until the violation has been corrected.

#### STUDENT DRIVERS

Since many ELCA secondary students drive their own vehicles to school, it is imperative that they understand and follow the guidelines below 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 AM to avoid traffic jams.
2. Speeding and/or reckless driving in any form will not be tolerated on the ELCA campus.
  - a. 1st offense – warning given at 1st meeting with student drivers
  - b. 2nd offense – student will be given a one (1) hour detention.
  - c. 3rd offense – loss of driving privileges on campus for 1 week
  - d. \*Punishment for further offenses will be given at the discretion of the administration
3. Parking areas are clearly marked. Students parking in unmarked spaces (i.e., on grass, visitor's parking, etc.) will be treated the same as the above.
4. Students are not allowed to sit in parked cars or congregate in the parking lot before, during or after school. Students who are loitering in the parking lot after 3:30 PM will receive a one-hour detention.
5. No loud music from vehicles is permitted.
6. All vehicles should be locked.
7. Students are not allowed to drive on campus once the school day begins without special permission.



8. This includes moving cars to the football parking lot for 6th and 7th period PE. Students are not allowed to return to their vehicles during the school day without being accompanied by an administrator or resource officer.
9. Students are required to complete the Student Vehicle Registration Form on a yearly basis.

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

## DISCIPLINE PROCEDURES

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

1. If another believer offends you, go and tell him his offense privately. Don't share it with others. (Matthew 18:15)
2. If he will not heed, take one or two persons with you to establish every 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 regarding disciplinary issues.

### 1 DEMERIT

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

### 2 DEMERITS

- Chapel misconduct/sleeping
- Student disrespect – belittling, teasing of another student
- Horseplay
- Not following instructions

### 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

- Excessive show of affection
- Lying, forgery

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

## IN-SCHOOL SUSPENSION PROGRAM FOR HIGH SCHOOL STUDENTS



The purpose of the ISS Program is to remove students from regular classes as a consequence for specific forms of misbehavior. When a student is assigned to ISS, the ISS teacher will notify the student's teachers and pull previously prepared assignments for the student to complete in place of the missed work in the regular class. Any student serving more than one day of ISS will not be allowed to participate in or attend any extracurricular activities or events, including but not limited to, athletic practices, games and fieldtrips. Upon completion of ISS, a student may have to attend help sessions and/or mandatory IF in order to receive key information and concepts that were presented in the student's regular classes. **Any student who violates the rules of the ISS program will be required to serve the remainder of the assigned ISS days at home. When this occurs, students are not able to receive credit for missed classwork and homework.**

The following rule violations will result in ISS:

- Excessive show of affection
- 3<sup>rd</sup> or more cell phone violations
- Cheating / Forgery / Plagiarism
- Classroom disruption deemed extreme
- Possession of material or item of a questionable moral value
- Improper use of technology (ex: viewing or using social media for non-instructional purposes or viewing a movie or other form of media that has not been assigned by the teacher)
- Vulgar, sexually explicit, or abusive language
- Accumulation of 12 or 16 demerits
- Excessive horseplay that causes a disruption, personal injury or damage to personal or school property
- Intentional damage or destruction of school property
- Social media infractions directed towards students of staff and/or containing vulgar or profane language

Hair, uniform, Friday wear or other dress code violations may result in ISS. Students who are placed in ISS for such violations will remain there until the violation has been corrected.

At the discretion of the ELCA Administration, multiple days of ISS or OSS may be assigned for extreme cases of misbehavior.

### **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.

### **DEMERIT REMOVAL**

Demerits may be removed at the rate of one every two weeks. 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 for middle school students.*

The penalties for the accumulation of demerits in Middle School 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 AM - 12:00 PM at the cost of \$40.00 per student.
- Accumulation of (16) demerits = Student placed on conduct probation
- Accumulation of (20) demerits = Parent conference with Administration required and possible withdrawal from school.

*\*Demerits for high school students are cumulative but removed at the end of the semester-not quarterly*

The penalties for the accumulation of demerits in High School are as follows:

- Accumulation of (4) demerits for the semester = 1-hour detention
- Accumulation of (8) demerits for the semester = 2 hours of detention
- Accumulation of (12) demerits for the semester = 1 day of ISS
- Accumulation of (16) demerits for the semester= additional day of ISS
- Accumulation of (20) demerits for the semester = Student placed on conduct probation

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

### **CONDUCT PROBATION POLICY**

When a student is placed on Conduct probation, the following guidelines will be followed:

- Student will receive a one-day suspension
- Any student holding an office will be removed from that position for the remainder of the school year.
- The student will not be eligible to participate in extracurricular activities for 10 calendar days.
- The student will be on probation for at least the remainder of the semester. The Administrative Discipline Committee will review the conduct of the student at the end of the semester to determine the amount of time the student will remain on conduct probation.
- If a student is on probation twice during any school year, he may be dismissed, at minimum, for the remainder of the year

**\*For high school only:** Major infractions committed while the student is on conduct probation will result in the student being suspended from school for a minimum of 3 days. Major infractions include, but are not limited to, classroom disruption resulting in being sent out of class, teacher disrespect, foul language or any infraction that results in receiving 4 demerits or more.

### **DETENTION POLICY**

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

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

### **SATURDAY SCHOOL POLICY**

Saturday school will be held on designated Saturdays each month. The hours will be 8:00 AM-12:00 PM. The cost per student will be \$40.00 and will be billed to the student's account. Students are to serve on the date assigned at the time of the infraction. Assigned dates are not negotiable. No exceptions or cancellations will be made except for medical emergency or a death in the family. Students that are involved in a school sponsored event will be allowed to reschedule- this does not include practices, rehearsals, etc. Students that do not serve on the assigned date will be given a one-day suspension.

### **SOCIAL MEDIA POLICY**

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

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student while on campus during school hours or involving school activities
- Comments or pictures that contain sexual content, inappropriate language or gestures, immoral activity or racial slurs or language.
- Viewpoints or lifestyles that directly contradict or undermine the Biblical teachings of Jesus Christ.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos, or audio recording

- during school hours without permission is strictly prohibited.
- Behavior that is deemed embarrassing to the school or damaging to the reputation of the school or its employees.

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

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

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

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

## **TOBACCO**

The use of tobacco products of any kind is prohibited on campus. Smoking, chewing, or “dipping” tobacco on campus at any time will result in a 3-day suspension from school. This includes school events at another campus or facility.

## **E-CIGARETTES / VAPING**

E-Cigarettes, JUULing and Vaping are prohibited on campus and off campus at school-related events. Vape detectors have been installed in many of our restrooms, and these detectors can detect vaping, THC, nicotine, and other harmful particles in the air. When the detectors alert that a harmful and/or unacceptable substance has been detected, the cameras outside of the restrooms are reviewed to show who entered and/or exited the restrooms at the time of the alert. The identified students will be questioned, and the following disciplinary actions will occur:

- First incident – 2 days of ISS assigned
- Second incident – 3 days of OSS assigned
- Third incident – Student may be administratively withdrawn from school

It is unlawful for any individual under the age of 21 to purchase, use or possess tobacco or vapor related products. If the administration is made aware of images or videos of a student using or possessing tobacco or vapor related products, the disciplinary committee will determine appropriate consequences, and the student may also be referred for drug testing.

## **ALCOHOL AND DRUG USE**

Students who engage in drinking alcohol, use of illegal drugs, or improper use of prescription drugs will receive a minimum 10-day suspension from school if the offense occurs off campus. This is including *but is not limited to*:

- Failing a drug test administered through the ELCA drug screening policy.
- Refusing to take a drug test-random or otherwise requested by the school.
- Video or images from social media of student involvement in alcohol or drug use.
- Corroborated evidence that a student was involved in off campus drinking or drug use.

\*Students guilty of a second offense of the above will face expulsion from school.

**\*Possession of alcohol or drugs on campus, or distribution of such, will result in expulsion from school and possible legal prosecution. Every instance concerning alcohol and drug use will be reviewed by the disciplinary committee. Disciplinary action is at the discretion of the committee.**

## STUDENT SUBSTANCE ABUSE POLICY

This policy establishes Eagle's Landing Christian Academy's ("Eagle's Landing") position on the use or abuse of alcohol, drugs, or other controlled substances by its students. It is a part of Eagle's Landing's commitment to safeguard the health of its students and to provide a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create a conducive environment for learning, Eagle's Landing has established this Drug-Free School Program to detect users and remove abusers of alcohol, drugs, or other controlled substances. Eagle's Landing is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

The elements of this policy are as follows:

- **Anti-drug Policy.** Eagle's Landing Christian Academy prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on school property or during any school sponsored activities. Students violating this prohibition will be referred to rehabilitation, and/or disciplined up to and including expulsion.
- **Notice.** Notice of this policy will be posted in appropriate and conspicuous locations on Eagle's Landing Christian Academy premises, and copies of the policy will be available to students and/or their parents during regular business hours in the administrative offices.
- **Acknowledgment/Copy to Students.** All parents and students will acknowledge notice and consent of this substance abuse policy by signing the Student/Parent Acknowledgment Form.
- **Education Program/Student & Parent Orientation Sessions.** Eagle's Landing will present several Substance Abuse Orientation/Education Programs for all students on a periodic basis. In addition, Eagle's Landing will conduct Parent Orientation Sessions designed to explain the Academy's Substance Abuse Program and general education concerning the dangers of drug and alcohol use.
- **Application of Policy.** This policy applies to all 9-12 grade students of Eagle's Landing Christian Academy.
- **Policy Implementation.** The mandatory drug and alcohol testing provisions of this policy will become effective beginning on the first day of classes of the school year. Parents or legal guardians of all students are required, as a condition of enrollment of their son or daughter at Eagle's Landing Christian Academy, to acknowledge and consent to Eagle's Landing's Student Substance Abuse Policy, including the drug and alcohol testing procedures.
- **Mandatory Drug Testing.** Eagle's Landing reserves the right to drug and/or alcohol test students at any time, for any reason. Any refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action. All parents/legal guardians of students and students will be required to sign the Chemical Screening Consent and Release Form prior to drug or alcohol testing as a condition of enrollment at Eagle's Landing. Such consent is deemed valid for the entire school year. Each student, upon his/her 18th birthday, or the soonest school day thereafter, shall sign a Student Chemical Consent & Release (over the age of majority) Form granting free consent for Eagle's Landing to notify his/her parents in the event of a failed drug and/or alcohol test. In general, the following types of testing will be used:
  - Random Testing. All students in grades 9 through 12 will be subject to random testing throughout the school year.
  - Reasonable Suspicion Testing. Students will be tested when reasonable suspicion exists such that their behavior or performance indicates possible alcohol or other drug use, in violation of this policy. Faculty or Academy administrators who need to utilize reasonable suspicion testing will fill out the Substance Abuse Investigation Form. All requests for Reasonable Suspicion Testing must be approved by the Principal/Head of School. Articulate facts and reasonable inferences prompting reasonable suspicion drug and/or alcohol testing may include, but not be limited to:
    - Observable phenomena while at school or away from school such as direct observation of substance abuse or the physical symptoms or manifestations of being impaired due to substance abuse
    - Abnormal conduct or erratic behavior while at school or a significant deterioration in schoolwork performance
    - A report of substance abuse provided by a reliable and credible source
    - Evidence that an individual has tampered with any substance abuse test
    - Information that a student has caused or contributed to an accident while at school
    - Evidence that a student has used, possessed, sold, solicited, or transferred drugs while on or off school premises
    - Excessive absenteeism, including tardiness

- Student admissions regarding drug and/or alcohol use
  - Repeated failure to follow instructions or school policies and procedures
  - Violation of Eagle's Landing's policies including, but not limited to fighting or physical altercations
  - Odor of alcohol and/or residual odor peculiar to some chemicals, alcohol, or other drugs
  - Arrest or conviction for violation of a criminal drug statute or an alcohol abuse statute
  - Possession of drug paraphernalia
- **Post-Accident Testing.** Students will be tested following serious accidents, which cause injuries requiring medical attention. Students will not be tested under this provision following accidents which only cause minor injuries, requiring only minor first aid treatment. Eagle's Landing faculty or administrators will use the Post-Accident Investigation Form to document such testing.
  - **Follow-up Testing.** Students will be tested when there has been an admission of alcohol/drug use, detection of alcohol/drug use, or when returning from counseling/rehabilitation, which was the result of a positive test and the involuntary referral of the student to rehabilitation. Follow-up testing shall be conducted at least three times a year for a two-year period due to the above conditions and without advance notice to the student and at the discretion of the administration designee.
  - **Cost of Drug Testing.** Eagle's Landing will pay the cost of all mandatory drug and/or alcohol tests, initial and confirmation. A student and/or his/her parents shall pay the cost of any contested test, follow-up testing and any additional tests not subject to Eagle's Landing's mandatory programs.
  - **Positive Drug Test.**
    - **Medical Review Officer (MRO)** - All positive drug test results will be reviewed by the Medical Review Officer (MRO). The MRO will contact the parent to investigate the reasons behind a positive drug test. Failure to cooperate with the MRO will result in disciplinary action. If the MRO is unable to contact the parents, the MRO will communicate that fact to Eagle's Landing's Administration designee. Once the MRO has finalized the investigation s/he will communicate the results to the Administration's designee.
    - **Confirmation/Notification/Retesting** - All positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent method. Within five (5) school days after receipt of a positive confirmed test result from the MRO, the student and his/her parents will receive written notification from the Academy of such positive confirmed test result (Notification Form), the consequences of such results, and the options available, whereupon the student and his/her parents will have five (5) school days to contest or explain the positive test result. If the student's or parent's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the Administration designee.
    - **Students** - If a student tests positive (confirmed drug test), his or her parents shall be notified, and he or she will be referred to evaluation, assessment and/or rehabilitation at his/her or his/her parent's own expense. Eagle's Landing will maintain a Resource File which contains information on rehabilitation resources in the administrative offices. Refusal to agree to be referred to rehabilitation will result in the student being subject to disciplinary action.
  - **Drug Testing Procedures.** Eagle's Landing will utilize any type of drug and/or alcohol testing procedure that it believes is appropriate, in conformity with the law, including urinalysis, blood tests, breathalyzers, or any other method. All parents/legal guardians of students and their students, and/or students over the age of majority will be required to sign the Chemical Screening Consent and Release Form at the time the enrollment contract is signed for each school year, and such consent is deemed valid for the entire school year.
  - **Drugs.** Eagle's Landing Christian Academy will determine the controlled substances (including alcohol) for which testing will be performed.
  - **Drug & Alcohol Arrests/Convictions.** Any student who is involved with, arrested, or convicted, including a plea of nolo contendere or other pleas with respect to any alcohol or drug incident must report the details of the incident(s) immediately and in no case later than five (5) days to the principal. Any such incidents that are not reported by the student or his/her parents or legal guardians will be treated as a serious violation of this policy and subject the student to disciplinary action.
  - **Resource File/Student Assistance.** Eagle's Landing will maintain a Resource File in the administrative offices containing information on substance abuse assistance programs and rehabilitation resources, where students and their parents may obtain information and/or counseling or treatment for rehabilitation from substance abuse, at the student's own expense. Eagle's Landing will also post a listing of providers of substance abuse assistance on school bulletin boards.
  - **Disciplinary Action.** Eagle's Landing Christian Academy reserves the right to use disciplinary action for



any violation of this policy, any positive drug test, tampered/adulterated test, refusal to take a test, or any refusal by a student to cooperate with any aspect of this policy. If a student tests positive a second time for a drug test, it will be grounds for possible immediate expulsion.

- **Confidentiality.** All information, test results, or other materials received by Eagle's Landing Christian Academy in the operation of this substance abuse program are confidential communications, which will only be utilized on a need-to-know basis. These confidential communications and information will not be released unless required by law or with parental consent.
- **Designated Substance Abuse Program Official.** Eagle's Landing Christian Academy's High School Principal is the designated Substance Abuse Program Official. All communications and the coordination of the program will be conducted through the principal.
- **Searches.** Eagle's Landing reserves the right to search any person, personal article, locker, vehicle, or other items brought onto Eagle's Landing's property. Refusal by a student to consent to a search will be grounds for disciplinary action.
- **Policy Changes.** Eagle's Landing reserves the right to change, alter, or amend this policy at any time at its discretion.
- **Definitions.** When used in this policy the term:
  - "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.
  - "Drug" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, ecstasy, or a metabolite of any such substances. Eagle's Landing may test a student for any or all of these.
  - "Student" means any person enrolled at Eagle's Landing Christian Academy's High School.
  - "Nonprescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.
  - "Prescription medication" means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.
  - "Reasonable suspicion testing" means substance abuse testing based on a belief that a student is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.
  - "Substance" means drugs or alcohol.
  - "Substance abuse test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites or of alcohol.
  - "Age of Majority" means the legally defined age at which a person is considered as an adult as deemed by the state of Georgia.
  - "Administration Designee" will be the Upper School Principal.

## EXPULSION

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

Possession or use of alcohol, tobacco, or drugs – on or off campus.

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

**A student may be immediately dismissed from school if he/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 may occur regardless of demerit accumulation.**



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

Throughout the school year, the administration along with the School Resource Officer will bring onto the 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 student's locker or vehicle you will be contacted by an administrator. The persons present during the search will be the student, school administrator, SRO, and the K-9 Officer. If you wish to view the ELCA K-9 search policy, please contact high school administration or the SRO.

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

## **K-9 SEARCH PROCEDURE**

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

The administration and/or SRO will determine the priority search area. During the search, the SRO and/or school administrator will be present. If the K-9 alerts on a car, locker, book bag, or any other object, the owner will be identified. Once the driver of the vehicle is identified, the administrator, SRO, and/or K-9 Officer will request consent from the student to search. Once consent is given, the vehicle or object will be searched by the administrator, SRO, and/or K-9 Officer. If consent is not given, the parent will be contacted about the situation. If the parent does not give consent to search, the school administrator will make a determination regarding the student and the search. A search warrant is an option in this case. When consent is given, the parent will be notified of the outcome upon conclusion of the search.

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

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

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

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

## **Part VI: Student Support Services**

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

The MERIT Department provides support to meet the needs of students who have various academic challenges. Students may receive services such as tutoring, reading and math remediation, MS and HS core classes taught by support staff, and traditional classroom accommodations for students who qualify.

The Arrowsmith Program at ELCA is one of only three offered in the state. Georgia is one of only 15 states where it is hosted. This unique and sought-after program is based on the philosophy that it is possible to address specific learning difficulties by identifying and strengthening cognitive capacities. Elementary or middle school students may begin this 3-year program.

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

GROW (Grasping Reasoning Operations and Whole numbers) is a math class for students who struggle in math in grades 3-5. Students enrolled in GROW work on improving operations, number sense, algebraic thinking, data and measurement, and fractions. All work is on grade level and aligned with ELCA standards. Students have embedded review and added time for practice and use the ALEKS adaptive software program in conjunction with the ELCA curriculum. In addition, students are in a smaller class setting (maximum of 7) and given multilayered help--visual, kinesthetic, auditory, and other hands-on experiences.

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

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

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

The MAP (MERIT Accommodations Plan) Program provides various supports to help students with diagnosed learning differences become active and competent learners in the classroom. Students who are served by the MAP Program must be identified through a multi-faceted evaluation as exhibiting a learning difference that significantly impedes their academic progress. A current (within the last three years) comprehensive evaluation of the student's cognitive, academic achievement, social, behavioral, etc. domains must be on file at the school. The MAP Program supports students in grades 3 - 12.

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

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

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

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

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

## Part VII: KINGDOM ATHLETICS

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

ELCA is a gospel-centered, Kingdom-focused, college preparatory school that exists to make disciples of Jesus Christ for the glory of God. Our athletic program should support this commitment. Athletes must follow all rules that are stated in this section and the student handbook. Participation on an athletic team at ELCA is a privilege, not a right. This privilege may be revoked if a student is not compliant with the guidelines established in this section.

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

### PURPOSE FOR ATHLETIC DEPARTMENT

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

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

### GOALS FOR ATHLETIC DEPARTMENT

1. To pursue with excellence an athletic program that seeks to glorify God.
2. To develop highly competitive programs, first class facilities, and a championship mentality.
3. To develop a training system with the Youth/MS/JV programs that will prepare our students for statewide varsity level competition.
4. To develop a training system beginning in the Lower School that will instruct our Facility, Staff, Parents, and Students with our Kingdom Athletics philosophy.
5. To use athletics to share Jesus Christ with those who do not know him and to inspire other schools to adopt Kingdom Athletics for themselves.

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

### SCHOOL BRAND AND LOGO

The Charger shield and bolt are the two logos for the school. Approval must be obtained through the Marketing and Communications Office prior to use. Anyone interested in creating a design using the ELCA brand must contact the Marketing and Communications Office for approval. Approval must be obtained through the Marketing and Communications Office prior to the use of the name and logos of ELCA and any reasonable facsimile.

### ATHLETIC ELIGIBILITY

ELCA is a member of the Georgia High School Association (GHSA). Each student must meet the GHSA academic requirements to participate in athletics. Students must earn 2.5 Carnegie units in the previous semester to be GHSA eligible in the current semester (excluding during 1<sup>st</sup> semester of the 9<sup>th</sup> grade year which is detailed below). Each class taken in a semester is equal to ½ Carnegie unit.

Students receiving two "Fs" on a semester report card will not be allowed to participate in athletic activities until cleared by the academic department. The student will be cleared provided they meet GHSA eligibility requirements mentioned above and meet requirements set by the academic department. This includes, but is not limited to, mandatory IF tutoring and weekly help classes. Students who fail two classes after *first semester* will have to meet the set requirements to become eligible for Spring semester. Failing to meet those requirements at any time during the semester will result in the student being pulled from competitions and practices until the requirements are met. (Students who are declared GHSA ineligible at the end of first semester will not be able to participate or practice spring semester). (Students that are ineligible second semester may attend summer school to become eligible for fall sports).

Students who 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 to participate. New second-year students must have accumulated four (5) total Carnegie units in the first year and passed courses carrying at least 2.5 Carnegie Units in the previous semester. New third-year students must have accumulated ten (10) Carnegie units in the first and second years and passed courses carrying at least 2.5 Carnegie Units in the previous semester. New fourth-year students must have accumulated sixteen (16) Carnegie units in the first three years and passed courses carrying at least 2.5 Carnegie Units in the previous semester. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

#### **GHSA Bylaw 1.62**

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

Enrollment is defined as follows:

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

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

#### **YOUTH/MIDDLE SCHOOL/JV ATHLETICS**

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

#### **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 athletes are expected to participate in summer workouts. We will never have the desired athletic program if we do not work out in the off-season. All athletes are expected to go with their team to camp during the summer. These camp dates will be announced well in advance so families can plan around them.

#### **PARTICIPATION POLICY**

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

## **ACADEMIC WORK**

Athletes are responsible for all 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 afterschool, extracurricular activity on a day that he has been absent from school. Students must be present a half-day (3 1 / 2 hours) to participate in a game that day.

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

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

## **TRAVEL**

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

## **DRESS**

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

## **PROFANITY**

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

## **UNSPORTSMANLIKE CONDUCT**

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

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

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

## **ELCA PARENT CODE OF CONDUCT**

Our Speech:

1. Questionable language or "slang" words will not be tolerated. Anything that may be misconstrued as negative, or insulting must be avoided.
2. Be positive and encouraging. Uplift your student and others. Let them know the importance and accomplishment of being a part of the team.
3. Never criticize the officials or coaches. These people represent the authority figure, the "boss", the parent, the teacher, and the "Law". If you are "bad mouthing" your children's coaches or officials, you cannot expect him or her to play for or respect these people. Obedience to authority is not optional and is not predicated on whether you agree with it. All authority is God-given and disobedience to authority is disobedience to God.



4. 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.
5. 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.
6. 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.
7. 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.
8. Always confront your coaches out of sight and earshot of students and other parents. Speak with the coach privately. Call to set an appointment. Pray about what you will say and what is motivating your discussion.
9. Smile, meet and greet. Often you may be the first impression someone has of ELCA and of our Lord and Savior. Ask yourself this question "Is my speech setting up an opportunity to share Jesus Christ or a need to apologize?"

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

#### Our Relationships:

1. Develop relationships and a good rapport with your students and their teammates. God has placed you in this situation for a purpose. Use this opportunity to minister and be an encouragement to others. You never know who is hurting and needs your show of God's love in their life. If the sport 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. 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 for our ultimate purpose to be met... to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for ELCA.

I Corinthians 12:12-13 For just as the body is one and has many members, and all the members of the

body, though many, are one body, so it is with Christ. For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit.

**Our Motives:**

1. Be Motivated by the Love of God. Living for Him because He died for us.
2. Strive for victory as a tool to teach your students. Teach them that athletics is just a means to an end and not an end unto itself.
3. Teach your students to abide by the rules of the game in letter and in spirit. Tactics that promote unfair “gamesmanship” will not be tolerated.
4. Lead your students in athletics with consideration to your family mission, philosophy, and goals. What you are teaching your student through athletics should match with what you are teaching them at home.
5. Use your child’s experience as a chance to be involved in the life of your child. Your relationship with your child as an adult is a longer time of your life than when they are in your home. If you want a relationship with them as adults, you need to begin building that relationship NOW. Athletics affords you that opportunity.

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

**Our Behavior:**

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

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

**ELCA ATHLETE CODE OF CONDUCT**

**Our Speech:**

1. Questionable language or “slang” words will not be tolerated. The athlete will never engage in any profanity or questionable slang.

2. The athlete will address the coach and the officials with respect. The athlete will address the coach as "Coach" or "Mr., Miss or Mrs." and will take concerns or complaints directly to the coach. Insubordination and divisive speech or behavior will not be tolerated. The athlete should address the officials with "Yes Sir" or "Yes Ma'am
3. Never criticize the officials or coaches. These people represent the authority figure, the "boss", the parent, the teacher, and the "Law". Obedience to authority is not optional and is not predicated on whether you agree with it. All authority is God-given and disobedience to authority is disobedience to God.

#### Our Relationships:

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

#### Our Unity:

1. Develop unity within your team. "It is amazing what can be accomplished when no one cares who gets the credit." John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else's role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools for our ultimate purpose to be met... to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for ELCA

#### Our Motives:

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

#### Play and Act like a CHAMPION!

#### Our Behavior:

1. The athlete will maintain a good reputation. The athlete's character will be in good standing with the administration, faculty, staff, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete will know all 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 always maintain self-control. Un-sportsmanship like conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athlete will respect the seriousness of the eternal effects of their responsibilities as they represent themselves, their families, their school, their

church and ultimately their Lord and Savior, Jesus Christ.

## **PARENT/COACH COMMUNICATION**

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

Communication that parents can expect from a coach:

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

Appropriate concerns for parents to discuss with the coach

1. Ways to help your child improve
2. Concerns about your child's behavior
3. Academic support, college opportunities

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

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

## **ATHLETIC DEPARTMENT INJURY POLICY**

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

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

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

The Georgia State Law listed above mandates that an Athletic Trainer works under the supervision of a Physician. Our team doctor is Dr. Daniel Orcutt, MD, an Orthopedic Surgeon from OrthoAtlanta. For the last 4 years, Dr. Orcutt has provided coverage for our Varsity Football games, evaluates our athletes in the office, and performs

surgery when necessary. Dr. Orcutt will coordinate a time to see the athlete as soon as possible after the injury. He will also contact the ATC once he has seen an athlete from ELCA and informing him of the extent of the injury as well as the treatment protocol to follow. OrthoAtlanta is located at 915 Eagles Landing Pkwy. Stockbridge, GA, 30281 and the phone number is 770-506-4350.

## **STUDENT/PARENT CONCUSSION AWARENESS**

Dangers of concussions:

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

Common signs and symptoms of concussions:

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

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

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years.

d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.

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

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

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

A scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGT) reading must be utilized at each practice to ensure that the written policy is being followed properly. The Wet-Bulb Globe Temperature utilizes the following formula:  $.07 (\text{humidity}) + 0.2 (\text{radiant heat}) + 0.1 (\text{ambient air temp}) = \text{WBGT}$ . Here at ELCA,



we use the Mannix, Model: SAM 990DW Digital Sling Psychrometer/Thermohygrometer to determine the Heat Index. After reviewing information from the GHSA, NFSHSA, and the NATA, we have concluded that the following guidelines regarding athletic participation in heat and humidity will be implemented.

Based on the Wet-Bulb Globe Temperature Risk Chart:

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

Guidelines for Hydration and Rest Breaks:

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

Definitions

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

## GENERAL RULES

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

## ATHLETIC FEES

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



**Youth Athletics Fees**

Basketball (6th) - \$200

Cheerleading (K4-5th) - \$250

Cross Country (3rd-5th) - \$150

Flag Football (K4-3rd) - \$100

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

Track & Field (2nd-5th) - \$150

Wrestling (K5-5th) - \$150

**ATHLETIC COMMUNICATIONS:**

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

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

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

Follow ELCA Athletics on Twitter - @ScottQueen7

Follow ELCA Football on Twitter - @JonathanGess

Follow ELCA Wrestling on Twitter - @ELCAWrestling

Follow ELCA Softball on Twitter - @ELCASoftball

## Part VIII: ELCA FINE ARTS

### THE MISSION OF ELCA'S FINE ARTS

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

### OBJECTIVES

1. Cultivate an aesthetic awareness and develop a Christian viewpoint of the arts
2. Develop an appreciation for the arts throughout all grade levels
3. Enhance self-discipline, critical thinking, and problem-solving skills in each student to further their academic experience
4. Offer a variety of experiences in visual and performing arts to provide students with high-level opportunities of performance and ministry
5. Participate in GMEA, GHSA and ACSI fine arts activities individually and in large performance groups
6. Encourage our Fine Arts students to participate in professional student organizations like NAHS (National Art Honor Society), ITS (International Thespian Society), and GTC (Georgia Theater Conference), Tri-M Music Honor Society, etc.

### PARTICIPATION POLICY

1. Fine Arts courses are co-curricular courses, i.e., taught during the academic day for school credit. Individual student performance in these classes will impact the student's classroom grade and their overall GPA
2. Fine Arts classes, especially performance classes, i.e., chorus, drama, band, guitar, etc. will have afterschool rehearsal and performance obligations. Non-participation in these after school curricular obligations can and will affect the student's overall grade in that class.
3. Co-curricular courses, including Fine Arts classes, take precedence over extra-curricular activities.

### FINE ARTS FEES

There will not be a participation fee for ELCA Fine Arts courses. However, there may be incidental fees for students that participate in GHSA, GMEA, ASCI Festivals, school field trips, etc. As well as additional fees for students that join professional organizations like NAHS, GTC, Tri-M, and ITS, etc.

**MS/HS ART:** Students electing to participate in GHSA and ACSI events, honor societies, field trips or other activities outside of the classroom could incur an individual charge to cover fee's, materials, etc.

**BAND:** A fee will be charged for summer Marching Band Camp. Students electing to participate in GMEA and ASCI, festivals and other individual events and adjudications could also incur incidental charges. Students will also have the opportunity to participate in other extracurricular functions like Winter Drum Line which may also have an incidental fee.

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

**DRAMA:** Middle school and high school drama students will incur a performance package charge (costuming, cast t-shirts, props, etc.) for participation in middle and high school theatrical productions. Drama students joining professional honor societies like ITS, and students who choose to attend professional theater conferences, i.e., Georgia Theater Conference and ThesCon, etc. are responsible for their individual expenses including registration, food, lodging, transportation, as well as incidental production expenses.

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

**ELEMENTARY ART:** May have incidental individual charges not to exceed \$30 to cover costs associated with field trips to museums, etc.

**ELEMENTARY MUSIC:** Students will be expected to purchase music accessories not to exceed \$25.

**HONOR CHORALES:** An incidental fee not to exceed \$100 for the year will be charged for students that are involved in the Young Charger Honor Chorale or the Middle School Honor Chorale. This will cover attire, music, festival fees, and other miscellaneous expenses.

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

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

The Fine Arts Patrons is a parent auxiliary that works collaboratively with the ELCA Fine Arts Director, and under the direction of the ELCA Administration, to support the students, faculty, and staff involved with all areas of fine arts, to ensure the greatest advantages in fine arts education are available for our ELCA students.

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