

*"Blessed are those who hunger and thirst for righteousness, for they will be filled."  
Matthew 5:6*



**EMMANUEL**  
CHRISTIAN ACADEMY

# ***Elementary Handbook*** ***2023-2024***

**Revised October 20, 2023**

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# Student Life Covenant

## Community Life at Emmanuel Christian Academy

### Introduction

Emmanuel Christian Academy (ECA) is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. We are a Christ-centered K-12 school committed to strong academics and advancing the Gospel of Jesus Christ in a broken world. We seek to honor Him by integrating biblical faith and learning while our hearts and lives embrace the process of maturing in Christ.

The Emmanuel Christian Academy community consists of those who, in furtherance of our mission, are living together in intentional, voluntary fellowship, aware that we are called to live our lives before a watching world. Although centered on the ECA campus, this community is not defined by geography, but rather by membership in the ECA educational mission.

This Student Life Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the Emmanuel community, they commit their children to the responsibilities and expectations outlined in this covenant. These expectations are not intended to measure spirituality or to promote legalism. Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms that the Bible is the inspired, inerrant and authoritative Word of God; therefore it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the continuing ministry of the Holy Spirit, by whose indwelling believers are enabled to live a Godly life, thus equipping them with the inner resources and attributes to minister to others through supportive relationships. It is our hope that our students and their families are in complete accord with our desire to help them grow in their faith. Unfortunately, in some cases, individual students or parents may have reservations about biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipline and correction within the Emmanuel Christian Academy student body despite the personal spiritual condition of individual students or their parents.

### Biblical Responsibilities

#### *Responsibilities for Loving God, Others and Self*

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love confirm our allegiance to God and bring glory to Him. (Matthew 22:36-40; John 15:11-14; Romans 15:5-6)

Living in daily fellowship with other Christians is a privilege and an expression of God's will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is *koinonia*, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Students are encouraged to seek opportunities to demonstrate fellowship. (1 Corinthians

12:12-31; Ephesians 4:1-6)

All persons are created in the image of God, and each person is known by God and knit together in the womb with intentional design. God's attention to creative detail is uniquely applied in each person in whom is given the capacity to love God with heart, soul, mind and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

### ***Responsibilities for Community***

Within our community, the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another. (1 John 3:11, 16, 18; 4:7-21) For the purpose of our community, we have identified the following specific expressions of love as being among the most desirable.

**Building Up One Another:** We expect each member of the community to strive consciously to maintain relationships that support, encourage and build up one another. (Romans 15:1-2)

**Forgiving One Another:** Because of our fallen nature, difficulties in relationships will occur. In such cases we must strive to respond with compassion, kindness, humility, gentleness and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)

**Caring for One Another:** We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation and intercession. (Galatians 6:2)

**Respecting One Another:** Because of the God-given worth and dignity of people, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat or act of violence directed toward another person will not be tolerated. (Colossians 3:11-14; 1 John 3:14-18)

**Speaking the Truth in Love:** A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is motivated by and acting in love, the process can produce growth. (Ephesians 4:15, Galatians 6:1)

**Reconciliation, Restoration and Restitution:** Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships and make restitution. (Matthew 5:23-24; 18:15-20)

### ***Responsibilities for Individual Attitudes and Behavior***

**Attributes of the Heart:** Scripture gives us mandates for daily living through the Ten Commandments and the Sermon on the Mount. (Exodus 20:2-17; Matthew 5-7) In addition, scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Galatians 5:22-24 NIV) This "fruit of the Spirit" is to be sought, encouraged and demonstrated in our relationships. We are also called to live lives characterized by peace and holiness. (Hebrews 12:14)

In contrast to encouraging these positive attributes of the heart, scripture condemns injustice and attitudes such as greed, jealousy, pride, lust, prejudice and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. (Galatians 5:19-21; Ephesians 4:31; Micah 6:8)

**Prohibited Behaviors:** Certain behaviors are expressly prohibited in scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex and involvement with pornography in any form), underage use of alcohol, immodesty of dress and occult practice. (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-1)

**Academic Integrity and Truthfulness:** As a Christ-centered academic community, we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism and other forms of cheating are forbidden; we expect truthfulness to be expressed in every learning context. Luke 16:10; Ephesians 4:25)

**Submission to God Ordained Authority:** All students are first and foremost under the authority of their parents, and by extension, institutions and authority structures under which their parents place them, such as their local church and this school. (Ephesians 6:1, Exodus 20:12) In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the Emmanuel community are expected to uphold the laws of the local community, the state and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior. Kk mm p(Romans 13:1-7) Behavior resulting in arrest on or off campus is subject to review within the school's disciplinary procedures\*.

***\*Inappropriate actions and behavior that occur outside of the school day and away from Emmanuel including character, life decisions and/or breaking the law will be handled by administration with the family depending on the severity of the behavior. School action will be taken for incidences that involve unlawful behavior.***

## **Institutional Expectations**

In addition to subscribing to the section on Biblical Responsibilities, members of the Emmanuel family voluntarily commit themselves to the following expectations of behavior. This commitment results from the conviction that these expectations serve the common good of the individual and the institution. These expectations are not set forth as an index of Christian spirituality, but rather as values and standards of the school and guidelines that serve to preserve the values of the campus community. Furthermore, they reflect our commitment to helping each member of the community grow in maturity and in the ability to make wise choices. Because of the importance of trust and responsibility to one another, violations of these expectations are regarded as a serious breach of integrity within the community. The following expectations apply to all members of the ECA student body:

**Worship:** Corporate worship, prayer, fellowship and instruction are essential for our community. Therefore, students are expected to attend, and encouraged to participate in the life of a local church.

**Lord's Day:** Members of the community are encouraged to observe this day as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation, exercise and study may be a part of the day, "business as usual" relative to school programs and services will not generally be sanctioned or encouraged.

**Entertainment and Recreation:** Students are expected to use discretion and discernment in their choices of entertainment and recreation (some examples include media, internet usage, and games). Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle.

**Illegal and Legal Substances:** ECA prohibits the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication.

**Tobacco:** Students will not possess, use, or distribute tobacco in any form on or off campus, regardless of their age.

**Alcoholic Beverages:** Underage use, possession, or distribution of alcohol is illegal.

**Gambling:** Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of God-given resources.

**Respect for the Property of Others:** Members of the community are expected to respect the property of others, including school property, private property on and off campus, and public property. The intellectual property of others is also to be respected.

## **Conclusion**

The book of Colossians provides an appropriate summary of the goals for our community: "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another. . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." (Colossians 3:12-17 NIV)

# Acknowledgement of the ECA Student Life Covenant

The Student Life Covenant (SLC) identifies the expectations for living in community as we seek to fulfill our mission. It is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to define orderly community life. When families join the ECA community, they commit their children to the responsibilities and expectations outlined in this covenant.

A foundational support for the Student Life Covenant is the ECA Statement of Faith. The Statement of Faith affirms basic biblical truth that forms the basis for expectations regarding personal and community life at ECA. In addition to these biblical responsibilities flowing from the scripture and articulated in our Statement of Faith, ECA has some specific institutional expectations as is the case with any such organization. Therefore, compliance with day-to-day policies and procedures of the community is expected from students. These policies and procedures are given in the Student Handbook which is readily available on the school's website.

It is our hope that our students, and their families, are in complete accord with our desire to help them grow in their faith. In some cases, however, individual students or parents may have reservations about particular biblical or institutional standards here at ECA. Nevertheless, enrollment at ECA acknowledges that these biblical and institutional standards form the basis for guidance, discipleship and correction within the Emmanuel Christian Academy student body despite the personal spiritual condition or reservations of individual students or their parents.

**\*We have read the Student Life Covenant and acknowledge that it outlines the core values to which students must adhere as part of community life at Emmanuel Christian Academy. An electronic acknowledgement signature will be required for enrollment and can be found in the online Enrollment Packet.**

# EMMANUEL CHRISTIAN ACADEMY STUDENT HANDBOOK

## Statement of Faith

Emmanuel Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Protestant Christian view of life as presented in the Bible. The following statements of faith and practice are held by every Emmanuel Christian Academy employee and school family:

1. I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)
2. I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; John 10:30; John 10:37, 38)
3. I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16)
4. I believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19; John 3:16-19; Ephesians 2:8-10; Titus 3:5-6)
5. I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20)
6. I believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
7. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
8. I believe in the creation of man by the direct act of God. (Genesis 1:26-28; Genesis 5:1-2)

NOTE: Emmanuel Christian Academy neither supports nor endorses the World Council of Churches, National Council of Churches or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

## Accreditation

Emmanuel Christian Academy (kindergarten through twelfth grades) is chartered by the State of Ohio, Department of Education. We are a member of the Association of Christian Schools International. Emmanuel is accredited by ACSI and Cognia.

## Mission Statement

Emmanuel Christian Academy is a Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling.

## Diversity Statement

As a Christian school partnered with the traditions from our understanding of a biblical church, Emmanuel Christian Academy values and promotes the diversity brought about through our unity in Jesus Christ. Scripture calls us to love others as we love ourselves, to exhibit and extend hospitality toward everyone, and to pursue reconciliation with one another. At Emmanuel Christian Academy we believe that love, hospitality, and reconciliation are essential to experiencing the initial declaration of the Gospel by the angels in Luke 2:14, "Glory to God in the highest, and on earth peace, good will toward humankind."

At Emmanuel Christian Academy, diversity is a key part of living out our mission to be a "Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling" in an increasingly diverse nation and world. An educational environment rich in diversity promotes cross-cultural understanding,

encourages collaboration, and fosters innovation, thereby benefiting all within the learning community. Much more than reaping the benefits of a diverse learning community, Emmanuel Christian Academy's commitment to diversity is a grateful and faithful response to the biblical mandate to love one another, to extend hospitality, and to pursue reconciliation.

To say that you are welcome at Emmanuel Christian Academy, no matter your background, is not enough. You are welcome, because of your background. Our backgrounds are part of our identities and shape the stories of our lives. We realize that creating a welcoming space where all stories are heard and valued makes for greater conversations, learning, and community. It is through such Christian learning and community that God will transform our brokenness into the full and vibrant life that he intends for each of us.

At Emmanuel Christian Academy, we are committed to creating an atmosphere where diversity and inclusion flourish. Based upon our statement of biblical beliefs, this commitment includes welcoming family members regardless of race, ethnicity, culture, or ability. Emmanuel upholds the truth that all men and women, regardless of their physical, social, and spiritual backgrounds, are created in God's image and as such should be treated as Christ commands us in Matthew 22:39 to "Love your neighbor as yourself". For the believer, we further uphold that our sinful nature was crucified with Christ, in order that our body of sin might be done away with, so that we would no longer be slaves to sin (Romans 6:6). As such, the believer yearns to be transformed into the image of Christ. We don't claim to have it all figured out, but with hearts gripped by the Gospel of Jesus Christ and open minds to the revelation of God's intent for an international family, we are building a stronger community of believers to change the world.

Emmanuel Christian Academy embraces the biblical vision of the kingdom of God as seen in Revelation 7:9, "There before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb." We envision a kingdom community in which cultural diversity is seen as normal; a Christian "family" that transcends all ethnic, cultural, racial, and societal boundaries.

## **Doctrinal Position**

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity here at Emmanuel Christian Academy. God is blessing this ministry because we have strived to place Jesus Christ at the focal point of everything we do. We all believe in the central message of the Word of God, and stand solidly behind the Statement of Faith that appears on every student, faculty and staff application. We will not compromise on these central doctrines of the Word of God, yet those of us who belong to the body of believers have some differences that are peculiar to our particular denominations. When these particular issues are raised in our school system, we refer the student to their parents, and their local church for guidance.

## **Marriage and Sexuality Policy**

### **Redemptive Community**

Emmanuel Christian Academy has developed its policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Genesis 1:31), the reality of the Fall (Genesis 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Romans 8:22). A redemptive community is one in which we honor one another as made in the image of God (Genesis 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the Academy believes that members of the Academy community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Galatians 5:22-23). The Emmanuel Christian Academy community wishes to model and foster these qualities of redemption and personal responsibility in the lives of Faculty, Staff, and Students.



## **Traditional Biblical View on Human Sexual Relationships**

1. Humans, being created in the image of God, are inherently relational beings. (Genesis 1:26)
2. The inherent relational nature of humankind is expressed in a variety of contexts including family, marriage, work, and for Christians, the body of Christ. (Hebrews 10:24-25; 1 Corinthians 12:14)
3. Humans were created as gendered beings. They were expressly blessed by God to be fruitful and multiply and to exercise dominion over the earth. (Genesis 1:26-28)
4. Heterosexuality is God's design for sexually intimate relationships. Sexual union between a man and a woman is only to take place within the marriage covenant. (Genesis 2:18, 21-24; Hebrews 13:4)
5. Jesus reaffirms the marital covenant as existing between a man and a woman. (Matthew 19:4-9)
6. The New Testament teaches that followers of Christ are to remain celibate outside the bond of marriage. In sexual union, both body and soul are deeply impacted. A person who engages in sexual unions outside the bond of marriage sins against his or her own body, which is the temple of the Holy Spirit. (1 Corinthians 6:13, 18-20)
7. The sexual union between a husband and wife has been designed by God to bring them together as "one flesh," creating a solid foundation on which to build a family. (Genesis 2:18-24; Ephesians 5:31)
8. In scripture, several sexual behaviors are expressly forbidden, which include, but are not limited to: fornication, adultery, incest, unnatural sexual intercourse, and homosexual acts. (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Matthew 5:27-28; Romans 1:20-27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5).

Because the Academy fully accepts the teachings of the traditional biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Genesis 2:21-24), sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates biblical standards.

## **Sex, Sexuality and Gender Identity**

The Academy's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness.

With this foundational understanding of Creation, Fall, and Redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian school we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

## Ministry Goals/Core Values

1. Serving the FAMILY To serve the home and local church as they train young people to have a personal and intimate relationship with Jesus Christ. (Deuteronomy 6:5-7)
2. Providing the TRUTH To provide a Christ-centered educational program which is based on the authoritative Word of God. (II Timothy 2:15)
3. Equipping the STUDENT To equip students to evangelize and disciple others and to encourage involvement in practical ministry opportunities. (Matthew 28:19-20)
4. Unifying the BODY To offer Christian education which unifies the body of Christ in accord with Biblical principles and Statement of Faith. (Ephesians 4:1-6)
5. Modeling the SAVIOR To employ and develop mature Christian faculty and staff members who minister through the power of the Holy Spirit to their family, students, and community by word and action. (Luke 4:30)
6. Following the BIBLE To follow Biblical principles in all of our practices, policies and guidelines. (II Chronicles 1:10)
7. Balancing the RESOURCES To communicate, locally and globally, the purpose and objectives of Christian education by sharing ECA's goals, curricula, policies and resources. (I John 3:17-18)

## Vision Statement

Our vision is to educate children from diverse socio-economic backgrounds, imparting excellence in academic standards while also developing solid moral character. The governing Board of Trustees of Emmanuel Christian Academy seeks to glorify Christ in every aspect of the school and in the fulfillment of all their commitments. In doing so, they seek and desire to provide quality education in an environment that encourages biblical standards for all aspects of the student's educational experience.

## Non Discrimination Policy

The Emmanuel Christian Academy recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration or its educational policies, scholarships/loans/fees/ waivers/educational programs and athletic/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Emmanuel Christian Academy does not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

## Confidentiality Policy

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, Emmanuel Christian Academy is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from school property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the school intact. Confidential information and records may not be disclosed except as authorized by policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Emmanuel Christian Academy are reminded that their legal obligation to maintain such confidence extends beyond their term of employment in the school and they are prohibited from releasing, disclosing or otherwise disseminating confidential

information or records subsequent to leaving the school's employ.

It is further the policy of the Emmanuel Christian Academy that when the school receives in trust from a public agency information identified as confidential (whether such information is confidential by Ohio Law, Common Law Privilege, Case Law, or Federal Law), it will maintain the confidentiality of said information to the maximum extent permitted by the law.

The following portion of this policy applies only to identified confidential information received from a public agency. In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Emmanuel Christian Academy may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure

When possible, Emmanuel Christian Academy will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

## **EXPECTED STUDENT OUTCOMES**

We believe that where possible, there should be demonstrable and measurable academic, social and spiritual outcomes that can be expected of graduates who apply ECA's curriculum and values as they engage the culture. Further, these outcomes and inputs used to achieve them should follow the doctrinal position as outlined in the Foundational Documents section of the ECA Policy Manual. Emmanuel Christian Academy is developing programs, and strategies within the context of biblical principles and under the sovereignty of God that produces students who:

### Academic

- 1.3.1. Are academically prepared for God's calling in their life and equipped to pursue that calling.
- 1.3.2. Are well prepared in a breadth of academic disciplines, especially as compared to local competitors as well as state and national standards.
- 1.3.3. Demonstrate knowledge and understanding of current events, historical movements and cultures.
- 1.3.4. Demonstrate the ability to think, read, write, speak, and utilize technology in order to communicate effectively.
- 1.3.5. Apply the distinctives of a Biblical worldview within all academic disciplines.
- 1.3.6. Appreciate the arts and understand how they express and shape beliefs and values.
- 1.3.7. Apply critical thinking and problem solving skills.
- 1.3.8. Understand the need for life-long learning.
- 1.3.9. Demonstrate characteristics of a strong work ethic.

### Social

- 1.3.10. Understand that the biblical husband and wife family unit is the foundational, God ordained social structure.
- 1.3.11. Understand the positive benefits of biblical Christianity on society.
- 1.3.12. Demonstrate positive citizenship.
- 1.3.13. Demonstrate compassion through acts of service to the community and individuals.
- 1.3.14. Demonstrate an understanding of society which promotes peace, hospitality, and Godly love toward all peoples.
- 1.3.15. Demonstrate environmental responsibility from a dominion and stewardship perspective.
- 1.3.16. Demonstrate a servant mindset in all areas of God's calling on their lives.
- 1.3.17. Demonstrate responsibility and unity within the Body of Christ as a witness in the world.

### Spiritual

- 1.3.18. Understand and commit to a personal and vibrant relationship with Jesus Christ.
- 1.3.19. Understand the indispensability of the Gospel to their justification, sanctification and glorification.
- 1.3.20. Have a solid understanding of biblical and systematic theology in order to faithfully live their callings through the lens of a biblical worldview.
- 1.3.21. Can make disciples locally and around the world in a culturally sensitive manner.

## Anonymous Tip Reporting

SPEAK Up! By texting or calling the statewide hotline 844-SAFEROH to report anything that is suspicious or endangering you, your friends or your school.

Governor Mike DeWine established the Ohio School Safety Center (OSSC) in August of 2019 to support schools, first responders, and communities in preventing, preparing for, and responding to threats and acts of violence, including self-harm. One of the resources that the OSSC administers is the Safer Ohio School Tip Line.

Victimizations, bullying, and other disorders such as drug and alcohol use are often not reported directly to school authorities or even to parents and guardians. Oftentimes this is because students do not want to be identified, do not want a friend or classmate in trouble, or do not know how or where to report these threats.

The Safer Ohio School Tip Line helps bridge that gap and enables information to be shared by students to law enforcement and school officials, even outside of the school day.



## Academic Expectations

It is our belief that a quality education is the result of (1) a curricula that integrates God's Truth into all courses and adequately prepares the student for future educational endeavor (2) teachers that model a Christian life and (3) classes of 22 or less which enable the student to derive maximum benefit from his/her academic exposure.

Each student is expected to utilize all of the available resources and to perform at his or her highest level so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom.

The teacher is the focal point of our instructional emphasis. Each member of the faculty is qualified to teach his or her major subject area through using a Christian philosophy. This environment is carefully constructed to enable the student to derive maximum benefit from this academic exposure.

## Academic Expectations (Online/Remote Learning): See Remote Learning

## Academic Performance

In grades TK - 2, a standards-based progress report is issued at the end of the first grading period, followed by a semester report at the end of the second quarter. This is repeated for the second semester. These reports are in print form and are sent home with the child. In grades 3 - 6, academic progress is communicated via an interim report midway through each grading period (quarter), with the final grade report at the end of each quarter. All reports for grades 3-6 are sent to parents via email.

Letter grades are used in grades 3-6 using the following grading scale.

### Grading Scale

Grades	Numerical Scale	GPA
A+	99-100	4.0
A	94-98	4.0
A-	92-93	3.7
B+	90-91	3.3
B	85-89	3.0
B-	83-84	2.7
C+	81-82	2.3
C	76-80	2.0
C-	74-75	1.7
D+	72-73	1.3
D	67-71	1.0
D-	65-66	0.7
F	0-64	---

## Grading policy for Grades 3 - 6

- Teachers will generally post two or three grades per week.
- Daily Work = 20 percent (“Daily Work” may include class work, participation and homework grades.)
- Quiz or quiz equivalent = 30 percent
- Test or test equivalent = 50 percent
- Progress reports will be distributed to give a snapshot of grades halfway through the grading period via email. Printed copies may be available upon request. Parents are able to obtain grading information at any time via ParentsWeb.
- RenWeb grades and homework assignments will be updated weekly. Become familiar with the RenWeb program and use this information to stay on top of your child’s education. If you need assistance, please contact the main office.

## Honor Rolls

Academic Excellence: Grade average of 3.7 or higher.

Honor Roll: Grade average of 3.3 or higher.

Elementary specials are not calculated when determining Honor Roll eligibility.

## **Late Assignment Policy**

The consequences for late work in grades 3rd through 6th are as follows:

1 day late = 10% taken off

2 days late = 20 % taken off

3 days late = 30% taken off

4 days late = 40% taken off

After 4 days, the students will still be expected to complete the assignment because there are learning objectives to be practiced and/or mastered with each assignment. Also, students handing in late work need to realize that there are consequences for missing deadlines. Credit will be given at the teacher's discretion.

## **Academic Probation**

Students who fail two or more core classes (Bible, English Language Arts, Math, Science, or Social Studies) for a semester will be placed on academic probation. The student's family will be required to schedule and attend a parent teacher conference to develop a strategy with the teachers to help the student succeed. In addition, there will be another required conference at the midpoint of the probationary period to review progress and modify assistance strategies as needed.

The goal of academic probation is substantial academic improvement by the end of the semester probationary period. Should the student pass all core classes during the probationary period, s/he will be returned to regular status. If the student is failing classes at the end of the semester-long probationary period, s/he may be dismissed or denied re-enrollment following administrative evaluation of student improvement and communication with faculty.

As with all biblical discipline, the goal of academic probation is to restore the student to a position of good standing for their good and for God's glory. The probationary period will be used to identify if the student is having academic challenges that need to be addressed with various forms of intervention. On the other hand, it is a tool to identify if a student who has failed due to lack of effort is teachable and open to instruction and change. As with behavioral discipline, it is imperative to distinguish between simple, foolish, and mocking behavior for the good of the student and the school as a whole.

## **Addressing Concerns**

If a parent has a question or concern, he or she should contact the individual involved. If the matter is not resolved, the principal is the next contact. If a parent feels that he or she cannot accept the decision or explanation given by the principal, then a meeting with the Superintendent will be scheduled. In Matthew 18:15-17, we are told that we ought to go to the offender, after making our own hearts right before God, and confront him or her with the purpose of restoration about the wrong (This takes tremendous courage).

## **Attendance Procedures and Policies (TK-6 Traditional student)**

Due to the clear correlations between attendance and academic performance, good attendance is of vital importance to the students and faculty at ECA. Since we are preparing our students for success in adulthood, there are strong and obvious correlations between rigorous attendance requirements and the desire for their success in future endeavors.

The school must receive a written note or email from the student's parent/legal guardian for an absence to be evaluated and considered excused. When a student is out of school, it is the responsibility of the student/parents to contact the teacher(s) and secure the class assignments for that period of time. A student with an excused absence will be given a reasonable opportunity to make up assignments and tests missed during the absence.

1. School Notification of parents in the event of an absence: When a student is absent from school and a phone call from a parent is not received: a phone call will be made in an attempt to notify the

person responsible for that student (parent, guardian, custodian, or other).

- a. First phone call will be made to the home.
  - b. Second phone call will be made to the place of work of the person(s) responsible.
  - c. All absences will initially be entered as “unexcused” until a written note is received from the student’s parent/legal guardian.
  - d. This phone call, whether initiated by parents or the school, does not excuse the absence, which remains documented as “Unexcused” until the office receives the note described below under “Absence Documentation.”
2. Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes to the front office or an email from a parent at the beginning of the day
  3. Leave/arrive during the same day and totals less than 2 hours with a Doctor/Dental note will NOT be counted against the child’s attendance, unless excessive absences have become a problem.
  4. Any student absent after 11:30 a.m. will not be allowed to participate in any after school activity unless his/her absence during the day was prearranged with the administration.
  5. Parents are to call the school office before 8:30 a.m. each morning their child is absent. This enables us to know for sure where the students are and helps provide safety for all our children.
  6. See homework and late work policy for make-up work procedures.
  7. Being ten or more minutes late to a class equals an absence to that class for the purpose of attendance. Absences accumulated in this fashion will be factored into overall student attendance numbers.

## Notification of Absence

Parents must notify the front desk each morning their child will be absent from school: (937)-390-3777 or [bmertens@ecaoh.com](mailto:bmertens@ecaoh.com).

Absence Documentation: The student must bring a note or the parent must send an email containing the following information on the day of his/her return to school in order for an absence to be considered excused:

1. Name of student (including last name) and homeroom teacher
2. Date of absence(s)
3. Reason for absence(s)
4. Signature of parent or guardian (or email from the parent)
5. Excuse notes not containing all of this information are unexcused (i.e. “Please excuse Joe Jones” is not acceptable). Students are not to sign their parent’s signature under any circumstances. ALL excuse notes are to be brought to the front desk upon arrival at school.

Excused Absences: Excused absences may be granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student’s immediate family
3. Extenuating circumstances, such as:
  - a. Extended illness
  - b. Hospitalization/Recovery

Doctor’s notes must be submitted for administrative approval to waive extended absences.

4. Doctor’s appointments - Students must bring a note or an email received from the parent/guardian to the school stating the time of the appointment. Parents must check the student out through the office. The absence will be excused for the time determined to be reasonably necessary for the appointment (i.e. a student with an 8:45 a.m. dental appointment for a general check-up or cleaning should not miss a full day of school).
5. Prearranged absences such as:
  - a. College visits
  - b. Court appearances
  - c. Family vacations

## Unexcused Absences

Absences for any other reason than those described above are considered unexcused. Final authority for judging the legitimacy of an absence rests with the school administration. All grades for the day(s) missed will be zero. Truancy is unexcused. Students who are out of class during the day for any length of time without the teacher's permission, or without following proper checkout procedures, will receive a zero for work missed and/or will be subject to disciplinary action. Excessive unexcused absences may result in consequences ranging from loss of credit for a class and loss of a grade promotion to possible school contact of local authorities or dismissal from the school.

## Make-up Work for Absences

When a student is absent, he or she must contact the teacher to receive make-up work as soon as possible. Students will be given a reasonable amount of time to complete make-up work. Such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated. If, however, a student misses only the day a test is given, or an assignment is due, he or she is responsible to make-up the work the first day back in class. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying during the illness; the test could be delayed at the teacher's discretion. Please check with your child's teacher and/or ParentsWeb for more information.

## Leaving the School due to Illness

Any call made to a parent or guardian requesting student release due to illness must be made from the school office. All students leaving due to illness must be signed out by the parent, guardian, or parental designee.

## Early Dismissal

For the safety of the children, we ask that all visitors, including parents, report to the office first. Teachers will not release a student except to an authorized person.

## Truancy (Unexcused and/or Habitual/Chronic Absences)

Students reaching certain absence levels will be in danger of losing credit for individual classes, loss of grade promotion, or possibly dismissal from ECA (**regardless of if the absences are excused or not**).

### Ohio State Law Concerning Chronic Absenteeism

	<b>Consecutive Hours</b>	<b>Hours per School Month</b>	<b>Hours per School Year</b>
<b>Habitual Truancy</b>	30 hours without legitimate excuse	42 hours without legitimate excuse	72 hours without legitimate excuse
<b>Excessive Absences</b>	-----	38 hours with or without legitimate excuse	65 hours with or without legitimate excuse.
<b>Chronic Absenteeism</b>	-----	-----	10% or more of the school year with or without legitimate excuse



## **Actions**

School will notify parents (email, phone call) of students who have any of the following:

- a. Five (5) absences in a school year. If the absences occurred 5 days in a row without a legitimate excuse, the student and parent/guardian will be required to meet with the Absence Intervention Team.
- b. Seven (7) absences in a school year. If the absences occurred 7 days in a month with or without a legitimate excuse, the student and parent/guardian will be required to meet with the Absence Intervention Team. At this point, the administration may require a physician's note for any further absences.
- c. Ten (10) absences in a school year. At 10 days absent, the student is considered excessively absent. The student and parent/guardian will be required to meet with the Absence Intervention Team. This meeting will be required whether the absences are excused or unexcused. At this point, the student is at risk of losing credit for the class (7th-12th) or at risk of being retained (TK-6th).

## **Absence Intervention Team**

The Absence Intervention Team (AIT) is a committee composed of administrators and teachers. The purpose of the team is to establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance. The goal of the AIT is to help students improve attendance. Should that not occur, and students do not improve attendance, they could be reported to Juvenile Court as truant, be required to repeat a class or grade, lose their Ed-Choice Scholarship or be dismissed from Emmanuel Christian Academy.

## **Before and After School**

No student is permitted on school property prior to 7:30 a.m. or after 3:25 p.m. unless in approved programs. Any student found unsupervised after 3:25 pm will be required to attend Lion's Den and the parents will be charged a per hour fee.

## **Bible Translation Statement**

Emmanuel Christian Academy believes the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. We believe this refers to the original manuscripts of Scripture and we hold to this without compromise. We have chosen to use the New International Version and the English Standard Version of the Bible in our school system.

## **Book Bags**

No book bags (including backpacks, oversized purses or other large bags) are permitted in the classroom. Book bags are to be kept in the locker and used for coming and going to school. This helps students maneuver safely in crowded hallways and classrooms while motivating students to be organized for their day.

# Campus Wear Rules

## General Rules

1. Students are to be in Campus Wear during the school day.
2. Campus Wear:
  - a. Campus Wear items must be purchased from MacRay's except for pants, socks and shoes. ECA Spirit wear, sweatshirts, hoodies and t-shirts, are only available through ECA official online organizations. Families may not have their own ECA apparel designed for Campus Wear.
  - b. Tops: Campus wear is considered as the ECA polo or ECA outerwear. ECA outerwear may consist of any long sleeve ECA spirit wear t-shirt or "team wear" item including ECA sweatshirts or ECA hoodies. ECA short sleeve T-shirts are NOT approved ECA outerwear for a school day unless it is a designated day. If a student takes off ECA outerwear, they must have an ECA polo on.
  - c. Bottoms:
    - Boys and Girls: Any khaki, casual, dress, or cargo pants (no "joggers" or cuffed).
      - The pants may be blue, black or any shade of tan or khaki.
      - May be tapered, skinny fit, stretch, or regular fit but must be worn at the waist.
      - MacRay uniform pants may still be worn.
    - Shorts: Only MacRay shorts are permitted.
    - MacRay skirts and jumpers are still permitted and must be determined as modest with a guideline of no more than 2 inches above the top of the kneecap. Visible hosiery/tights/leggings may be worn under skirts or jumpers.
    - No leggings, yoga, joggers, jeggings, or exercise pants are to be worn on their own (may be worn under).
    - No jeans except as permitted on designated days.
      - Jeans may have a shredded, ripped look and have designs on them as long as they are school appropriate (as deemed by administration).
      - No skin may be seen through holes, shreds or rips.
3. No visible logos, words or graphics should be seen through or outside of any Campus Wear attire.
4. Girls must wear appropriate undergarments under white and other light colored shirts, or layer with a sweater. Boys' underwear is not to be seen.
5. Students must be clean, neat, modest and well-groomed at all times while at ECA. The administration reserves the right to determine modesty issues and appropriate dress. This applies to extracurricular and end of the year activities as well. Parents of students out of dress code may be required to pick up the student or bring a change of clothes to school. \*Administration reserves the right to determine what is acceptable that may not be defined.
6. Clothing must be well-laundered; free of split seams, holes, torn or frayed hems, and properly fitted.
7. Hats and non-ECA outerwear will not be worn in the building during the school day. Hoods on ECA approved outerwear may not be worn on the head during school hours.
8. Hair: must be neat, clean, and **not distracting to the educational process/environment**. Colored braids and ribbons are permitted. Single color dye streaks are permitted.
9. Shoes:
  - Girls: Students must wear shoes. Stiletto heels are not permitted. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. classes.
  - Boys: Students must wear shoes. Sandals and flip-flops are permitted. Athletic shoes must be worn for athletics and P.E. classes.
10. Fridays will be a Spirit Wear Day. Students may wear the current year Spirit Shirt sold by the Athletic Dept. Students may wear jeans (any color denim), denim capris (any color denim), or uniform shorts. Beginning the first Friday of the second semester, other ECA produced shirts (e.g., previous years' ECA Spirit shirts, club, sports or trip t-shirts) may be worn with jeans. If a student cannot meet any of these Friday Spirit Day standards for any reason on a given week, regular Campus Wear is the default

uniform.

11. A relaxed dress code may be determined by the administration for designated events; i.e. field trips, Spirit Week etc.
12. Piercings/Tattoos:
  - Girls may wear piercings in their ears. Girls may have one nose piercing. Septum piercings will not be permitted. \*Note: Administration reserves the right to determine appropriate piercings.
  - Boys may not have any visible piercings.
  - Visible tattoos, whether permanent or temporary (including henna, or ink) are not permitted.

## **Event Dress Code**

- Students may follow a “relaxed” dress code to attend sporting events at ECA or sporting events at other schools but should not push boundaries on standards of modesty and should maintain dress that reflects the school in a positive manner.
- Guidelines for student dress at off campus activities will be designated for the event. Those not following guidelines may be asked to make an adjustment, change or leave the event.

## **Music Concerts/Band concerts**

Students will follow the music concert and band concert dress code as outlined in the choir, orchestra and band handbooks. Girls skirt/dress length will follow the ECA uniform dress code policy (skirt/dress length shall be no more than 2 inches above the top of the knee cap).

Adherence to the Campus Wear Dress Code is a family responsibility. The cooperation of the student and the parents is necessary in maintaining the standards of the Campus Wear dress code. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Therefore, any action taken to enforce the dress code will be directed to the parent(s), though such actions will, by necessity, impact the student. Parents shall assume this important responsibility and leave the school free to focus on its primary goal, building Godly character and academic excellence. Parents of students out of dress code may be required to pick up the student or bring a change of clothes to school.

Violations of the dress code will result in a discipline notice. Failure to heed correction will lead to greater consequences. Modesty or other blatant issues typically result in students going home or parents bringing in a change of clothes.

## **Care of Property**

Emmanuel Christian Academy belongs to God. The way the property is maintained and cared for is important in reflecting our Christian testimony of the school and its students. Thus, willful damage, defacing of or destruction to the school will not be tolerated. All damage must be paid for, whether willful or accidental.

No signs, banners, plaques, pictures, posters or other objects may be hung on walls of the building without permission from the school administration.

If a student willfully destroys school or private property, suspension and subsequent dismissal is possible. If a student damages an item by accident, it should be reported to a teacher immediately.

## **Cell Phones** See Electronic Devices

## **Chapel**

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be a portion of their Christian training, but not the extent of it.

Chapel is held each week. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

## **Child Abuse/Mandated Reporting Policy**

In the state of Ohio, school authorities, employees and teachers are mandated reporters of child abuse. When child abuse is suspected, a teacher will immediately bring it to the attention of the administration.

**Mandated Reporting:** Staff and faculty of Emmanuel Christian Academy will be in compliance with Ohio Revised Code 2151.421: Reporting child abuse or neglect. The clinic nurse will complete a yearly in-service with staff concerning mandated reporting.

## **Chromebooks: See addendum**

## **Church Attendance**

The parent, sponsor, or guardian of a student must demonstrate evidence of a personal relationship with Jesus Christ. One such evidence is participating in a local church. We believe it is important for all students to be regular in their church attendance.

## **Closed Campus**

Emmanuel is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 7:30 a.m. to 3:30 p.m. unless they have been given prior approval to attend. No minor student is permitted to leave during the day without authorization from a parent. No student may transport another student without parental permission. No student, regardless of age, may sign out without permission from a parent. Individual tutoring, enrichment activities, etc, need to be scheduled outside school hours for full-time students.

## **Communication**

The faculty and staff will be in contact with parents via phone, conference (in person), letter, classroom newsletters, website, email, RenWeb and/or other internet access. Please inform teachers of the best method to connect with you in order to serve your student's needs.

## **Discipline Philosophy and Practice**

We want to assist Christian families in the great duty and privilege to raise their children in the discipline and instruction of the Lord. Therefore, as much as possible, we want to use the discipline process to incline our students' minds and hearts to the wisdom that comes from God and is revealed in His Word. In addition, we strive to make the whole school atmosphere one that is well ordered and conducive to learning. To accomplish this, we need a clear framework of discipline action steps that progress from relatively minor consequences all the way up to a student's removal from the school if necessary.

Following is a list of graduated consequences and the model of the process that could lead to a student's eventual removal from ECA. Throughout the process, the goal is always that of repentance and transformation. It is vital that these steps be integrated with regular communication with the students' families so the school and family have the opportunity for a strong partnership throughout the process.

It is important to note that the Gospel of Jesus Christ and the invaluable gift of grace are central to the mission of the school. Unfortunately, it is not uncommon for people to appeal to an unbiblical caricature of grace in attempts to avoid the consequences of ongoing sinful behavior. While true grace is often extended to students, it is by definition an unmerited favor and should never be expected simply because ECA is a Christian school. Biblical principles of reaping and sowing are also a central part of our instruction in order to prepare our students to live responsibly in a real world that rewards and punishes positive and negative behavior.

## Discipline Steps

1. Positive reinforcement procedures established within each class that will encourage positive behavior, clearly communicated to students and parents
2. Verbal correction of negative behavior. Routine violations addressed by teachers/staff
3. Communication with parents when behaviors are repeated or are disruptive enough to warrant formal disciplinary proceedings
4. Formal Discipline Process
  - a. Minor Infractions: Formal write-ups given for minor disruptions to the educational atmosphere and process. Examples: Tardiness, dress code violations, minor classroom interruption etc... Teacher fills out the form, explains to the student why he or she is receiving the infraction, and submits it to the office for entry into the student's behavior file. Multiple minor infractions lead to more serious consequences.
  - b. Detentions: Given for an accumulation of minor infractions which demonstrate the students are not reforming behavior where needed or for more serious breaches of behavior. Usually given by administrators who will also seriously consider teacher/staff recommendations in a given incident. Examples: Incidents of disrespect to teachers, staff, or fellow students, defiance of instruction or a scoffing attitude toward correction or authority, horseplay that could intentionally, or unintentionally injure fellow students, cutting class, truancy, etc...
  - c. Saturday School: Saturday schools are meant to provide an opportunity for a student to get back on track without having to miss school time. Saturday school will be assigned for accumulations of detentions or instances requiring an additional punishment before reaching the point of suspension. A \$75 fee will be assessed to the student's account and the student will serve from 8-11:00.
  - d. Suspensions: (In or Out of School at the administration's discretion) Given for an accumulation of detentions which demonstrate the students are not reforming behavior where needed or for more serious breaches of behavior. Examples: Fighting, threats of violence/acts of intimidation (in person, writing, on social media, legal violations, etc...
  - e. Behavioral Probation: 2-4 week provisional enrollment status following any offense after a second suspension or as a part of the attendance policy. If a student shows marked improvement within two weeks of being on probation, the student may appeal to the administration to request a two week extension of probation. By this point in the process it is imperative that the student and family take significant initiative in proving their desire to remain part of the school.
  - f. Expulsion: Given for an accumulation of lesser violations and a failure to correct behavior. May be given for any offense following a second suspension. May be given for more serious breaches of behavior or legal violations. This constitutes the removal of the student from ECA for up to a full year at which time, should the family and student choose, they may reapply for admission. If re-admission is granted, the student will return to ECA on probationary status for one month. If the student has a clean disciplinary record at that time, he/she *may* be returned to regular status .

## Discipline Process

Different levels of behavior incidents of course warrant different levels of consequences, therefore, the path different students could be in danger of expulsion may vary widely. For example, in one case, a student could commit a serious enough offense to warrant expulsion for a single offense. On the other end of the spectrum, a student could potentially be expelled for an accumulation of 21 “minor infractions.” Since various offenses can lead directly to detentions or suspensions depending on their severity, students can end up on probation and in danger of removal through a widely varying number of incidents. Below is a model of what it could look like if a student never committed a “serious” violation of school rules. One must remember, however, that a failure to repent and reform one's behavior in the wake of numerous corrective actions is, in itself, a very serious matter.

Note: Based on the severity/frequency of offenses, the administration has the discrepancy to modify this process as needed to serve the best interest of the ECA learning community.

\*Actions and behavior that occur outside of the school day and away from Emmanuel including character, life decisions and/or breaking the law will be handled by administration with the family depending on the severity of the behavior. School action will be taken for incidences that involve unlawful behavior.

### Model of Discipline Steps by the Accumulation of Minor Infractions

Minor Infractions:	1,2,3	= Lunch Detention #1
	4,5,6	= After School Detention #1 (additional lunch detentions as needed)
	7,8,9	= Lunch Detentions, After School Detentions
	10-12	= Saturday School
	13	= Suspension #1
	15-20	= Suspension #2
	15	= Behavioral Probation, up to 5 weeks. At this point the student can appeal to the administration to request a two week extension of probation in order to demonstrate transformed behavior.
	17-20	= Expulsion

### Biblical Considerations in the Discipline Process: The Way of Wisdom vs. the Simple, the Fool and the Mocker

The scriptures, and most particularly the Book of Proverb, have a very clear way of defining good and bad behavior as well as giving us a vocabulary for teaching our students the distinctions between ways of living.

First, we desire wisdom for our students. This combination of a biblical worldview, knowledge, and the skill to live in light of them is invaluable! When disciplining students here at ECA we want it always to be with their growth in wisdom and in the Gospel as the primary goal. All of us, as sinful people, are prone to types of behavior about which the Proverbs give us ample warning. These fall under three categories, the simple, the foolish and the mocker (also called scoffer or scorner in various translations).

While there is some variation in the use of these terms, “simple,” “fool,” and “mockers” give us a pretty solid way to consider our students’ behavior. The term “simple” can be associated with ignorance, lack of knowledge, or the basic childish impulsiveness that leads to wrong behaviors. Foolish behavior includes simple behavior but expands into areas such as a spirit of arrogance by persisting in sinful disobedient behaviors. It is more of a consistent choice of the worldly ways over God’s truth as the “fool says in his heart there is no God.” This can range from occasional instances to a more habitual, set behavior that moves the foolish student into the third category, that of the mocker. The

mockers is hardened in his or her ways. More dangerously, for the effective operation of a Christian learning institution, the mocker's attitude and actions infect surrounding students who are, for the most part, simple, occasionally foolish, but sensitive to correction and growth.

The Proverbs and scripture as a whole give us ample examples of the principles of reaping and sowing. Simple and foolish behavior warrants correction and varying levels of consequences. The mocker, on the other hand, is to be treated with substantially more severe penalties (something we refer to as proportionality when discussing the execution of justice). This more severe justice includes removal of the mocker from the society, in this case, the school. This type of expulsion is nothing we ever want to do lightly, but, on the other hand, we do not want to endanger our mission to the larger learning atmosphere by allowing mockers to do serious harm.

The following acts by a student shall constitute sufficient cause for discipline, placement in suspension or expulsion:

- Arson
- Assault or attempted assault
- Behavior that adversely affects the testimony of Jesus Christ, Emmanuel, and/or the student
- Deception, lying, and/or cheating
- Defiance of authority
- Destruction or defacing of school or private property
- Disrespect to an adult or student
- Disruptive behavior
- Excessive unexcused class tardiness
- Excessive unexcused tardiness to school
- Extortion
- Failure to attend detention
- Failure to follow a teacher's instructions
- False alarms or threats of such
- Fighting or horseplay
- Forgery
- Gambling or betting
- Inappropriate dress
- Insubordination
- Intimidation of a student or staff member
- Leaving school without authorization
- Possession and/or concealment of a dangerous weapon
- Possession and/or use of fireworks and/or explosives
- Repeated violations of school rules
- Sexual immorality
- Stealing
- Threatens, physical, verbal or written to other students or staff members
- Truancy
- Unacceptable behavior
- Unauthorized absence from class or school
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco and/or tobacco products
- Verbal abuse of staff or students
- Violation of motor vehicle guidelines
- Vulgarity, profanity or obscenities (verbal and non-verbal)
- Aiding and/or abetting any of the above
- Weapon on school property

## **Bullying or Harassment Policy**

Emmanuel Christian Academy believes that all students have a right to a safe and healthy environment. Our goal is to foster relationships and a Christ-centered learning community that exists to educate students of Christian families and prepare them for God's calling.

Emmanuel Bullying policy states: "Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended or expelled."

"Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Racial slurs, taunts and or teasing which involves statements or subjects of race will be considered bullying or harassment will not be tolerated and will be guided into a disciplinary process with intervention.
- Verbal threats, taunts and intimidation through words and/or gestures;
- Other acts such as: extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening emails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online;
  - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

No parent wants their child to be bullied, and no parent wants to think that their child is a bully. If you believe there has been a bullying incident please:

- 1) Report the incident to your child's teacher immediately
- 2) Parents may be asked for a written document containing the facts and information needed
- 3) A conference or meeting with the student and family may be required
- 4) A meeting between the two families and principal may also be warranted.

## **Dress Code (see Campus Wear)**

### **Drills**

#### **Fire Drills**

State law requires periodic fire drills. At the sound of the fire alarm system, each student will leave his or her room and move, single file, to the designated place as outlined in the drill plan. All doors should be closed. Quiet MUST prevail during the entire procedure. Students are to stay together with their teacher and remain until dismissed.



## **Safety Drills**

State law requires periodic Safety drills. This procedure will be announced over the public address system by a building administrator. ECA is using the A.L.I.C.E. training program as a response to an armed intruder to the school grounds. Look online for helpful videos concerning the A.L.I.C.E. training program. Measures related to A.L.I.C.E. (Alert, Lock-down, Inform, Counter, Escape) procedures in the event of an intruder will also be discussed with students at the time of drills.

## **Tornado Drills**

State law requires periodic tornado drills. At the sound of the alarm, students are to move in single file, to the designated area. Students will be made aware of the exact area by their teachers. Quiet **MUST** prevail during the entire drill. Students are to remain in their designated group areas until dismissed.

## **Electronic Device Guidelines**

Students may bring cell-phones to school but they must remain in their locker during school hours and may only be taken out with the approval of a teacher or administration. Students are not permitted to have cell phones out during the day including lunch unless specifically given permission by a teacher or administration.

Cell Phone Guidelines: Security and care of cell phones during school time is completely the responsibility of the owner.

- Due to the enormous amount of time potentially lost dealing with lost or stolen cell phones, the school will not investigate missing cell phones.
- If a student is using an electronic device during restricted time, then the device will be confiscated and may be picked up at the front office after school by the student.

## **Emergency Closing of School**

School closings and delays will be communicated through multiple avenues: One Call Now, Facebook, and television (TV 2 WDTN, TV 7 WHIO). If no message is aired, then one can assume school is on a regular schedule.

If you depend upon public school busing, you need to monitor your resident district's closing/delay status which may differ with that of ECA. If ECA is open and your public school district is closed, and you are unable to secure alternate transportation, your child will receive an excused absence.

Calamity closings may vary from district to district. Therefore it is important that parents and students monitor the status of both ECA and their district of residence, especially if relying on public school bussing.

Calamity days may be determined to be converted and shifted to REMOTE LEARNING for a day. Extended closures to due cold temperatures or inclement weather will shift students and teachers to REMOTE LEARNING but will be announced in advance of that event. (For example, if we have used several calamity days, an announcement may be made that the next inclement weather day will be used as a "REMOTE LEARNING" day.

Pandemic/Illness Closure: Administration may need to temporarily close school for a day or period of several days if we have an outbreak on several different levels of the school or if there becomes a difficulty to continue to educate in the building in a short term situation. Every effort will be made to communicate in advance of the closure. In the case of a closure due to this reason, REMOTE LEARNING will become the short term modality for all students and teachers until a safe return can be made to the school building. This situation would provide an opportunity to sanitize and clean our building, slow the spread of illness but continue the academic process.

## **Faculty Exception to Policy Committee (Faculty/Staff Advisory Board)**

This is an ad hoc group of faculty members who, along with the guidance counselor or another administrator, will meet with students and/or families as various situations arise in which students, family, or faculty desire an exception

to a school policy. These meetings will generally be to address issues surrounding students' academic performance, attendance, eligibility for extracurricular activities or various school honors, behavior, or enrollment status (particularly when a student has been placed on probation). There will be three teachers on the committee from the student's academic level (K-3, 4-6, 7-8, 9-12) including two who have direct instructional contact with the student.

The purpose of this committee is to make recommendations to the administration regarding students' requests based on their knowledge of the students through daily contact and from the committee meeting. This allows faculty members, who generally have a more thorough knowledge of students and their performance/behavior, to add valuable counsel so the administration can make better decisions.

## **Family Service Hours Policy**

Emmanuel Christian Academy recognizes the importance of a partnership between the school and its families. It is our desire to strengthen that partnership by encouraging families to participate in various areas of the school for 20 hours each year. Volunteer opportunities may be communicated through emails, The Week Ahead, Renweb, One Call Now, personal phone calls, text messages, or sign-up sheets. Families are encouraged to participate in school committees such as Athletics, Boosters, Fine Arts, Parent-Teacher Fellowship (PTF), and Volunteer Committee. To find out about meeting times and locations, please contact the school office for committee leader information.

## **Field Trips**

Classes take field trips to interesting and educational places in the area as an integral part of the instructional program. Parents will be notified in advance of a pending field trip with the appropriate information - what, when, where, how, and why.

All chaperones must be approved by the administration and only current ECA students may participate in the trip. Students with academic, attendance, or behavior problems, may lose the privilege of participating in field trips.

## **Financial Matters**

Tuition and Fees are managed by the Business Office.

- Parties responsible for student tuition, fees, and all financial arrangements must be in good standing with the business office by having no past due financial obligations.

Past Due Accounts and Extracurriculars:

- Payments must first go towards resolving past due balances before being applied toward extracurriculars, such as athletic fees, mission trips, ECA trips, tech fees, etc.

## **Food and Drinks**

Drinks and snacks must be overseen by the teacher and only with teacher permission. There will be no food or drink (except water) in the hallways.

## **Grade Level Placement (TK-6)**

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade

- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers.

Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on any of the following criteria:

- A. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level.
- B. truancy (absence without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failure in two (2) or more of the required curriculum subject areas in the current grade. Even if s/he falls in the preceding category, a student may be placed if the Principal agrees that the student is academically prepared for the next grade level.
- C. No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A) (3) on the State-mandated assessment except in accordance with the provisions of Policy 2623.02-Third Grade Reading Guarantee or in accordance with State Law.

## **Gym Rules**

1. Gym shoes are to be worn during PE classes and other activities in the gym.
2. There will be no playing in the gym unless supervised by a faculty, staff member or a coach.
3. Students will remain in the gym area until the assigned activity is over.

## **Hall Passes**

Elementary students shall be given hall passes to use when outside of the classroom.

## **Health Services - see [Clinic Policy](#)**

### **Leaving the School due to illness**

Any call made to a parent or guardian requesting student release due to illness must be made from the school office. All students leaving due to illness must be signed out by the parent, guardian, or parental designee.

## **Home-School Students**

ECA welcomes home school students to enroll for classes to enrich the home school experience, to broaden the scope of subject matter for students.

Home school students may enroll in classes at ECA, provided that space is available in the course(s), once full-time ECA students have enrolled. Open enrollment in courses for home-school students will be made available by July 15 of each year for the coming fall.

Home school students are expected to comply with the policies, guidelines and rules of ECA. These include, but are not limited to, the dress code, code of conduct, and discipline policies.

Tuition will be divided by 1/7th for each class that meets 5 times per week. Tuition for elementary specials (art, music, P.E., and computer) will be prorated based upon the number of times the class meets per week. The homeschool family will be responsible for applicable registration, activity and book fees and administrative fees. The registration fees for the current year are expected at the time of registration. A full time ECA student is given priority over the home school student for course availability during open enrollment which concludes on July 15.

Home school students who desire to take any state tests, or placement tests (MAPs) will be charged a one time fee. The fee covers the cost of the test/exam, administration of the exam, and delivery of score reports. Any family interested in this service can contact the school administration for more details.

## **Homework Policy**

Meaningful home study is a necessary part of each pupil's educational program. Homework should be an extension of the school day, and provide additional opportunities for the development and practice reinforcement of instructional objectives.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. There are four types of assignments:

- Practice: Most common, given to help students gain specific skills; limited to material presented to class.
- Preparations: Given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

It is the responsibility of the student to complete assigned homework. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

The parents' role is to be aware of the assignments and expectations of their child. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

The average amount of time needed to complete the assigned homework is about ten minutes per grade level. For example, a kindergartener has ten minutes and a student in the sixth grade has an hour. This is total time and not time per subject.

## **Late Assignment Policy**

**The consequences for late work in grades 3rd through 4th are as follows:**

- 1 day late = 10% taken off
- 2 days late = 20 % taken off
- 3 days late = 30% taken off
- 4 days late = 40% taken off
- 5-10 days late =50% taken off
- 11 or more days late = 0%

The students will still be expected to complete the assignment because there are learning objectives to be practiced and/or mastered with each assignment. Also, students handing in late work need to realize that there are consequences for missing deadlines. Credit will be given at the teacher's discretion.

### **The consequences for late work in grades 5th through 6th are as follows:**

- 1 day late = 10% taken off
- 2 days late = 20% taken off
- 3 days late = 30% taken off
- 4 days late = 40% taken off
- 5 days late = 50% taken off
- 6 days late = 0%

The students will still be expected to complete the assignment because there are learning objectives to be practiced and/or mastered with each assignment. Also, students handing in late work need to realize that there are consequences for missing deadlines. Credit will be given at the teacher's discretion.

### **Incomplete Grade/Pending**

An "Incomplete" is given only when there are justifiable reasons for the work to be late at the end of a grading period. Such a grade changes to an F if the work is not completed within two weeks.

### **Leaving the Building**

Students must not leave the school building other than at regular dismissal time, except by permission from the school office. A signed parental note must be presented to the school office for approval prior to the time of early dismissal. Students must sign out in the office when leaving early. (A parent's phone call is an acceptable alternative to a written note.) Students staying for approved after-school activities must have adult supervision, and are to remain on the premises until picked up by parents. No student, regardless of age, may sign out without permission from a parent.

### **Library**

- Each student going to the library during school hours must have a hall pass signed by his/her study hall or classroom teacher. This pass must be given to the librarian on duty when the student enters the library and must be signed by the librarian and carried back to the teacher when the student leaves the library. If a student leaves the library before the end of the period, he or she is to report back to the study hall or classroom.
- Magazines and reference books are to be used in the library and not taken out.
- Since the library is a place for study and reading, only limited talking is permitted with permission.
- Students who abuse their library privileges will be restricted from its use.
- Students are not permitted in the library without adult supervision.

Check out:

Students and family members may check out books with the librarian on duty or sub during the day from 9:30-3:00.

TK-4th grade: Students in TK-4<sup>th</sup> grade visit the library once a week to check out books.

TK-2<sup>nd</sup> grade can check out (1) book per week.

3rd and 4th grade: may check out (2) books per week. Books must be returned to check out new books.

5<sup>th</sup> grade – 12<sup>th</sup> grade may check out books as needed and may check out (2) at a time for a two week period. Books must be returned to check out new books.

Failure to return:

Families/students are responsible to return books to the library. If books are not returned a student will not be able to check out any more books until the overdue books have been returned. If books are lost the family/student will be responsible for paying for the book. The cost depends on the book that was lost.

Overdue notices/balances:

Sent out (1) time a quarter. Balances on the library account will be added to the family ECA account.

## **Lost and Found**

The lost and found department is located in the cafeteria. Items that have not been claimed will become the property of the school and they will be disposed of by the school periodically.

## **Lunch Period**

1. All food is to be eaten in the lunchroom.
2. Each student is to clean his or her area when lunch is concluded.
3. Courtesy and good manners shall be in evidence at all times.
4. All trash is to be placed in containers.
5. Students are expected to remain in the cafeteria until dismissed.
6. Allergy free zones are available during lunch for students with significant food allergies.

## **Music**

Any music or “talk” recordings that are profane or of questionable taste, or clearly express anti-Christian standards are not to be a part of Emmanuel Christian Academy.

## **Parent Messages and Telephone Calls**

Lunches, forgotten books, assignments or other items will be delivered to the classroom. The office will contact your child with the forgotten item in a timely manner. Please remind your child to check at the office whenever he or she forgets an item.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled in the fall and spring. Additional conferences may be scheduled at any time during the school year.

## **ParentsWeb**

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child’s academic progress and future success – all via the Internet! RenWeb’s ParentsWeb is a private and secure parents’ portal that will allow parents to view academic information specific to their children, while protecting their children’s information from others. You can see your child’s grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

To login go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=EM-OH&SchoolCode>. Or visit the guidance office or [www.renweb.com](http://www.renweb.com) for more information. RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education.

## **Plagiarism: See discipline**

## Pledges

### American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

### Christian Flag:

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

### Bible Pledge:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## Playground Rules

- Recess is an important break as a constructive channel for student activity. Students are expected to participate unless excused by their parents or teachers. A good playground is founded on safety and sharing. Any activity which could be dangerous will not be permitted.
- Elementary grades hold priority over the playground and equipment. Secondary classes may use the equipment if there are no elementary classes outside.
- Outdoor Recess Temperature Guidelines: Students may go outside if the temperature (including windchill) is 32 degrees fahrenheit or above. If the temperature is below 32°F or the windchill “feels like” below 32°F, the students will NOT go outside, but have indoor recess. These guidelines are for all elementary students grades TK-6.
- Playground equipment, balls, etc, must be shared.
- All students must have an adult to escort them to the playground.
- Elementary: Students must walk in a line, both entering and leaving the playground.
- Nothing is to be thrown (rocks, snowballs, leaves, etc).
- A student should never leave the playground without permission from an adult on duty.
- The field east of the playground is for students in third grade and higher only; the field may be off-limits due to weather conditions.
- Kindergarten students may not use the aerial wheel or zipline and are only permitted to use the monkey bars if they can do so on their own without help.
- All slides: Down and out, be able to see the one in front of you finish, lead with feet.
- Teeter Totter: One person may stand on the middle yellow spot.
- Teeter Totter, Horse, and Airplane: Do not push up and down with your hands.
- Various Equipment: Always keep head above the feet; no hanging upside down on anything.
- Trees: Stay off of them; no climbing or hanging; no picking leaves off trees or ground.
- Monkey Bars: One person may use them at a time.
- Twirl Wheel: One at a time; no one may swing and jump off while spinning.
- Swings:
  - One child per swing, NO STANDING ON SWINGS, and no high swinging.
  - Bottom only on seat; swing motion backwards and forwards only; no twisting and no tricks; no jumping from swings.
- Picnic Table:
  - No standing on the seats or table top
  - No sitting on the table top
  - No crawling under the table
  - Students completing school work have first priority.
  - Do not color directly *on* the table.

**Promotion- See “Grade Level Placement”**

## Remote Learning Instructional Provisions for 7<sup>th</sup>-12<sup>th</sup>: (Quarantined, Shutdown or Calamity Day)

### Terms

- **Asynchronous:** Online learning without “real-time” interaction
- **Synchronous:** Online or remote learning environment that happens in “real time” with classroom interaction
- Online learning will have synchronous components and asynchronous components as well (videos to review, recorded class lectures).
- **“Self Paced”:** There will be aspects of online learning that will be independent and self-paced. Assignment due dates will still be relevant.
- Teachers will use Google Classroom as the learning platform for their classes. Students are required to use this platform to access and engage in “live” instruction, view resources, complete assignments, etc.
- Paper assignments may be uploaded to the Google Classroom page.
- For help needed in regard to attendance or chromebook concerns:
  - Lynne Willis ([lwillis@ecaoh.com](mailto:lwillis@ecaoh.com))
  - Jule Fadley ([jfadley@ecaoh.com](mailto:jfadley@ecaoh.com))
  - Becky Mertens ([bmertens@ecaoh.com](mailto:bmertens@ecaoh.com))
- For help needed during the class time please email:
  - Your classroom teacher
  - Elementary: Asst Principal Karalee Lawrence ([klawrence@ecaoh.com](mailto:klawrence@ecaoh.com))
  - Secondary: Asst. Principal Alicia Kidder ([akidder@ecaoh.com](mailto:akidder@ecaoh.com))
  - Or Building Principal Dan Moore ([dmoore@ecaoh.com](mailto:dmoore@ecaoh.com))

### Elementary Online Day

- Students will check in to the Google Meet with their homeroom teacher on their Chromebook at 8:00 am.
- Students will have a morning session with the teacher and then have work to complete from their Google Classroom.
- Students are expected to be actively engaged in their learning until 11am. The teacher will have some form of live instruction that day, whether it be logged in together from 8am-11am, or set times as determined by the teacher/teachers.
- Teachers may give students assignments that are to be completed after 11am.
- Elementary Special Classes: NONE for online days
- Intervention team members will be available for online meets as needed.

### Secondary Online Day

- Students will check in to the Google Meet on their Google Classroom at the designated class time.
- Attendance will be taken
- Teachers will have an assignment or activity that may be asynchronous or synchronous.
- Intervention team members will be available for online meets for additional support.

### 7-12 Band, Orchestra, Choir, or Theater

- In the event of school-wide use of remote or hybrid learning, Fine Arts classes will accommodate in the following ways:
  - Classes that take place during the day will be remote/hybrid per ECA’s plan.
  - After-school activities will continue as scheduled unless ECA is required to shut down. Students will be expected to participate.



- Performances will continue on schedule to every extent possible. Extra rehearsals may be scheduled to accommodate transitions in school learning modes (remote/hybrid).

### **Learning Platform/Internet**

- Families who do not have internet access may contact administration for recommendations and assistance.
  - Internet hotspots are available outside the school building.
- Google Classroom will be used for livestream, resources, and assignments.
- Paper assignments may be uploaded to the Google Classroom page.

### **Attendance**

- Students will access their teachers “live” in the classroom using Google Meet. For students who may be absent, the lecture portion of the class time will be recorded and posted in Google Classroom.
- Students will log into Google Classroom during their regularly scheduled class time. Attendance will be taken daily for each class in which a student is enrolled, as normal. In order to be counted as “present”, a student must be logged into the Google Meet at the start of class, and remain logged in for the duration of the class period.
- **Alternative attendance:** If the student is not able to log on at the actual time of the class, the student will:  
a) Let the teacher know in advance, if possible, and; b) If not possible, (internet issue, other unforeseen circumstances) the student/parent will email the teacher and the attendance office and will confirm that the student has completed the class assignment or recording.

### **Online Classroom/Remote Learning: Student Requirements and Online Expectations**

- Visual and verbal attendance. Students must join the Google Meet at the beginning of each day’s class and be prepared for class with all necessary supplies.
- Students should not be on their phone or distracted by other electronics (video games/music).
- Students should maintain a visual presence the entire class period showing their faces. Students may only turn off the video with permission from the instructor.
- Students should be focused on class instruction/discussion and prepared to participate and answer questions.
- Students should treat the remote classroom as if they were in the physical classroom showing respect to teachers and classmates.
- Students should be seated at a table conducive for learning in a quiet uninterrupted space.
- Students should be appropriately clothed.
- Chat comments should be “on task” and a constructive part of the learning environment. Holding side conversations or chat sessions is not permitted.
- All assignments must be turned in through Google classroom (not emailed) and will follow the same late policy as is in the handbook for in-class instruction.

- Any activity performed through Google Meet, Google Classroom or on a school Chromebook is subject to school guidelines and discipline

## Grades

- **All students will be required to complete expected work for each of their classes. All policies will be enforced, including late policies.**

## Remote Learning for Calamity Days and Other Closures

Calamity days may be determined to be converted and shifted to REMOTE LEARNING for a day. Extended closures due to cold temperatures or inclement weather will shift students and teachers to REMOTE LEARNING but will be announced in advance of that event. (For example, if ECA has used several calamity days, an announcement via ONE CALL and email will be made that the next inclement weather day will be used as a “REMOTE LEARNING” day.)

Pandemic/Illness Closure: Administration may need to temporarily close school for a day or period of several days if there is an outbreak on several different levels of the school or if there becomes a difficulty to continue to educate in the building in a short term situation. Every effort will be made to communicate in advance of the closure. In the case of a closure due to this reason, REMOTE LEARNING will become the short term modality for all students and teachers until a safe return can be made to the school building. This situation would provide an opportunity to sanitize and clean our building, slow the spread of illness, but continue the academic process.

## RenWeb

Renewing School Management via the Web (RenWeb) is the software used by Emmanuel Christian Academy for parent communication, grading and more. RenWeb grades and assignments will be updated each Monday. Become familiar with the RenWeb program and use this information to stay on top of your education. Visit the administration or <https://www.renweb.com/> for more information.

## School Colors

Emmanuel Christian Academy has chosen the following colors:

- Purple is a school color because it has long been a symbol of royalty. This is not to be construed as pride or self-exaltation but instead it is to signify our exalted “Royal” position with Jesus Christ. We all need to be reminded of our position in Christ, and that we should reflect that relationship as we represent Him! “Seek those things which are above”
- White signifies moral, spiritual and physical purity. We feel our students need to remember their separation from things of the world which could corrupt their out-look, performance, and testimony. Hence, white is a focal point to remind us of purity and righteousness as we compete. “What would Jesus do?”
- Gold signifies we are constantly striving for success. One should strive for eternal rewards, not temporal ones. We want to achieve that which will last! “When he is tried, he shall come forth as gold.”

## Sexuality/Gender

Emmanuel Christian Academy’s policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and

broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness.

With this foundational understanding of Creation, Fall, and Redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian school we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

## **Sexual Harassment**

Emmanuel Christian Academy affirms its commitment to appropriate sexual behavior between all men and women who may be members of its student body, faculty, and/or staff. Amorous behavior, even though consensual, which is inconsistent with the Word of God and the Emmanuel Christian Academy's standards will not be tolerated.

Behavior which asserts sexuality as relevant to student or employee performance violates both federal law and school standards. Sexual harassment inhibits the spiritual and academic mission of the school and is prohibited. When the authority and power inherent in relationships between faculty and their students or between supervisors and their employees is abused by sexual harassment, there is potential for great damage to students, to faculty and to the spiritual and educational climate of the school.

Therefore, individuals in positions of authority must be sensitive to the potential conflicts between personal relationships and professional relationships. Sexual Harassment is a particularly sensitive issue, which may affect any member of Emmanuel Christian Academy, and such will be dealt with promptly and discreetly by the administration or the Board of Trustees. The procedures for addressing complaints are available in the school office.

## **Social Media**

Social networking sites (SNS) like Facebook, Twitter, Instagram, and others are prevalent worldwide. These great venues allow millions of people to easily connect with loved ones and share their thoughts and opinions. In alignment with the student life covenant and student handbook, students are responsible for the content published on SNS. It is the desire of ECA for all students to grow mature in their faith. Parents/guardians bear responsibility for supervision of student media use. Generally, when conflict arises among students as a result of social media/texting, they will be referred to parental authority. Students must remember that what they write is public. They should always assume that it will be read by their parents, family, friends, teachers, future employers and co-workers, future spouses and children, along with countless others. They need to ask themselves if they are comfortable with all of these people seeing what they plan to post. Also for consideration, students must understand that everything posted to the internet remains there, even after a post is deleted. The permanence of online content provides a somber truth that we are held accountable for everything we say or write. Therefore, strive to be like our Lord and Savior by speaking the truth in love.

\*Questionable use of social media outside of the school will be directed toward the parent(s)/guardian(s) of the student. Extreme, explicit, unlawful or bullying behavior will be dealt with by the ECA administration and the family.

## **Student-Staff Relationships**

It is understood that every student at Emmanuel Christian Academy should develop and maintain an attitude of respect for each teacher and for fellow students. The proper method of addressing a teacher is to use the term “Miss”, “Mrs.”, “Mr. or “Dr.”, and all replies should be given respectfully.

This standard is applicable throughout the school day and all school programs and activities. In responding to adults, students are to respond respectfully. Mannerly expressions such as “Please”, “Thank You”, and “Excuse me” are to be used when appropriate. Basic manners governed by the biblical imperative to love your neighbor as yourself are expected.

## **Student Grievance Procedure**

Before starting the Student Grievance Procedure, a student must follow the Matthew 18 principle.

In the event that any student feels aggrieved of any policy of Emmanuel Christian Academy or actions of its agents or employees, such individuals shall be entitled to the use of the following method of obtaining redress. The student will be permitted an advocate during any of the hearing sessions. Either a parent or another adult may serve in this capacity. Each student will present his or her case.

If satisfaction is not achieved the aggrieved has a three-day period in which to appeal in writing to the Principal.

If satisfaction is still not achieved the aggrieved has a three day period in which to appeal in writing to the Principal / Superintendent. They may initiate a hearing or discussion based on this written request. Any assigned punishment will be held until a final determination is made.

Teacher



Principal



Head of School

\*Except in the event of extraordinary circumstances, students and parents with a grievance against a staff member, who have not started the process by first meeting with that person, will be referred back to that staff member by administrators.

## **Student Records**

### **Current Records**

- Current student’s folders contain the past three years records (current year and the two previous years)

### **Previous Years Records**

- Records are scanned into Google Cloud for storage

### **Parental Requests Procedure**

- Parents must submit a request in person or via email or must received ROR from new school
- Parents must be able to provide identification and verification must be shown that the parent has “rights” to the student information
- Copies are made of any records that the parent has requested
- The parent will sign for the records upon pick up.

## **Student Withdrawal from School**

The parent of a student withdrawing from school must complete a withdrawal form obtained from the office. Teachers will collect textbooks and other instructional materials loaned to the student. An exit interview will be scheduled with the family before the withdrawal process is complete.

## **Summer School**

Contact the guidance office for more information.

## **Tardiness (see Attendance Policy)**

## **Telephones**

School telephones are for school business only. Students should not be called during school hours except in cases of emergencies. Cell phones are NOT to be used during the school day without a teacher or administrator permission. Students who need to call home must do so from the school office.

## **Testing**

Emmanuel Christian Academy uses a number of testing and assessments throughout the school year in order to assess students learning levels, prepare students for college entrance exams and admissions, and/or fulfill Ohio graduation requirements

MAPs - (Measures of Academic Progress) Understanding each student's academic level gives teachers the power to help them excel. MAPs are computerized adaptive assessments that are the tools that make it possible – providing educators with the detailed information they need to build curriculum and meet their students' needs, one child at a time. Created by educators for educators, MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, Northwest Evaluation Association, the creator of MAPs, works with educators to create test items that interest children and help to capture details about what they know and what they're ready to learn. It's information teachers can use in the classroom to help every child, every day. MAP dynamically adapts to a student's responses – as they take the test. In this way, the test narrows in on a student's learning level, engaging them with content that allows them to succeed. Visit <http://www.nwea.org/products-services/computer-based-adaptive-assessments/map> for more information. MAP assessments are given in the fall, winter and spring to students in Kindergarten through tenth grade.

AIR - The Ohio State Tests in reading, math, writing, and science will be given in April and early May. All students in grades 3 through 6 will be assessed in math and reading. Students in grade 5 will be assessed in science. These assessments are designed specifically for Ohio students. They do not test a child's intelligence or aptitude and are not meant to compare children's abilities. They measure the student's competency on the state standards. Visit the elementary principal or guidance office or <http://ohio3-8.success-ode-state-oh-us.info/> for more information.

## **Textbooks**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be handled carefully. Students will be required to pay for lost or damaged books.

## **Transportation**

Transportation may be provided by some local school districts in accordance with State Transportation Aid for non-public schools; or by private transport. Parents are responsible to contact their local school district to secure transportation or reimbursement if available.

In order to encourage safe, proper and acceptable student behavior on school buses, students are expected to follow the Bus Rules and Regulations. In the event a bus infraction occurs, a Discipline Notice will be mailed to the parents stating the infraction and action taken.

Misbehavior may result in the loss of bus privileges for a period of time. ECA students are expected to abide by these standards.

## **Vacation during the School Year**

Families wishing to take a vacation during the regular school year must obtain a Pre-Approved Absence form at the school office. This form must be completed and returned for administrative notification at least 14 business days prior to the expected vacation.

When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers, and secure the class assignments for that period of time. All coursework and homework assignments are due on the day of return to class. Failure to meet this requirement will result in an unexcused absence for the days missed.

Pandemic Statement: Those students traveling may be asked to quarantine based upon the most current data and recommendation from the ODH and local health department.

## **Video/Media Policy**

Videos and media are primarily chosen by teachers in order to enhance the educational process in various ways. Teachers will do their due diligence to ensure the content of the video is appropriate for their class. Various resources such as [pluggedin.com](http://pluggedin.com) from Focus on the Family or [Christiananswers.net/spotlight](http://Christiananswers.net/spotlight) (this sight reviews most forms of media) may be used to assist the teacher in choosing solid video materials. Teachers will guide and equip students to use a biblical world-view in evaluating all media.

## **Visitors**

Students are welcome to bring visitors but must receive approval from the administration at least one day in advance. All visitors must report to the school office for a Visitor's Pass. Students from neighboring schools must make advance arrangements for visits through the principal or the other school involved, if their school is in session. The student making a visitor's request should take the responsibility of acquainting the visitor with our standard of dress and conduct. Student visitors must adhere to modest dress. Parents wishing to visit a class must call the school office in advance and a Visitor's Pass will be issued.

## **Computer & Internet Acceptable Use Policy (on campus or remote)**

Emmanuel Christian Academy recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, the Emmanuel Christian Academy school board encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Emmanuel Christian Academy.

The Internet is an unregulated, worldwide vehicle for communication. As such, the information available to staff and students is impossible to fully control. Though Emmanuel Christian Academy is proactive in providing an Internet filtering system that helps provide security against unwanted/unsolicited materials on the Internet, we recognize that it is impossible to fully protect students one hundred percent of the time.

Therefore, Emmanuel Christian Academy adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Emmanuel

Christian Academy and Auxiliary funded equipment or through personal devices used on Emmanuel Christian Academy's network.

### ***Emmanuel Christian Academy Rights and Responsibilities***

It is the policy of Emmanuel Christian Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Emmanuel Christian Academy recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Emmanuel Christian Academy retains the following rights and recognizes the following obligations:

- To log network use and to monitor file-server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file-server space allotments.
- To remove a user account on the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Emmanuel Christian Academy-owned equipment and, specifically, to exclude those who do not abide by the Emmanuel Christian Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Emmanuel Christian Academy reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **Staff Responsibilities**

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Emmanuel Christian Academy.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### **User Responsibilities**

- Use of the electronic media provided by Emmanuel Christian Academy is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### **Acceptable Use**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Emmanuel Christian Academy.
- Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

- From time to time, Emmanuel Christian Academy will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Emmanuel Christian Academy computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- Emmanuel Christian Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of Emmanuel Christian Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Emmanuel Christian Academy.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

### **Disclaimer**

- The Emmanuel Christian Academy cannot be held accountable for the information that is retrieved via the network.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.



- Emmanuel Christian Academy will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- Emmanuel Christian Academy makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- Emmanuel Christian Academy reserves the right to change its policies and rules at any time.

## **Chromebook Guidelines for Students and Parents**

The following provides detailed information to parents and students about how to care for the technology being entrusted to them.

### **1. Receiving a Chromebook**

- Student Signature.
- Students will sign a form accepting a Chromebook, and by signing, agree to the terms of use. Chromebooks should go with the students to and from school daily. Elementary teachers may make arrangements to store them overnight. If stored at the school, parents will need to pick up the device if distance learning is initiated.

### **2. Student Distribution**

- Chromebooks will be assigned to students in their homeroom the first week of school.
- Each student will be assigned a specific device that is tagged and tracked by serial number. They will have the option of turning it in for the summer break or keeping it year-round.

### **3. Returning the Chromebook**

- After four years, the devices will be replaced with a new Chromebook.
- After four years of use, students will be given the option to keep the device or turn it in for school use.
- Graduates who have not paid the fee for 4-years can opt to buy the device by paying the remaining years. For example, a graduate who paid the fee for two years would pay \$200 to purchase the device.

### **4. Transferring/Withdrawing Students**

- Students that transfer out of or withdraw from Emmanuel must turn in their Chromebooks to the assigned homeroom teacher. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset.

### **5. Taking Care of the Chromebook**

- Students are responsible for the general care of the Chromebook they have been issued by the

school.

- Students should never leave their Chromebooks unattended except when locked in their hallway locker or core class.
- All Chromebooks are the tagged property of Emmanuel Christian Academy and as such may be inspected at any time.
- ECA will not be held liable for any damage to personal property (purchased cover or headsets).

## 6. **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and USB devices must be inserted carefully into appropriate ports on the Chromebooks.
- USB thumb drives and storage devices are NOT to be used on Chromebooks. Google Drive should be used for storage only.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- No stickers or other like items are to be placed on Chromebooks. Failure to follow this will result in a replacement fee for the total cost of a new Chromebook.

## 7. **Carrying Chromebooks**

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

## 8. **Opening the Chromebook**

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

## 9. **Closing the Chromebook**

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen
- Close the screen gently.

## 10. **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some

cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## 11. Asset Tags

- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook and/or disciplinary action for tampering with a tag or turning in a Chromebook without a tag.

## 12. Using Chromebooks

### a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action as outlined in the handbook.

### b. Audio

- Sound must always be muted unless permission is obtained from a teacher.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day. ECA is not liable for any damage or loss.
- Headphones or earbuds use will be at the teacher's discretion.

### c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an internet/cloud application, students will not print directly from their Chromebooks.

### d. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

### e. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in internet/cloud-based applications and can be accessed from any computer with an Internet connection and from most mobile internet devices.
- No files may be stored on the Chromebook's hard drive.
- No USB or external hard drives may be used in correlation with the Chromebook.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Suite, automatically save work).
- ECA will not be responsible for the loss of any student work.

### 13. Student Responsibilities

#### a. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
- Misuse of Chromebooks and other electronic devices will result in additional training and or corrective action.
- Re-Training: Students who are written up for any issue dealing with Chromebooks will attend a session with an Instructional Technology Assistant. Students will watch a video and take a test after.

#### b. Classwork

- Students are responsible for bringing their Chromebook to class daily.
- If a student does not have their Chromebook, the teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
- Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
- Loaners are not available for students who forget their Chromebooks or who have misplaced them.

#### c. The following behaviors are examples of prohibited computer use:

- Sending or displaying offensive pictures or messages (sexual, racial, or other)
- Using obscene language
- Harassing, threatening or insulting others
- Damaging computers, computer systems, or computer networks
- Importing or placing in the system "viruses"/other destructive programs
- Violating copyright laws
- Plagiarism
- Using another's password, trespassing in another's files or work
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Stealing of computers or parts

#### d. Discipline

- Minor Offense: warning or student write up/attend re-training. (e.g., not properly caring for

the device.)

- 2nd/3rd Offense: write up and/or student detention/attend re-training. (e.g., damaging device.)
- All Offenses: students will have a write up and student conference. Parent(s)/guardian(s) may be contacted. All students will attend a re-training session after lunch.
- More serious offenses will result in additional disciplinary action.
- Students who miss re-training will be assigned lunch detention or after-school detention and possible loss of Chromebook until the session is attended and/or assessment passed.

#### 14. **Repairing/Replacing Chromebooks**

- Contact Vivacity Support at [support@vivacitytech.com](mailto:support@vivacitytech.com) at any time to receive a call back M-F from 8:00 a.m.-7:00 p.m. EST. In addition, tickets will be automatically forwarded to ProStratus (Emmanuel Christian Academy's IT Contractor) for on-site support collaboration.
- All Chromebooks in need of repair must be brought to Emmanuel Christian Academy ASAP for an exchange.
- Accidental breakage or destruction of a Chromebook or power supply will be covered one-time. All subsequent losses will be the student's responsibility to pay for the repair or replacement.
- Invoices for repair or replacement will be issued by the Business Office.
- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. They will need to see Emmanuel Christian Academy's IT Support to have a Chromebook assigned to them during the duration of the repair.

#### 15. **Charging**

- Chromebooks must be properly charged daily at home before the next day of school.
- Students must carry their power cord with them along with their Chromebook to each class.
- Power strips will be available in each classroom where a student can place the device on the counter and plugged in for charging. Stringing a power or extension cord to desks is not permitted to prevent tripping and to prevent a device being knocked to the floor. See the policy for your responsibilities for device accidental damage. Power cords are a student's responsibility.

#### 16. **Operating System and Security**

- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### 17. **Virus Protection**

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

#### 18. **Content Filter**

- ECA utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all internet access provided by the district filtered, protected, and monitored by the district. If an educationally valuable site is blocked, students should contact their teacher who will assist in creating an IT Support ticket.

19. **Software**

- No additional software is to be installed or attempted to be installed.
- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud.

20. **Chrome Web Apps and Extensions**

- Students will not have the ability to download apps and extensions from the Chrome Web Store.
- Apps are also subject to internet filtering.

21. **Chromebook Identification**

- ECA will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way as to when library books are checked in and out.
- Each student will be assigned the same Chromebook for up to four years. Take good care of it!

22. **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. ECA may, without prior notice or consent, log, supervise, access, and monitor the use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access and monitoring.
- During this school year, there will be times throughout the day that class instruction will be viewed by distance learners who are also a part of the class. Some class sessions may be video recorded, for distance learner use at a later time.