

**Elizabethtown Christian Academy  
Student/Parent Handbook 2018-2019**



“The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding.” Proverbs 9:10

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# *Elizabethtown Christian Academy*

## **History**

Elizabethtown Christian Academy was founded in 2012 to provide quality education within a Christian perspective. The school has purposed to develop the entire person by providing an academically superior education founded and centered upon the Bible. The school recognized that our Christian faith affects every aspect of life and has developed a philosophy to educate the total student – mentally, socially, physically, and spiritually.

## **Sponsorship**

Elizabethtown Christian Academy is a church-related Academy sponsored by Elizabethtown Baptist Church. The school is a non-profit organization supported by student tuition and gifts.

## **Mission Statement**

Elizabethtown Christian Academy is a loving community that builds a solid foundation in education centered on Biblical truth. Our Christian faith strengthens us in every aspect of life – spiritually, mentally, physically, and socially.

## **Philosophy of Education**

Elizabethtown Christian Academy has developed these statements of belief to direct our policies and the administration of these policies.

### *The Purpose of Education*

The purpose of education is to know God and respond to His Word (Proverbs 1:7). When students are rightly related to God through a personal faith in the Lord Jesus Christ as Savior and as they learn His Word, they can view the world from a biblical perspective and apply biblical truth to all areas of learning and life.

### *The Content of Education*

The God of the Bible is the Source of Truth (John 14:6). In addition to academic knowledge and skills, education is concerned with the spiritual development of students. Instruction in biblical morality and the diligent pursuit of a Christ-like character must be part of a complete education.

### *The Process of Education*

Education is accomplished through a professional competent Christian teacher using instructional methods that are appropriate for the content and development level of the student. A variety of methods may be used to teach the content and enable students to think critically. (Deuteronomy 6:6-9, Proverbs 22:6)

### *The Responsibility of Education*

The education of children and youth is the primary responsibility of parents (Deuteronomy 6:6-7). Teachers partner with families by providing academic instruction and by serving as Christian role models.

### *The Nature of the Student*

Students are physical and spiritual beings created by God in His image (Genesis 1:27, 2:7) and are of great worth in His eyes. They are sinners who need to profess faith in the Lord Jesus Christ as their personal Savior. Each student is unique with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative abilities.

### **Vision Statement**

Elizabethtown Christian Academy's vision is to develop future community leaders through an enriching, Christ-centered education grounded in Biblical truth.

### **Statement of Faith**

- We believe the Bible is the inspired Word of God (II Timothy 3:16-17)
- We believe in the Trinity – God the Father, Son, and Holy Spirit (Matthew 28:19).
- We believe all have sinned and are separated from God (Romans 3:23; 5:12).
- We believe that Jesus Christ is the only Savior (Acts 4:12).
- We believe in salvation by grace through faith in the Lord Jesus Christ (Ephesians 2:8-9; John 10:28-29).
- We believe in the ordinances of baptism by immersion and the Lord's Supper both of which are for believers (Romans 6:3-5; I Cor. 11:23-26).
- We believe in the second coming of Jesus Christ (I Thessalonians 4:16-18).
- We believe in the resurrection of the saved to eternal blessedness and the unsaved to eternal damnation (John 5:28-29, Revelation 20:5-6).
- We believe the Christian is to live a consecrated life (Romans 12:1-2).
- We believe in a missionary church witnessing for Christ by life and word – both at home and abroad (Mark 16:15; Acts 1:8).

### **School Motto**

*Faith, Learning, and Leadership*

### **Our Emphasis on Studying the Bible**

Bible study is of fundamental importance and is a required subject. It augments the study of English, Fine Arts, Geography, History, Literature, Mathematics, and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as – The Book of Books.

## The Four Core Values We Emphasize

*“And Jesus increased in wisdom (mentally) and stature (physically) and in favor with God (spiritually) and man (socially)” Luke 2:52 NIV*

### 1. Spiritual

- Every student hears and understands the Gospel.
- Biblical truth and principles are integrated in every class.
- Finding growth in character and Christian service.
- Students becoming sensitive to sin and realizing their accountability to God.

### 2. Academic

- Students are taught to think and reason.
- Homework is assigned and necessary, but balanced and relevant.
- High standards in the quality of education are maintained.
- Colossians 3:23 is the motivation for excellence.

### 3. Social

- Prayer is considered a priority in every aspect of life.
- Respect for one another is expected and cultivated.
- Hurting students and situations are handled with sensitivity.
- Communication among school, parents, students, and administration is regular, specific, and positive.

### 4. Physical

- The testimony of Christ is evident in classroom and facilities.
- Students feel physically and emotionally secure.
- Halls and classrooms reflect the creativity of God in being colorful and purposeful.

**Yearly Bible Verse:**

*My son, do not forget my teaching,  
but keep my commands in your heart,  
<sup>2</sup> for they will prolong your life many years  
and bring you peace and prosperity.*

<sup>3</sup> *Let love and faithfulness never leave you;  
bind them around your neck,  
write them on the tablet of your heart.*

<sup>4</sup> *Then you will win favor and a good name  
in the sight of God and man.*

<sup>5</sup> *Trust in the LORD with all your heart  
and lean not on your own understanding;*

<sup>6</sup> *in all your ways submit to him,  
and he will make your paths straight.*

*Proverbs 3:1-6*

**Weekly Bible Verses Are on the Gradelink School News Page.**

## **GENERAL SCHOOL POLICIES**

### **General School Philosophy**

Believing that all truth is God's truth, ECA School strives to educate young people in an environment that integrates faith and learning, what we believe with what we know. The intellectual development of young people cannot be rightly pursued apart from their emotional and spiritual growth.

All of the programs of the school, curricular and co-curricular, are designed and implemented with the objective of shaping a Christian world and life view in the hearts and minds of young people.

The teachers, by example and method, give evidence of a life that is centered in the person and work of Jesus Christ. The teachers view their role as a challenging profession, reserved for those who love children, exhibit mastery of their subject, and sense their calling to serve the Lord through the awakening of young minds. We believe that young people need to be guided and challenged in every area of their development: physical, intellectual, social, emotional, and spiritual. In their formative years, children need to develop a deep sensitivity to basic human values: honesty, consideration of others' rights and feelings, discipline, and respect for the uniqueness of each person. They need to grow in their understanding of their relationship to other people and in their relationship to God.

The curriculum at ECA School is designed primarily within the guidelines of college preparation. The course of study is centered in the truth as revealed in the Bible, and it includes rigorous study and mastery in the traditional academic disciplines as well as formal instruction in Bible, physical education, and the fine arts. The school offers a full range of programs designed to promote a genuine integration of new found knowledge with the contemporary experiences of young people.

### **Personal Qualities of Faculty and Staff**

#### **The teacher/staff shall:**

- Have received Jesus Christ as his/her personal Savior. Believe that the Bible is God's Word and standard for faith and daily living.
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Be a member in good standing at a local church.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the body of Christ.
- Be in whole-hearted agreement with the school's Statement of Philosophy.
- Have the spiritual maturity, academic ability, and personal leadership qualities to teach and train children in the admonition of the Lord.

## Functions

### The teacher/staff shall:

- Reflect the purpose of the academy which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the Advisory Team and administration in implementing all policies, procedures, and directives governing the operation of the academy.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep discipline in the classroom and on the school premises for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Plan a program of study that, as much as possible, meets to individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
- Assess the learning of students on a regular basis and provide progress reports and report cards as required.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- Recognize the need for good public relations. Respect the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.

## **Disclaimers**

### **Regarding Policies**

The following policies represent the expression of the administration of Elizabethtown Christian Academy in order to provide for equitable and consistent treatment of employees and students. To assure that Elizabethtown Christian Academy achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its families under changing conditions, ECA reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

### **Regarding Publicity**

Elizabethtown Christian Academy reserves the right to publicize the school and all activities related to the school through promotional literature, DVD's, social media, and on its website. Students will never be photographed individually and placed on any promotional material without the expressed written consent of their parents; however, group photographs of students participating in the activities of the school can be utilized in promotional material at the discretion of the headmaster.

### **Admissions**

Selection of students for admission to ECA School is based on evidence of character, ability, future promise, and academic preparation through school records, admissions testing, and recommendations. ECA seeks students who can perform at the level of average to superior in college preparatory course work. ECA admits male and female students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies or other school-administered programs.

### **Students with Special Needs**

It is the desire of the ECA School Advisory Team to assist in the education of every child who desires attendance in our school. There are many situations in which a child with some learning differences is identified and can be mainstreamed within the regular class-room. Depending on the specific needs of the child and the training necessary to accommodate the student, we will consider one or two students per classroom. It is expected that these students be able to remain in the regular class setting and perform at the same level of expectations as the other students within the class.

## Attendance:

**The accepted standard for attendance at ECA is ninety percent: students must be present and punctual ninety percent of the time. 90% of our 176-day calendar is 159 days.** The responsibility of regular and **punctual attendance (on time)** has a direct relationship to privileges.

**Picking children up or taking children home early** should be in case of a doctor's appointment, family emergency, or sickness. Learning does not cease until 3:00 pm M-Th. For the safety of all students, if you are picking your child up early, please come to the school office and sign the student out of school. The child may not be picked up from the classroom or the playground. If your child will be leaving early, please send a note to the teacher on the morning of the dismissal. Please give yourself enough time for all of this to take place. Without parental permission, a student will be released to no one other than his/her parent.

## ABSENCES/TARDIES

**Students with medical notes or parental notes documenting illness or doctor's appointments will be kept in a file and used to determine whether or not a child's excessive absences/tardies warrant further action.**

### *Excessive Absences/Tardies*

**Absences and tardies in excess of 15 days per semester may place continuing enrollment or promotion to the next grade in jeopardy. Parents may keep up with attendance records through Gradelink.**

**If your child has a communicable disease, please contact your doctor as to the length of confinement.**

## Guidelines for Keeping Your Child Home from School

ECA asks that you abide by the following guidelines when deciding whether your child is well enough to be in school:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100°F, or 1 to 2 degrees above the child's normal temperature. A child must be fever-free without the aid of medication for 24 hours before returning to school.
3. If the child vomits and continues to experience nausea and/or vomiting.
4. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
5. If your child show signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, crusts of eyelids, etc. the child should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

## Chapel

Chapel services will be held weekly, and all students & staff are required to attend. Chapel time is a special and reverent time during the busy school week. It is a time set apart for worship and reflection. Chapel services are designed to support the school's mission and purpose of challenging students to know Jesus Christ as Lord, love others as themselves, grow in knowledge and skill, and to serve the Lord through their character and leadership. Chapel services include prayer, singing, a speaker, and occasional special programs. Parents and guests are welcome and encouraged to attend. Students and guests are expected to conduct themselves in a respectful manner.

## Pledges

### *Christian Flag*

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One brotherhood, uniting all mankind, in service and love."

### *Bible*

I pledge allegiance to the Bible, God's Holy Word. I will make it 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.

### *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 to all.

## Visitors

For the safety of the students, all visitors **must check in and out at the office**. Parents and guardians are invited and encouraged to visit our campus and classrooms. **However, in an effort to minimize interruptions to the classroom, please make proper arrangements with the teacher beforehand**. Also, if a parent needs to bring something for a student, please leave it in the office and it will be delivered.

Parents who come to campus to help on a regular or occasional basis must also check in at the office. **Please limit classroom visits to 30 minutes in consideration of instructional distractions**; however "lunch dates" are encouraged.

## Parent/Teacher Conference

A conference may be scheduled at any time if requested by parents or teachers. Please send a note or call the office to arrange a time. Teachers will be happy to talk to you by telephone if you will call the office and leave your number for a return call, or send a note by your child. Teachers may ask you to come in to discuss the progress of your child. This is a valuable time for both parents and teachers.

**October 22<sup>nd</sup> and March 15<sup>th</sup>** are designated as Parent Conference Days. Please contact your child's teacher to schedule a meeting between 8:00 a.m. and 1:00 p.m.

## **Campus/Office Hours**

### **School Campus Hours**

The school office hours are from 7:30 am to 3:30 pm Monday through Thursday and Friday 7:30am to 1:00pm during the school year. For Safety and Liability reasons, **ECA students may arrive for the day no earlier than 7:50 each morning.** The school day operates from 8:00 am until 3:00 pm Monday through Thursday and 8:00 am to 12:30 pm on Friday, with the exception of club or sports events.

Summer hours are from 9:00-3:00 Tuesday through Thursday. All school activities are closed during the full week of July.

### **School hours are as follows:**

- 7:15 After School Program opens
- 7:50 ECA doors open and students report to the CAC.
- 8:00 – 3:00 ECA Classes –Monday — Thursday
- 3:00 Students enrolled in the Afterschool Program go to Afterschool building
- 8:00 – 12:30 ECA Classes—Friday
- 12:30 Students enrolled in the Afterschool Program go to Afterschool building
  
- 5:30 Final pick up for Afterschool Care

You may leave voice mail messages 24 hours a day at (910) 862-3427 or (910) 862-4538 or send an email message to [bbridgers@etownecem.org](mailto:bbridgers@etownecem.org) or [asasser@etownecem.org](mailto:asasser@etownecem.org)

### **School to Home Communication**

Communication between school and home helps promote success for our students. In addition to Gradelink School News, the school uses electronic e-mails/texts to our parents as our primary source of communication during the course of the year. Parents are expected to use these sources in order to remain apprised of developments at the school. The school cannot be held responsible for the inconvenience caused (to the parents) when properly published information goes unnoticed. ECA welcomes and encourages parents to communicate with their child's teacher and the school administration. You are always free to email or leave a voice mail 24 hours a day.

### **Change of Address, Telephone Number or E-mail**

Any change of address, telephone number(s), or e-mail address needs to be reported to the office or corrected in Gradelink immediately. It is important for the school to have current information at all times.

### **AfterSchool Care**

AfterSchool child care is available for students up through the age of 12 beginning at the end of each school day and also on school vacation days. Current rates and registration forms are available in the school office, on Gradelink, or on the school website. If your child remains more than 15 minutes after school he/she will be taken to AfterSchool Care, and parents will be charged accordingly.

AfterSchool Care for children older than 12 will be provided only for students who are enrolled at ECA.

### **ECA Parent Organization**

ECA recognizes the importance of Biblical fellowship. Therefore, we desire to promote fellowship and communication among parents, staff and students in Pre-K through 10<sup>th</sup> grade. ECA also recognizes the importance parents and guardians play in helping make ECA successful. The Parent Organization will work closely with the school staff in developing projects and special events to support the school and students. Communication between the teachers and PTO Board will be done through the Groupme App, a direct visit, or a direct phone call.

### **Report Cards / Conferences**

Report cards measure the academic and behavioral progress of the student. Report cards are issued at the end of each nine weeks period. Parents are expected to attend a formal conference scheduled during the first semester of school. Should you desire additional conferences, please contact your child's teacher. Teachers will be more than happy to schedule additional conferences as necessary. Semester and final report cards will be withheld until all outstanding tuitions and fees are paid.

### **Curriculum**

ECA includes all the four core courses in its elementary/middle/and high school levels. In addition to the core courses, students engage in daily Bible lessons and electives in the areas of art, foreign language, music, STEAM lab, and physical education. Technology is incorporated into classroom teaching. The development of Christian ethics and loyalty to God and country are stressed throughout the year. Curriculum guides are available on the school website.

### **Fundraising**

Tuition and fees provide only a small portion of the total cost required to educate a student at ECA. At ECA we truly appreciate how gifts of all sizes hugely impact our school and students. **All proposed fundraising activities must be submitted to the Head of School for approval prior to implementation.**

### **Honor Roll/Headmaster's List**

Students in grades 2-6 will be named to the Honor Roll or Headmaster's List at the end of each grading period. The publication will appear in the newspapers and on the School News page of Gradelink.

**Academic Banquet:**

Teachers will hand out awards from their individual classes at the academic banquet held during the last month of school. The academic banquet is an invitation only event. Students attend the banquet for free.

**Homework Policy:**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. It is important that homework does not add stress to family life; therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

**Student Responsibilities:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving school
- To complete all assignments to the best of his/her ability
- To return materials assigned on time
- To make up any missed homework
- To record homework assignments in an assignment book and/or to place weekly homework sheets provided by a teacher in the student's notebook

**Family's Responsibilities:**

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, **but not do the actual homework**
- To check that your child has edited his/her homework for spelling, punctuation, neatness, completeness, etc...
- To notify the teacher when homework presents a problem, but not to dismiss homework as unimportant or unnecessary
- To read school notices and respond in a timely manner. Homework and school notices will travel home with students in their notebooks/backpacks. Regular backpack clean-ups can be useful in helping students to organize their materials.

**Teacher's Responsibilities:**

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully.
- To communicate with families when students are not consistently completing assignments.

**Homework includes reading every night as we help each student develop the habit of being a lifelong reader.** Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects.

In Kindergarten, the homework is for families and children to spend time together with books. In the beginning of the year, this will mean parents and family members reading aloud to children and helping children as they begin writing. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

**Recommended Time Allotments for Homework:**

Homework time will vary depending on the student. This chart is an approximate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you should contact the teacher and schedule a conference. If your child finishes homework very quickly and you believe your child needs additional homework, extra reading or math practice is recommended. Please ask your child's teacher for recommendations.

<b>Grade</b>	<b>Reading</b>	<b>Written</b>	<b>Total</b>
Kindergarten	Families and children spend time together reading books 15 minutes nightly	Minimally at first but up to 10 minutes	25 minutes
First	15 minutes	15 minutes	30 minutes
Second	20 minutes	15 minutes	35 minutes
Third	20 minutes	20-25 minutes	40-45 minutes
Fourth	20-30 minutes	25-35 minutes	45-60 minutes
Fifth	20-30 minutes	25-35 minutes	45-60 minutes
Sixth	25-30 minutes	35-40 minutes	60-70 minutes

<b>Grading Scale</b>	<b>GPA (9<sup>th</sup>-12<sup>th</sup>)</b>
A 96-100	4.0
A- 90-95	3.67
B+ 88-89	3.33
B 83-87	3.0
B- 80-82	2.67
C+ 78-79	2.33
C 73-77	2.0
C- 70-72	1.67
D+ 68-69	1.33
D 63-67	1.0
D- 60-62	.67
F 59-	0

## **SNACK POLICY**

Students may bring a “healthy” snack daily packed separately from the lunch, and labeled accordingly. A mid-morning snack prevents your child from getting too hungry before lunch. We would suggest a snack that would supply a good amount of nutrition. High protein snacks and whole-grained are ideal because they energize your child, and supply nutrients he/she needs to grow and develop.

Here is a list of suggested snack ideas:

1. Raisins and other Dried Fruits (low sugar varieties)
2. Fresh Fruit
3. Raw Veggies: carrots, broccoli, cauliflower, cucumbers, etc.
4. **Cheese Squares/Sticks** (not processed cheese food)
5. Whole Grain Cereal (low sugar varieties)
6. Pop Corn
7. Pretzels/Pretzel Chips
8. Trail Mix
9. Pita Chips
10. Applesauce and other Packaged Fruit (“light” varieties)
11. Yogurt
12. Rice Cakes
13. Graham Crackers
14. Baked Whole Grain Crackers
15. Ginger Snaps
16. Water
17. 100% Fruit Juice

You may have other snack ideas. We strongly suggest the high-protein snacks and whole grains, with less sugar. If a spoon or fork is needed, please send it as well, along with a napkin. If snack needs to stay cool, purchase an insulated lunch bag with an ice pack for food safety. **We try to avoid peanut products in case other children have peanut allergies. PLEASE DO NOT SEND SOFT DRINKS OR CANDY FOR SNACK!**

## **Lunch Policy**

Please send lunch with your child daily in a labeled lunch bag. We suggest a “healthy” lunch with water or 100% fruit juice to drink. If a spoon or fork is needed, please include it, as well as a napkin. If lunch needs to stay cool, purchase an insulated lunch bag with an ice pack for food safety. Please consider all food groups and AVOID SUGAR as much as possible. Students may also purchase a hot lunch provided at the school. Hot lunch is payable to Mr. Basil White for \$5 a meal. The lunch menus are posted monthly on Gradelink.

### **Birthday Party Policy**

Parents may bring cupcakes or cake and ice cream, and chips to celebrate their child's birthday. **This should take place during the lunch period or during the designated snack time of each classroom.** Please call the teacher to get permission and make arrangements at least a week prior to the celebration. Decorations and gifts are not permitted.

### **Child Abuse and Neglect Reporting**

State law requires that the school staff report all suspected cases of child abuse or neglect to the proper authorities. Staff is educated about possible indicators of child abuse or neglect, and is directed to be alert for any evidence of such. School staff need not verify that a child has in fact been abused or neglected. Legal authorities have the responsibility for investigating each case and determining the facts. When there is a reasonable cause to believe that a student has suffered abuse or neglect, a phone contact to the office of Child Protective Services must be made within 48 hours. This is usually done by the Headmaster or his/her designee. If a Child Protective Services caseworker or other investigative official requests to interview a students, we honor that request, with the provision that staff member be present as an advocate for the child.

### **School Closures and Emergency Information**

**ECA will make its own decision regarding school closing due to inclement weather.** In case of snow or dangerous road conditions, we may close or delay starting school. Because we currently do not have bus transportation, we may remain open or on time in some cases when the public schools would not. All changes to our schedule will be available on our website, phone, or advertised through local radio and television stations. All decision for school closure or delay will be announced no later than 7:00am. **If conditions are bad in your area, parents are encouraged to use their own discretion in attempting to come to school.**

### **Drop off and Pick-up Procedures – ALL TRAFFIC ENTERS GREENE STREET**

To facilitate an efficient and SAFE morning arrival for our students, please observe the following:

1. Enter the campus by way of Greene Street
2. Stay in line through the drop-off curve until student is dropped off/picked-up with the assistance of an adult, or **PARK** in designated area and bring your child into the building.
3. Morning drop off is in front of the CAC.
4. Afternoon pickup will follow the same pattern as last year.
5. Exit the campus by way of Melvin Street.

### **Parking in the Morning -**

1. To facilitate a continuous flow of traffic, please park if additional time is needed for arrival or dismissal of students.
2. If you do not use the designated drop off/pick-up lane, please be sure to pull into the over-spill parking lot beside the CAC **before you let students out.**

**Injuries**

All injuries no matter how minor are to be reported immediately to the teacher that is supervising the activity in which the injury occurred. The supervising teacher is required to document injury accordingly.

If the injury is minor in nature and requires simple first aid, then a staff member will provide necessary treatment. This could include providing band-aids, ice packs, etc. In case of serious injuries or emergencies, parents will be immediately notified and proper professional medical assistance will be given. In the event that a parent cannot be reached, the person(s) listed on the child's emergency card will be notified.

**Medical Emergency**

ECA goes through certification of first aid and CPR every year. It is understood that a staff member will provide whatever medical attention is necessary to injured students. In the event of a medical emergency, an ECA staff member will call 9-1-1, then the parent. If a student needs to be transported to the hospital by ambulance before the parent arrives at the scene upon recommendation of the paramedics, either the Headmaster or the school secretary will accompany the student to the hospital.

**Medication Administration Policy**

All medications will be dispensed by office personnel when we have proper paperwork from the physician and/or parent. Prescription medications need physician and parent approval with the **Physician Statement of Need** form completed and turned in to the teacher. Non-prescription medications need parent approval and the completion of the **Request for Medication Administration** form. The proper forms may be found on pages 32 & 33. These will be kept on file for the entire school year.

Parents may send cough drops for their child. The cough drops will be dispensed by school personnel and kept in the school office.

Students are not permitted at any time to have prescription or non-prescription medication on them, in their backpack, or in their locker or desk.

### **Field Trips**

ECA teachers plan trips away from school, which support curricular objectives. Parents will be notified in advance of field trips. **A universal permission slip must be signed at the beginning of the year. That permission slip will stay on file in the front office for all subsequent field trips.** Some parents may be asked to help chaperone. Parents may ride the bus or van, as space is available. When space is not available, parents may choose to travel in their own vehicle.

Children will not be allowed to ride in vehicles with parents without permission from the administration and the child's parent/guardian. At times, there may be a cost to the students and parents for the field trip. Although we are glad for parents to accompany the class on field trips, the opportunities to go must be shared among all parents. Please talk to your child's teacher to determine what her field trip procedures are. If you are interested in driving your vehicle on a field trip, you must complete the necessary forms provided in the academy office.

**Siblings are not allowed to attend field trips unless the trip has been approved and announced as a family event by the teacher.**

### **Fire and Tornado Drills**

As required by the state, fire drills and tornado drills will be practiced frequently to ensure proper and safe course of action in case of emergency.

### **Disaster/Emergency Preparedness**

Elizabethtown Christian Academy pledges to work closely with the Bladen County Emergency Services Department to prepare for and effectively deal with any emergency situation that it might possibly face. ECA above all, recognizes its legal and moral responsibility to provide for the safety of its students and staff, especially disaster situations. With that in mind, ECA will do everything possible to provide for the safety and welfare of all students and staff. Copies of the emergency plan are strategically located in classrooms and throughout the campus. Also, fire and tornado drills can be expected at any time. If at any time our students or staff face imminent danger, the administration will immediately place the campus in "lock-down." Students and staff will immediately be placed in a protected environment until a release is announced. No child will be released until the all-clear has been signaled and the lock-down lifted. We have a Crisis Plan written and in place. In case of a reunification emergency, parents will report to the parking lot of SPT (formerly Danaher/Veeder Root). Identification will be required for pick-up.

### **Child Custody**

If legal custody stipulations apply to your child, it is required that a copy of the court order be submitted to the school office.

### **Harassment Policy**

ECA is committed to providing an environment for students, faculty and staff that is free from unlawful discrimination. In keeping with that commitment, ECA maintains a strict policy prohibiting harassment of any kind. There will be no harassment based upon color, race, national origin, ancestry, physical handicap, sex, disability or age. Also there will be no unlawful harassment as it relates to verbal, physical and visual means.

Any student who feels that he/she has been the victim of unlawful harassment should immediately report the incident to a teacher or administrator. Complaints of harassment will immediately be investigated and appropriate measures will be taken.

### **Anti-Bullying Policy**

Elizabethtown Christian Academy believes that each individual was created in the image of God and therefore strongly prohibits the acts of bullying on any person. Bullying is defined by the U.S. Dept. of Justice (Fact Sheet #FS-200127) as a form of abuse and encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying creates a hostile, disruptive environment of the school campus and is a violation of a student's right to be safe and secure. Furthermore, acts of bullying are void of kindness, compassion, and mercy, and as such, inconsistent with ECA's fundamental beliefs, values, and expectations for its students.

Actions that deliberately threaten, harass, intimidate, instill a reasonable fear of harm, or damage an individual's reputation or property, or any act that disrupts the orderly operation of the school, will not be tolerated. Any student who believes that he/she has been the victim of bullying should immediately report the matter to a teacher or school administrator. Complaints of bullying will immediately be investigated and appropriate measures will be taken.

### **Search and Seizure Policy**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, ECA has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Head of School and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

To maintain overall school safety and security, ECA has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

The Search and Seizure Policy and Procedures Statement will be disseminated to students and their parents or guardians annually.

### **Attitude and Language Policy**

The Bible reminds us that the attitude of an individual has great power over one's speech and actions. Our attitudes and actions can have either a positive or negative impression upon individuals. Therefore as believers let us remove all aspects of attitude that is negative and hurtful and instead demonstrates a "Christ-like mind".

Even though society might deem it appropriate to demonstrate inappropriate and cruel language, ECA encourages all individuals to demonstrate Christ-like character and attitudes and be considerate to others.

This includes all sporting events as well.

### **Social Media – Acceptable Use Policy**

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the internet. Do not assume anything sent through these methods is private communications. Social Networking even marked as private is not always private. Students who post or send inappropriate material will face disciplinary actions up to and possibly including dismissal from ECA.

Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug related pictures or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures

Statements to or about another student that may be interpreted as

- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys someone)
- Sexually provocative
- Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization

### **Purpose for Social Media Guidelines:**

21<sup>st</sup> century learning involves the use of multiple means of communication and is often an important part of meaningful learning, engagement, and collaboration. In order to foster a safe and healthy use of 21<sup>st</sup> century technology, ECA has developed the following guidelines:

1. Participation in social networks or online media is the personal decision of any student, parent, or teacher. The First Amendment protects the right to free speech; however, private schools may address the speech of students, parents or teachers if that speech, including social media, disrupts the school operations.
2. Information posted in social networks or online media by ECA employees, students and families is a reflection on the entire school and may be subject to the School's Acceptable Use Policy. We ask that all ECA employees, students, and families abstain from ANY disparaging or disrespectful comments towards the school, the employees, the students, and the parents.

## **Admissions, Tuition and Financial Aid**

### **Admissions**

Elizabethtown Christian Academy admits students of any race, sex, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school administrated programs.

**Step 1 Application:** Complete and sign the Admission Application. Additional applications may be obtained from the school office/website.

The following items must accompany the application:

- Application fee of \$50
- Copy of applicant's birth certificate
- Copy of applicant's current immunization records
- Copy most recent report card/transcript
- Copy of most recent standardized test scores
- Copy of any additional special testing information, including psychological, special education testing and IEP's, if applicable.
- Recommendation form (found on the website)
- Complete an admissions test

**Step 2 Interview:** Once all necessary forms are received, the Headmaster will review the application information and then arrange for an interview with the applicant and parent/guardians. If deemed necessary by the Headmaster, further academic evaluation of the student may be scheduled to best determine admission acceptance.

**Step 3 Registration:** Upon receipt of an admission approval by the Headmaster, the school secretary will call to schedule a registration appointment. The following will occur at this time:

- Payment of new student instructional fee - \$350 (**non-refundable/non-transferrable**)
- Complete and sign Financial Policies and Agreement Form
- Discussion of rules/expectations
- For financial assistance – refer to FACTS found on the ECA website

**Kindergarten –6<sup>th</sup> Grade Fee: \$350**

**Online Learning Community: Fee will be applicable if books are needed.**

**The supply fee covers the classroom supplies, supplemental curriculum materials, testing materials. This fee is non-refundable.**

**Tuition:** The tuition for the 2018-2019 school year is \$4000.00 for K-10 students. Tuition will be prorated for students who enroll after October of the school year.

### **Tuition Payments**

**The obligation to pay student's tuition to ECA becomes binding when the Registration and Enrollment Agreement is submitted for Registration.**

- **Following July 1<sup>st</sup>, parents are obligated for the full annual tuition and are not entitled to a refund, credit or any other adjustment or reduction in tuition regardless of a students' absence, withdrawal, or dismissal from ECA.**

Tuition accounts must be current before re-enrollment can be finalized. In the event of limited opening, if a tuition account is not current, students may be placed in a wait pool. Complete payment of tuition and other outstanding charges is a prerequisite for student to begin school.

### **Re-enrollment/Resource Fee (beginning 2018-2019)**

Re-enrollment is a commitment to the school that your child will be attending ECA in the fall. It is this commitment that allows the Head of School and Board to plan the new school year by purchasing materials, hiring teachers, and planning a working budget.

Re-enrollment will begin March 1<sup>st</sup> and enrollments must be completed, submitted, and the resource fee of \$350 paid by April 30<sup>th</sup> of each school year. The resource fee for re-enrollment will increase \$50 each month after April 30<sup>th</sup>. This is not to punish anyone but to establish a level of commitment from our parents. We cannot begin planning for a new school year without having firm numbers in place.

### **Guidelines for Student Withdrawal from School**

1. Parent must notify the school office *in writing immediately* if the student is withdrawing from ECA.
2. An exit interview (either in person or via the telephone) should then be scheduled with the Headmaster to discuss the reason for leaving.
3. The student's books must be turned in on the same day as the exit interview.
4. The withdrawal paperwork will be prepared by the school secretary. The parent will be asked to pay any tuition and/or outstanding charges.
5. After approval from the Headmaster, ECA will provide a copy of the completed Student Withdrawal Report directly to the parent. ECA will only deliver the completed document to a parent or legal guardian. If the grades are in progress and are not available at that time, the school secretary will notify the parent when grades are available.
6. In the event the student seeks to withdraw from ECA while a disciplinary action is in place or pending, the Student Withdrawal Report shall be deemed an Interim Report, pending the outcome of the discipline. ECA will forward the Interim Report, as well as the Final Report to the student's new school. Withdrawal of a student pending disciplinary action will not prevent ECA from proceeding with the pending disciplinary action.

7. In the event an outstanding balance is due at the time of student's withdrawal for miscellaneous charges, including unreturned or damaged books and school equipment, the school may withhold student's grades and transcript and notify the student's new school of the outstanding charges due.

### **Dress Code – Standards of Modesty**

Elizabethtown Christian Academy desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness, cleanliness, and gender distinction are the overriding principles of the ECA dress code and are values expected to be embraced by all ECA students whenever they are on campus or attending a school-related activity. All wardrobe related decisions are at the discretion of school administration. Clothing should be clean, neat, and appropriately sized. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. Modesty is very important. Clothing and/or any pictures, drawings, symbols, or advertising/promotional material that promotes drugs, alcohol, tobacco, anti-Americanism, racism, or sexual promiscuity is not allowed. ***Parental review and support before a student leaves for school is an important aspect of meeting dress code standards.*** Students are expected to arrive in appropriate clothing and remain in that attire until they depart from school for the day. For students participating in co-curricular activities, please follow guidelines as provided by your coach or director. The intent of these guidelines is to allow some variety of tastes within the wardrobe framework of modesty, decency, and appropriateness. If attire is not appropriate, student will be required to change into suitable clothing in order for the student to continue the day of classes.

### **School Clothing**

- **Students may wear school designated colors (no jeans, no leggings) on Monday, Tuesday, and Thursday. Clothing must not have large emblazoned symbols or designer markings.**
- **Students may wear school designated colors or ECA spirit wear and jeans on Fridays.**
- **Students must wear uniforms in school designated colors (collared shirts, khakis, dresses, skirts, jumpers). Shirts must be tucked in! There will be NO leggings allowed for girls unless they are worn under a dress, skirt, or jumper.**

### **Designated School Colors:**

Orange, Navy, White, Khaki (Clothes may have stripes or small logos)

Navy or Khaki-Pants, Shorts, or Skirts.

**Modesty Guiding Principle** – *It is a violation of the dress code to show underwear, midriff, lower back, or cleavage at any time (including while leaning over or raising the arms).* **The administration is the final authority in determining and interpreting dress code policies including, but not limited to, the definitions of modesty, moderation, neatness, cleanliness, gender distinction, and natural color.**

Roman 12:1-2

*“There, I urge you, brothers, in view of God’s mercy to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is, His good, pleasing and perfect will.”*

1 Peter 3:3-4

*“Your beauty should not come from outward adornment... (but from) the unfading beauty of a gentle and quiet spirit which is of great worth in God’s sight.”*

1 Timothy 2:9

*“I want women to dress modestly, with decency and propriety...”*

In light of the scriptural guidelines, ECA desires the student’s choice in dress to not reflect the world but be a presentation of worship. We believe the school uniform will diminish competition among students, allow for harmony between the faculty and parents as well as be a clean and neat presentation for each student.

### **Cell Phone Policy**

**If you need to contact your child, please call the front office and leave a message. We will make sure that your child receives that message in a timely manner. Otherwise, cell phone usage is not permitted during classroom hours.**

**Students using their cell phones during class, or sneaking out to use a cell phone in the bathroom will have the phones confiscated, and parents will be required to meet with the Head of School to get the cell back.**

## **Discipline Standards**

### **Student Discipline**

We believe in the Biblical principle of self-control: that is, we are responsible for our own actions and with God's help we can learn to control our behavior. Our goal then is to help students develop self-control and to provide the kind of learning environment that they need and deserve. In order to help do this, we have adopted a "Self Manager" program. Students have the opportunity to become "Self Managers" by consistently following the 5 ABCs of self-management:

Always try to please the Lord in word and deed.

**B**ehave safely.

**C**ooperate with others.

**D**o your best.

Everyone deserves to be treated with respect.

### **ECA School Conduct**

1. Running, yelling, whistling, throwing or shooting anything is prohibited within the school.
2. No student shall in any way damage the property or furnishings and/or equipment of property. Parents of such students will be liable for the cost of repair or replacement of items.
3. Absolutely no alcoholic beverages, drugs or tobacco products will be allowed on the campus. Students found to be in possession of items may face possible suspension or expulsion.
4. Gum chewing is not allowed on campus.
5. Students are not allowed to bring guns, knives, or any kind of weapon or other unsafe objects to school or any school related function. State law requires that students who bring weapons to school be expelled for the remainder of the school year.
6. Other items not allowed during the school day include skateboards, scooters, regular playing cards, tape or CD players, iPods, or MP3 players, and electronic games unless permission is given by a teacher for a specific situation.
7. Students are not allowed to leave the school grounds during school without permission.
8. Cheating is not allowed. This includes copying someone's homework, allowing someone else to complete your work, looking on someone else's paper for an answer, using cheat sheets, or recording information to share with someone else. Beta Club members caught cheating will be permanently removed from the club.

While we prefer to rule with grace, teaching students and parents that we all make mistakes and deserve forgiveness, we do have a discipline referral form to help us monitor student behavior. Discipline referral information will be recorded as part of a student's permanent record, so all teachers and parents are asked to think and act wisely when filing any discipline complaints.

### **Christian Conduct Regarding Conflict Resolution**

ECA recognizes that as a Christian Academy we abide by the Biblical principles to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (1 Corinthians 6:1-9, Matthew 18:15-20).

Students, parents, and teachers at ECA should strive to implement discipline by the Matthew 18 principle, which states:

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

### **Procedure for handling concerns about ECA:**

It is imperative that anyone who has a grievance with another go directly to that person in order to discern the truth and resolve the issue.

It is wrong to bear false witness, and in gossiping, to spread rumors about another student or family in the school or the school itself. The damage to reputations done in a few moments of concern can take months to overcome (Roman 1:29-30, II Corinthians 8:19-20, Proverbs 6:19).

**It is human nature to have our perceptions colored by what others have told us including students.** For this reason, it is important to see and experience things first hand.

### **Parent Conduct**

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for students that will promote positive behavior. It is imperative that parents cooperate and reinforce classroom guidelines. Following are some suggestions:

1. *Pray daily for the teachers, administration, staff and the children.*
2. *Be positive. Look for the good.*
3. *Be encouragers. Build one another up.*
4. *Do not gossip. Know the facts and support them.*
5. *If you don't understand something, ask the right people. Do not assume.*
6. *Be positive about the academy in front of the children; never be negative. The seeds you sow will determine the type of plant that grows.*
7. *Be a team member.*
8. *Remember, your suggestions are important – let us hear from you.*

### **Communication via E-Mail**

Each teacher will have an email account. Email may be the easiest and most efficient way of communicating directly to the teacher. Teachers will regularly check email-before and after school. Messages may also be checked during resource times.

## Discipline Referral

**Student Name:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

<p><b>Level I (Deal with in the Classroom)</b></p> <p>_____ Chewing gum</p> <p>_____ Possession of non-school related items (cell phone, ipod, etc...)</p> <p>_____ Out of an assigned area</p> <p>_____ Excessive talking in class</p> <p>_____ Inappropriate gestures</p> <p>_____ Failure to follow classroom/ playground rules</p> <p>_____ Uncooperative behavior</p> <p>_____ Unsafe rough play</p> <p>_____ Class disruption</p> <p>_____ Not following directions</p> <p>_____ Dress code violation</p>	<p><b>Level II (Deal with in the Classroom &amp; with School Resources)</b></p> <p>_____ Chronic Level I behaviors</p> <p>_____ Disrespect to an adult</p> <p>_____ Skipping class</p> <p>_____ Name-calling/Quarreling</p> <p>_____ Non Compliance w/adult</p> <p>_____ Cheating</p> <p>_____ Stealing</p> <p>_____ Horse playing that could result in injury</p> <p>_____ Continual class disruption</p> <p>_____ Non-directed profanity</p>	<p><b>Level III (Send to the Office)</b></p> <p>_____ Chronic Level II behaviors</p> <p>_____ Continual disrespect to adults</p> <p>_____ Directed profanity or serious threats to do harm</p> <p>_____ Racial/sexual remarks</p> <p>_____ Possession of or under the influence of drugs or inappropriate items</p> <p>_____ Fighting/similar acts</p> <p>_____ Bullying/Harassment</p> <p>_____ Self-injurious threats</p>
<p><b>Actions for Level I</b></p> <p>_____ Record the infraction</p> <p>_____ Verbal Corrections</p> <p>_____ Time Out</p> <p>_____ Denial of Privileges</p> <p>_____ Phone Call Parent/Guardian</p>	<p><b>Actions for Level II</b></p> <p>_____ Record the infraction</p> <p>_____ Phone Call Parent/Guardian</p> <p>_____ Group/Peer Counseling</p> <p>_____ Conference w/counselor</p>	<p><b>Actions for Level III</b></p> <p>_____ Record the infraction</p> <p>_____ Phone Call Parent/Guardian</p> <p>_____ Administrative meeting with parent/guardian</p> <p>_____ In school suspension</p> <p>_____ Out of school suspension</p> <p>_____ Dismissal from the school</p> <p>_____ Referral to agency or counselor</p>

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

**Parental Comments (date, time, outcome):**

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Teacher/Administrator Signature:** \_\_\_\_\_

**Copy of form sent to the front office (date, time):** \_\_\_\_\_

**Parent/Student Agreement Form (K-2)**

***All parents must sign this page and return it to the school.***

I acknowledge that Elizabethtown Christian Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that Elizabethtown Christian Academy shall have the right to suspend or dismiss any student for any cause that violates the handbook rules or presents to be a danger to the school/staff/students.

A positive and constructive working relationship between the school and a student's parents/guardian and a student is essential to the fulfillment of the school's educational purpose. I therefore agree to apply the Matthew 18 principle in order to promote order and peace in resolving conflicts.

I hereby agree to abide by the rules and regulations of Elizabethtown Christian Academy, and I understand that serious or repeated breaches of the school's rules and regulations by my child or me may, at the sole discretion of the school, result in the suspension or dismissal of my child.

I acknowledge that I understand the tuition policy, how much is due and by what date. I understand that continued failure to pay tuition may result in dismissal from the academy and possible legal action to collect any money owed to the school. Furthermore, I acknowledge the re-enrollment contract at the end of the year is a binding agreement and will not enter it lightly or dismissively.

**I acknowledge that I have read the internet/publicity information and will indicate below my permission or denial to allow my child's photograph to be used.**

\_\_\_\_\_ **Yes, you may include photographs of my child on the internet/publicity**

\_\_\_\_\_ **No, you may not include photographs of my child on the internet/publicity**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please continue to pg. 31, read and commit to the Field Trip Form.**

**Parent/Student Agreement Form (3<sup>rd</sup>-10<sup>th</sup> grade)**

***All parents & students must sign this page and return it to the school.***

I acknowledge that Elizabethtown Christian Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that I have read the Parent/Student Handbook and discussed its policies, including discipline referrals and attendance and tardy expectations with my child/children. I consent that Elizabethtown Christian Academy shall have the right to suspend or dismiss any student for any cause that violates the handbook rules or presents to be a danger to the school/staff/students.

A positive and constructive working relationship between the school and a student's parents/guardian and a student is essential to the fulfillment of the school's educational purpose. I therefore agree to apply the Matthew 18 principle in order to promote order and peace in resolving conflicts.

I hereby agree to abide by the rules and regulations of Elizabethtown Christian Academy, and I understand that serious or repeated breaches of the school's rules and regulations by my child or me may, at the sole discretion of the school, result in the suspension or dismissal of my child.

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**I acknowledge that I have read the internet/publicity information and will indicate below my permission or denial to allow my child's photograph to be used.**

\_\_\_\_\_ **Yes, you may include photographs of my child on the internet/publicity**

\_\_\_\_\_ **No, you may not include photographs of my child on the internet/publicity**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please continue to pg. 30, read and commit to the ECA Honor Code.  
Please continue to pg. 31, read and commit to the Field Trip Form.**

**ECA Honor Code (3<sup>rd</sup> -10<sup>th</sup> grade)**

“I pledge that all classwork I submit to ECA or any online source is a representation of my own ability and the effort has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework without teacher consent is dishonorable. I understand that cheating includes looking at another’s answer and recording it as my own. I understand that cheating includes copying information without providing proper documentation. I understand cheating includes taking pictures of work and sharing it with others without the teacher’s consent. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and properties of others and to help others behave in a similar fashion.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ECA Field Trip Form  
2018-2019 School Year**

This form is a universal form that will be kept on file with the homeroom teachers.

During the school year, your child will have the opportunity to participate in field trips during regular school hours, and possibly past the end of the school day. Rather than requiring a permission slip for every field trip, this form will serve as a general permission slip for the entire school year. This permission slip covers bus and car trips. You will be notified in advance of all field trips: location, time, purpose, and expense. If you do not wish your child to participate in a particular trip, please notify the school in writing before the trip occurs.

**Student's First and Last Name:** \_\_\_\_\_

The above-named student has my permission to accompany his/her class/school on planned bus/car field trips during the school day and possibly past the school day. I understand I will be notified in advance concerning all field trips.

**Parent/Guardian Signature & Date:** \_\_\_\_\_

**Medical Information for my child while on a trip:**

Check All That Apply:

\_\_\_\_\_ None

\_\_\_\_\_ Allergic to: \_\_\_\_\_

\_\_\_\_\_ Medications for allergic reactions stored in the front office or will be provided on the day of the trip.

\_\_\_\_\_ Medications needed to take during the field trip: \_\_\_\_\_

I, the parent/guardian, authorize the school administrators/teachers to assist/supervise my child in case of a medical emergency, and I agree not to hold liable, any member of the school staff or individual of official capacity who is directed by me and the school administration to assist my child in receiving medical attention or in taking medications listed above. In the event of an emergency or serious illness, I request that you contact me immediately. You have my permission to obtain any emergency care necessary to ensure my child's well-being while on the trip.

**Parent/Guardian Signature & Date:** \_\_\_\_\_

**Please continue to pg. 32 & 33, read and commit to the medication authorization forms.**

**Elizabethtown Christian Academy Medication Administration Form**  
**Please have a physician/healthcare provider complete this form**  
**(must be completed yearly)**

**Nonprescription Medication**

In accordance with NC State Law NC 115C-375.1, a physician/healthcare provider authorization and parent permission are required before school employees can administer over-the-counter medication. Dosages for all medication will be administered according to the manufacturer's recommendations on the label AND the patient's weight unless otherwise authorized by a physician.

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Grade: \_\_\_\_\_ Weight: \_\_\_\_\_

Drug Allergies: \_\_\_\_\_  
 \_\_\_\_\_

**Nonprescription Medications at ECA:**

Tylenol 500 mg       Children's Tylenol 160 mg       Cough Drops  
 Motrin 200 mg       Children's Motrin 100 mg       Tums  
 Benadryl 2 mg       Children's Benadryl 12.5 mg       1% Hydrocortisone  
 Benadryl Cream       Calamine Lotion       Midol (girls only)  
 All of the Above Medications

\_\_\_\_\_  
**Physician/Healthcare Provider Signature**

\_\_\_\_\_  
**Date**

I request my child be administered the above medications during school hours when necessary. I release Elizabethtown Christian Academy, its employees, coaches and Board of Directors from all liability that may result in my child taking the administered medication.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Elizabethtown Christian Academy  
Request for Medication Administration in School**

**Please have a physician/healthcare provider complete this form.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Time(s) the medicine should be administered: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Any warning making this medicine inadvisable: \_\_\_\_\_

**For Self-Administration (Emergency Medications)** Please check to confirm.

\_\_\_\_\_ The student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication or medicine for anaphylactic reactions and may carry and self-administer as prescribed by a doctor/healthcare provider.

\_\_\_\_\_ Medicated Dose Inhaler      \_\_\_\_\_ Medicated Dose Inhaler with spacer

\_\_\_\_\_ Epi Pen      \_\_\_\_\_ Insulin for diabetes

Parents: Please provide an extra inhaler or Epi Pen to keep at school for emergencies/field trips/sporting events.

All medication for use at school will be furnished by the parent/guardian and properly labeled with the child's name and dosage prescribed.

\_\_\_\_\_  
**Physician/Healthcare Provider signature & date**

\_\_\_\_\_  
**Doctor address/office stamp**

Parent's Permission

I give my permission for my child listed above to receive medication during school hours. This medication has been prescribed by a licensed physician. I release Elizabethtown Christian Academy, its employees, coaches and Board of Directors from all liability that may result from my child taking the prescribed medication. This consent is valid for the current school year unless revoked.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date**