



*Christian Academy*

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## Student/Parent Handbook 2022-2023

### **Mission and Vision Statements**

The mission of Excel Christian Academy is to provide excellence in education in a Christ-centered atmosphere.

The vision our school embraces is for every student to be inspired, challenged, and equipped to glorify God with responsible leadership and action in a modern society.

### **School Identity**

Mascot  
Eagle

Colors  
Navy, Maroon, White,  
Hunter Green

Motto  
“Excellence in a Christ-Centered Atmosphere”

### **Alma Mater**

#### ***To Thee We Will Be True***

*E is for the everlasting love of Christ and school*

*X is for the Ten Commandments given from above*

*C is for the everlasting courage gained to face the world*

*E is for the education with which we train our minds*

*L is for the lifetime legacy that we leave behind*

*Flying high with wings like eagles*

*In strength and one accord*

*We shall run and not be weary*

*As we serve our Lord!*

### **Administration of the School**

Headmaster

Assistant Principal

Administrative Assistant

Extra-Curricular Administrator

Athletic Director

Chief Operating Officer

Dr. Randy Ford

Mrs. Susan Morris

Mrs. Tamara Deems

Mrs. Katie Jones

Mr. David Archer

Mr. Jerry Haney

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## Excel's Philosophy of Education and Discipline

The Bible clearly indicates that parents are responsible for the discipline, training and instruction of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, ECA seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child's training process.

In formulating a philosophy of education and discipline, ECA has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at ECA. In that same spirit ECA likewise expects parents to direct and discipline their children accordingly. Discipline may be viewed as both a process and a product. God expects parents or other authorities to discipline children in a manner to produce a child who consistently becomes more self-disciplined, requiring less supervision as he matures.

Then as a self-disciplined adult, the process begins again as that person, qualified by his/her self-discipline, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. ECA's philosophy of education and discipline exists to serve and further these ultimate spiritual goals.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other related and school supervised functions, students are to respond to ECA faculty and supervisory staff members with the same obedience in action and respectfulness that should be present when they respond to their parent or guardian. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary actions appropriate for the violation.

Excel Christian Academy expects that parents will support the administration in such disciplinary action. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. ECA is committed to the philosophy and principles of Christian education. Student conduct, which works against school philosophy, will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Excel Christian Academy operates under the counsel and advice of the School Board of Trustees. The opportunity for educational training, from four-year-old Pre K through high school is to be provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are to be viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing a Christ-honoring education, which reflects a commitment to God's Word, and academic excellence. The educational process will be measured by the criteria stated in Luke 2:51: *"And Jesus increased in wisdom and stature, and in favor with God and man."*

The school's educational process and commitment, both in and out of the classroom, will be directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, enrollment is not limited to Christian students. Evangelism, through proclamation of the gospel to students and parents, is an important part of the school's educational process. The school is also committed to advancing Christian education in our region. Faculty and staff selections are based upon criteria consistent with promoting the purpose and goals of the school.

## **Statement of Faith**

- We believe the Bible is the inspired, inerrant and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21; Hebrews 1:1-2)
- We believe there is one God eternally existing in three persons: the Father, God the Son and God the Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30; Luke 3:22)
- We believe Jesus Christ is the Son of God who came to the earth in human form, born of a virgin, lived a sinless life, died on the cross, was buried, rose again and ascended to heaven to the right hand of God. (John 10:33; Isaiah 7:14; Matthew 28:23; Luke 1:35; Luke 1:26-34; Matthew 1:18-25; Hebrews 4:15; 7:26; 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; Mark 16:19)
- We believe in the Holy Spirit, whose ministry to the world is the conviction of sin, of righteousness, and of judgement and whose indwelling ministry to the saints is the empowerment to live a godly life, dedicated to serving Christ and His church. (John 14:15-17; Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. (John 3:16-21; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the reality of an eternal Heaven and an eternal Hell. (Matthew 25:46)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
- We believe in the return of Jesus Christ for all believers. (John 5:28-29, 14:1-3; 1 Thessalonians 4:15-17)
- We believe in the sanctity of life and that life begins at conception. (Psalm 22:10 & 11; Psalm 139: 13 & 15; Galatians 1:15; Matthew 19:18)

## **Core Values**

Love, Character, Honor, Accountability, Service

## **Admission and Enrollment**

Students must be enrolled by a parent or a legal guardian or under special circumstances approved by the Headmaster. Students must be living with at least one parent or legal guardian with the exception of approved temporary arrangements, such as exchange students.

## **Non-Discrimination Policy**

ECA admits students of any race, color or national and ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students of the school. ECA does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies and admission.

## **Admission Procedure**

1. Submit complete academic, discipline, and attendance records from previous school.
2. Submit a completed Teacher Recommendation Form.
3. Schedule a parent interview with a school official.

### **Withdrawal Fee**

Students are registered for the entire school year and the parent/guardian is responsible for payment of the entire school year's tuition with the following three exceptions:

1. Students who move further than 25 miles from the school during the school year.
2. Students who withdraw from the school during the school year due to the death of a parent or guardian.
3. Students who are asked by administration to withdraw from ECA during the school year.

For the three exceptions described above a withdrawal fee of an additional month's tuition may be charged.

### **Students' Arrival at School**

Drop off for students begins at 7:30 am. Students are to enter the building through the gym. Doors to the gym close at 8:00 am. Students arriving after 8:00am will come into the front office through the main entrance.

### **Students' Departure from School**

The safety of our students during dismissal is our greatest concern. All drivers are reminded to be patient and to drive carefully on campus.

Normal dismissal for students begins at the following times:

Pre K– 5<sup>th</sup> grade dismissal is at 2:50 pm.

6<sup>th</sup> – 12<sup>th</sup> grade dismissal is at 3:15 pm

Elementary students must leave with either their parent or with whom their parent has designated to pick them up. Changes in the arrangement for who picks up an elementary student should be requested by the parent in writing. It is expected that middle and high school students are capable of being instructed by their parents about who will pick them up and who they may ride with when school dismisses.

### **Students on Campus After School Hours**

All students must vacate the school campus at the end of each school day unless under the supervision of school personnel (coach, tutoring teacher, etc.). Elementary students not picked up within 15 minutes after dismissal will report to the extended care program where they will be under proper supervision. There is a charge for the after-school program. Middle school and high school students who are not picked up within 30 minutes after dismissal will report to the office to be picked up. Students will not be permitted to roam the campus or to loiter through the building in an unsupervised fashion.

### **Students Checking Out of School or Arriving to School in Middle of School Day**

Occasionally students must check out or be checked out during the middle of the school day. The school will allow such checkouts as long as it is a parent checking out the student or someone the parent has designated in writing to check out the student. Student drivers who need to check out must have verified parental consent before being dismissed. To be counted present an elementary student must not check out earlier than 11:30. For a middle or high school student to be counted present for a class then he/she must not check out before a class is no more than half over. Middle or high school students arriving to class late and missing more than half of the class will be marked as absent for that class.

## Attendance

Research shows that regular class attendance directly correlates to the success of students at school. That is one reason why we require students to have good attendance. Developing a habit of regular punctual attendance will help a student not only at school, but in his/her endeavors beyond the classroom. Students with 10 or more absences for a High School class will receive no credit for that class.

## Absences

While regular attendance is expected of all students, it is understandable that any student may from time to time have to miss school. Upon returning to school after an absence a student should present a dated note, signed by a parent or doctor indicating the reason for the absence. Elementary students will present these notes to their homeroom teachers. Middle and high school students will present these notes to the office.

There are times when students may be **temporarily** excused from school. The following constitutes excused absences, tardies, or check-outs from school, with proper documentation:

1. Personal illness or attendance in school endangers a student's health or the health of others. School may request students to present appropriate medical documentation upon the return to school for the purpose of validating the absence is an excused absence.
2. A serious illness or death in a student's immediate family necessitating absence from school. In the event of a serious illness in a student's immediate family, school may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. Any other absence not explicitly defined herein but deemed by the local school board to be excused based on circumstances.

An absence, tardy, or check-out for any other reason is unexcused. For example, family vacations, traffic, oversleeping, car trouble, personal convenience, or family emergencies without proper documentation are not valid reasons for absences, tardies, or check-outs.

Absences incurred as a result of a suspension are considered unexcused.

## Absences related to mission trips.

We believe the opportunity for students to participate with church sponsored mission trips is valuable for students. Such experiences are consistent with the heart of Excel's mission. As such, students who miss school while participating with a church-related, out-of-country mission trip may count as approved "field trip" days, which means those days will not be marked as absences and students will be allowed to make up any missed work in the same manner as they would for any other field trip. Any student who plans to miss school for an out-of-country church-related mission trip must complete and have his or her pastor sign the Mission Trip Related Absences form. This completed and signed form must be turned in to the school office prior to the mission trip.

### **Other Absences**

Occasionally special situations arise when a student may have an opportunity to represent his/her church, scout troop, civic organization, or some such group in an event that would prevent the student from attending school. While we are proud to have our students involved in these kinds of activities, they do not constitute a medically excused absence from school. However, there will be no academic penalty incurred for students who miss for these reasons. Students will be allowed to make up their work after these absences in the same way that work would be made up after any other absence.

Family vacations should be planned at times when school is scheduled to be out. Family vacations planned when school is scheduled to be in session will not be considered excused. Exams will not be administered early to accommodate students who want to be out of school on regularly scheduled exam days, except with the administering teachers' agreement.

### **Makeup Work after an Absence**

It is the responsibility of the student (or if the student is young, the parents) to make arrangements with his/her teacher(s) to makeup missed work. Such arrangements should be made within three days upon returning to school. Failure to complete missed work may result in a loss of credit in a student's class (es).

### **Tardy to School**

Students arriving after 8:15 are considered tardy to school. Tardy students must report to the office to check in. Parent contact will be made for student drivers by the administration as needed. A parent conference will be set up for all middle/high school students who reach and exceed 10 times of being tardy.

It is important for students to be at school on time, ready to learn. Tardy students may cause disruptions upon their entrance to a class that is already started. Tardy students have to be caught up, taking the teacher's time away from other students. For this reason, administration will address habitually tardy students by speaking with them and/or their parents. Administrative detention will be assigned to students who are habitually tardy to school. The tardy discipline ladder will start over at the beginning of the new semester.

### **Middle School & High School Tardy Discipline Ladder (per semester)**

<b>Tardies</b>	<b>Discipline</b>
1 – 5	Excused without penalty
6	Administrative Detention and Parent Contact
7+	Administrative Action

### **Late Arrival To Class (6<sup>th</sup> – 12<sup>th</sup> Grade)**

Sufficient time is provided for students to transition from one class to another. For that reason it is expected that students report to their classes on time. Arriving late for a class without a note will warrant disciplinary action.

### Student Drivers:

Students may drive their own vehicles to school with the following guidelines:

1. Student drivers must complete an application form and be approved to park on campus. Student drivers must show proof of insurance and a valid driver's license before a parking permit will be issued. Parking passes cost \$25.00.
2. Student drivers must park in the designated student parking area.
3. Students' vehicles should be locked while parked on campus.
4. Upon school arrival, students should report directly to class or holding area.
5. Students will not be permitted to access their car during the school day without permission from school staff.
6. Under certain circumstances a student driver may use a personal vehicle to leave and return to campus during the school day. However, this requires permission from the principal as well as the student's parent. Students who leave campus without permission or transport students off campus without administrative approval will result in the automatic suspension of their driving privileges.
7. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.
8. Students are expected to operate their vehicle safely at all times while on campus. The campus speed limit is 5 MPH.
9. A student's driving privilege may be suspended or revoked for disciplinary actions, failing academics, reckless driving, or attendance problems.
10. Student drivers should not transport any other students, before or after school, without the permission of their passengers' parents.

### Uniform Dress Code & Grooming Policy

The school's uniform dress code is intended to serve two purposes:

1. Promote an environment that is conducive to learning
2. Distinguish our students with an image of excellence that helps cultivate a sense of pride in our school.

Our uniform dress code policy will enhance the educational environment and school spirit while still allowing room for individuality. Parents will be required to come to school with a change of clothes if necessary to ensure that their child(ren) meet the uniform dress code requirements. Apparel that meets our school's uniform dress code requirements may be purchased from Lands' End, Uniform Source or other vendors. These suppliers are familiar with our uniform dress code guidelines. Embroidery for shirts can be obtained locally from GI Designs, or other vendors.

Appearance expresses attitude and personality; it also influences behavior. The Dress and Grooming Code of Excel Christian Academy expresses seriousness and a positive attitude that suggests a readiness for learning.

**Chronic violation of the school dress code will result in disciplinary action.**

### ECA School Discipline Ladder for Dress Code Violations

1 – 5 Violations	Change Dress
6 Violations	Change Dress Detention
7+ Violations	Admin will decide further punishment

## Uniform Dress Code and Grooming Requirements

Students are required to follow the school's uniform dress code policy which is as follows:

	GIRLS	BOYS
Pants	<ul style="list-style-type: none"> <li>khaki-colored or navy-colored</li> </ul>	<ul style="list-style-type: none"> <li>khaki-colored or navy-colored</li> </ul>
Shorts and Skorts	<ul style="list-style-type: none"> <li>khaki-colored or navy-colored</li> <li>no more than a dollar bill width above the knee</li> </ul>	<ul style="list-style-type: none"> <li>khaki-colored or navy-colored</li> <li>no more than a dollar bill width above the knee</li> <li>Skorts prohibited</li> </ul>
Skirts	<ul style="list-style-type: none"> <li>khaki-colored, navy-colored, or school-colored plaid</li> <li>no more than a dollar bill width above the knee</li> </ul>	<ul style="list-style-type: none"> <li>prohibited</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>must have official school logo</li> <li>may be collared golf style or long-sleeved twill style</li> <li>must be in approved school colors</li> </ul>	<ul style="list-style-type: none"> <li>must have official school logo</li> <li>may be collared golf style or long-sleeved twill style</li> <li>must be in approved school colors</li> </ul>
Undershirts	<ul style="list-style-type: none"> <li>Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.</li> </ul>	<ul style="list-style-type: none"> <li>Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>School sweaters, jackets, hoodies, vests, or pullovers may be worn; must have official school logo.</li> <li>Collared shirts must be worn under outerwear.</li> </ul>	<ul style="list-style-type: none"> <li>School sweaters, jackets, hoodies, vests, or pullovers may be worn; must have official school logo.</li> <li>Collared shirts must be worn under outerwear.</li> </ul>
Socks & Leggings	<ul style="list-style-type: none"> <li>If socks are worn they must be white, black, or approved school colors. Leggings may not be worn as slacks to school; Leggings may only be worn under skirts, skorts, shorts, or jumpers</li> </ul>	<ul style="list-style-type: none"> <li>If socks are worn they must be white, black, or approved school colors.</li> <li>No leggings.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>must be closed toe and closed heel with uniform</li> </ul>	<ul style="list-style-type: none"> <li>must be closed toe and closed heel with uniform</li> </ul>
Hair & Makeup	<ul style="list-style-type: none"> <li>Hairstyle and/or makeup should not call inappropriate attention to the student. Hair should be clean and neat.</li> </ul>	<ul style="list-style-type: none"> <li>Hairstyle should not call inappropriate attention to the student. Hair should be clean and neat.</li> <li>Facial hair must be neatly maintained</li> </ul>
Not Allowed	<ul style="list-style-type: none"> <li>extremes in dress (both in brevity and in style)</li> <li>athletic pants/shorts(6-12)</li> <li>yoga pants/leggings as pants (6-12)</li> <li>any apparel or hairstyle deemed by the administration to interfere with the learning environment or the school's image</li> <li>visible body piercings (modest earrings are acceptable)</li> <li>distracting jewelry</li> <li>House-shoes, slippers, flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>extremes in dress (both in brevity and in style)</li> <li>athletic pants/shorts (6-12)</li> <li>yoga pants/leggings as pants (K-12)</li> <li>any apparel or hairstyle deemed by the administration to interfere with the learning environment or the school's image</li> <li>makeup</li> <li>earrings or visible body piercings</li> <li>distracting jewelry</li> <li>House-shoes, slippers, flip-flops</li> </ul>

### **Friday Casual Dress**

Fridays will be casual dress day. Students must be in compliance with the dress code during Friday Casual Dress Day

Students may also wear various pants or shorts as long as they are not athletic apparel (warm-up pants, sweat pants, gym shorts, etc.) or pajama wear and as long as their lengths meet required guidelines. Holes in clothing with skin showing are not allowed. Students may wear appropriate t-shirts. Girls may wear full sleeveless apparel that covers the whole shoulder. Tight or form fitting clothing are not permitted. Spandex or compression shorts are not allowed. The rest of the uniform dress code will remain the same even on casual dress code days. Leggings may not be worn as pants to school; they may only be worn with dresses, skirts, skorts, or shorts that meet dress code length.

### **Senior Dress Code**

Seniors are given the choice to dress in the same uniform dress code as underclassmen or they may dress in business casual.

	GIRLS	BOYS
Pants Dresses/Skirts	<ul style="list-style-type: none"><li>• dress pants</li><li>• dresses and skirts (no more than a dollar bill width above the knee)</li></ul>	<ul style="list-style-type: none"><li>• slacks or khakis</li><li>• no dresses/skirts</li></ul>
Shirts	<ul style="list-style-type: none"><li>• blouse</li><li>• sweater</li></ul>	<ul style="list-style-type: none"><li>• dress style button up</li><li>• polo style shirt</li></ul>
The remainder of the dress code regarding shoes, hair, makeup, etc. still applies to seniors.		

### **PE Dress Code**

Students are to wear appropriate attire during class as explained by PE teacher. Elementary students should have tennis shoes for PE but are not otherwise required to dress out for PE.

### **Drug and Alcohol Use Policy**

ECA is committed to educating and graduating drug-free students. Illegal substance use, including alcohol and illicit drugs is prohibited. The possession of drug-related paraphernalia is also prohibited. By enrolling students in ECA, parents accept the school's position on illegal drug use and alcohol.

### **Electronic Devices and Cell Phone Use- Students**

Students are only permitted to use cell phones, smart watches, tablets, laptops, or headphones during lunch during the school day unless otherwise given permission by teachers.

### **Food and Beverage Policy**

Food and beverages other than water will not be permitted in the classroom with the exception of scheduled/approved:

- Learning events
- Classroom events
- Social events

## Code of Conduct

The following are basic conduct expectations for ECA students:

1. Students must be respectful of others, including school staff and other students.  
*Matthew 7:12 So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. Ephesians 4:32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*
2. Students must exert their best efforts in all that they do.  
*Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord...  
2 Timothy 2:15 Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.*
3. Students must respect the property of the school and of others.  
*Ephesians 4:28 He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.*
4. Students must demonstrate honesty.  
*Proverbs 6:16,17 & 19 ... the LORD hates... a lying tongue... a false witness who pours out lies*
5. Students must honor and follow the instructions/rules of school staff.  
*Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.  
1 Thessalonians 5:12 & 13 ...respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.*
6. Students must conduct themselves, both on campus and off, in a way that protects their witness as a Christian.  
*Ephesians 4:1...live a life worthy of the calling you have received.  
Colossians 3:17 ...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.*

Inappropriate conduct at ECA will be disciplined in a manner which is firm and consistent, yet tempered with love.

### **Disciplinary Action**

Student behavior will support a strong learning environment. In addition to the code of conduct and general rules each teacher will develop a set of classroom rules.

ECA reinforces positive behavior.

The tables that follow provide a general summary of examples of inappropriate behavior and disciplinary action.

### **Mild Discipline Issues - Mild discipline issues will be addressed in the classroom by the teacher.**

<b>Examples of mild discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"><li>• no materials in class/off task in class</li><li>• tardy to class</li><li>• dress code infractions</li><li>• violation of food/beverage rule</li><li>• talking/off task</li><li>• dishonesty</li><li>• failure to follow directions</li><li>• running/horseplay/pushing or shoving</li><li>• disrespectful/unkind to other students</li><li>• inappropriate language</li><li>• out of seat without permission</li><li>• loud or running in hallway</li><li>• restroom misbehavior</li><li>• electronic device violation</li></ul>	<ul style="list-style-type: none"><li>• proximity control</li><li>• redirection of student behavior</li><li>• verbal redirection/warning</li><li>• apology required</li><li>• required to correct minor dress code violation</li><li>• loss of privilege(s)</li><li>• seating reassignment</li><li>• use of discipline charts or discipline levels</li><li>• parent contact</li><li>• conference with student and/or parents</li><li>• reflective writing assignment</li><li>• silent lunch (1 day)</li><li>• teacher-assigned detention (1 day)</li></ul>

### **Moderate Discipline Issues - Moderate discipline issues may go beyond what should be handled in the classroom and may be referred to the office for administrative action.**

<b>Examples of moderate discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"><li>• chronic level one infractions</li><li>• defiance</li><li>• cheating</li><li>• disrespect of authority</li><li>• accessing inappropriate material on a computer</li><li>• inappropriate displays of affection</li><li>• profanity or vulgar language</li><li>• stealing</li><li>• skipping class</li><li>• being in unauthorized area</li><li>• physical aggression toward another student</li><li>• misuse of technology at school</li><li>• misbehavior on bus</li></ul>	<ul style="list-style-type: none"><li>• any consequences listed for mild issues</li><li>• referral to counselor</li><li>• referral for administrative action</li><li>• behavioral contracts</li><li>• silent lunch (1-3 days)</li><li>• teacher assigned detention (1-3 days)</li><li>• Administrator's options include:<ul style="list-style-type: none"><li>○ verbal warning/consultation</li><li>○ loss of activity participation</li><li>○ administrative detention</li><li>○ in-school suspension (1-3 days)</li><li>○ parent contact</li><li>○ conference with student, teachers, and parents</li></ul></li></ul>

**Serious Discipline Issues - Serious discipline issues warrant severe consequences. These issues must be referred to the office for administrative action.**

<b>Examples of serious discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>• chronic moderate infractions</li> <li>• cheating on test or other severe cheating</li> <li>• fighting</li> <li>• bullying</li> <li>• racial or ethnic slurs</li> <li>• physical aggression toward another student</li> <li>• harassment (verbal, physical, or sexual)</li> <li>• threats of violence (verbal, written, or implied)</li> <li>• making terroristic threats</li> <li>• vandalism/destruction of property</li> <li>• possession or distribution of pornographic material</li> <li>• use, possession, or distribution of tobacco</li> <li>• vaping</li> <li>• leaving school without permission</li> <li>• computer trespass</li> <li>• other inappropriate actions/violations of law</li> </ul>	<ul style="list-style-type: none"> <li>• any consequences listed for moderate issues</li> <li>• extended in-school suspension (4-5 days)</li> <li>• extended out-of-school suspension (4 – 5 days)</li> <li>• loss of driving privileges</li> </ul>

**Severe Discipline Issues - Very serious discipline issues may warrant expulsion from school. The school administration will consult with the school board to address very serious discipline issues.**

<b>Examples of serious discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>• chronic serious infractions</li> <li>• use, possession, or distribution of banned/illegal substances</li> <li>• illegal use, possession, or distribution of prescription or non-prescription drugs.</li> <li>• use, possession, or distribution of alcohol</li> <li>• failure of parents to cooperate with the school in discipline of their children</li> <li>• physical aggression toward staff member</li> <li>• pregnancy or the causing of pregnancy</li> <li>• other serious moral misconduct</li>   <li>• use or possession of a weapon</li> <li>• other inappropriate actions/violations of law</li> </ul>	<ul style="list-style-type: none"> <li>• any consequences listed for severe issues</li> <li>• expulsion</li> <li>• referral to law enforcement/juvenile court</li> <li>• pressing of legal charges</li> <li>• loss of driving privileges</li> </ul>

### **After-School Detention**

Teachers may assign students to stay in after-school detention to end no later than 4:00 (administrative detention- 3:15-4:00). When such assignments are made parents will be notified by the school in advance the reason for the detention and the time, date, and location of the detention.

### **Suspensions, Expulsions, and Readmission**

An out-of-school suspension is an unexcused absence from school.

Expulsion is the removal of a student from the school. An expulsion decision may be appealed in writing to the school's administrator within three days of the expulsion. The school administration will submit the appeal to the School Board and the School Board will consider such appeals in a timely fashion. An expelled student will not be allowed to attend classes during the appeal process. Decisions made by the School Board regarding the appeal are final. ECA reserves the right to suspend or expel a student for misconduct that occurs either on or off campus either during or beyond normal school hours.

### **Bullying Policy**

Bullying, according to Georgia Law 20-2-751.4, means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The administration will respond to any allegations made by parent, student, or staff member of bullying with thorough investigation and appropriate corrective action when bullying is found to have occurred. After investigation of bullying allegations, the administration will provide a response to those who brought the allegations explaining what was concluded about the validity of the allegations and what corrective actions have been applied.

### **Philosophy on Appropriate Relationships**

Students benefit from healthy relationships. A healthy relationship is one in which both persons enjoy the fellowship of the other and in which God is glorified. The relationship honors and uses God's Word, the *Holy Bible* as the principle for healthy relationships.

These guidelines are intended to promote healthy relationships:

1. School dances are sponsored for high school students only.
2. We encourage all our students to wear modest, age-appropriate clothing that meets dress code.
3. Students are discouraged from inappropriate use of calling, texting, or social media that could be harmful.
4. Pre-high school students are discouraged from "dating".
5. Inappropriate public displays of affection are prohibited on the school campus and at school sponsored events.

### **Academic Honesty**

Academic honesty is important in development of the student. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
- Lending another student homework to be copied
- Completing homework for another student
- Completing assignments for another student
- Plagiarizing
- Using unauthorized notes
- Giving or receiving help on an assessment
- Communicating or attempting to communicate including, but not limited to, talking during a test for the purpose of causing an advantage in completing the test.
- Giving information about a test to a student who has not taken the test
- Receiving information about a test from a student who has taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher
- Lying to a faculty member
- Inappropriate use of technology
- Forging teacher/parent signature to any document

### **Student Honor**

Students will follow the ECA Honor Code which states: In order to maintain honor in our relationships, we all agree to do what is right, to speak the truth, and to strive for integrity in all we do. Therefore, we will not be involved in lying, cheating, or stealing. If we do vary from this path of honor, we will accept the correction from others and the established consequences of the school. HONOR is a goal we seek to attain.

### **Parent-School Relations**

The success of our students in large measure depends on a strong partnership between parents and the school. We welcome parents to be involved at school and seek their input for how we can improve our services to them and their students.

### **Classroom Visits**

Parents/Guests are welcome to visit/observe any classroom with the approval of the school administration. Visitors must have a pass from the school office before visiting in classrooms.

### **Parent-School Communication**

Parents or guardians are encouraged to see any member of the teaching staff any time they have questions or concerns about their child's progress. Teachers are available after school for this purpose. Parents who wish to meet/speak with a teacher are asked to contact the school office/teacher to set up an appointment.

Teachers' email addresses will be shared with parents. Teachers will also ask for the email address of parents for the purpose of communicating with them. The school maintains a website ([www.excelca.org](http://www.excelca.org)) and a Facebook page. Both of these forms of electronic media provide information for our students and parents.

### **Grievance Procedure**

While we are committed to meeting the needs of our students and being responsive to their parents, there are occasions when questions, concerns, or even complaints may arise. In such cases we ask that the "Matthew 18 Principle" be followed by those involved. If you have a grievance with a teacher, please contact that teacher directly first. If this does not resolve the issue, then please reach out to the principal or counselor.

### **Health & Safety**

According to Georgia State Law each student must have up-to-date physical records and required immunizations. Proof of these will be kept in the students' files in the office.

### **Administration of Medicine**

All medications (prescription or non-prescription) will be kept in the school office. A student who brings medication to school must immediately turn it in to the school office or to his/her teacher who will then ensure that it is turned in to the school office. All medicine should be turned in to the office in its original container along with a parental note stating what the medication is for, when it should be taken, and for how long the student will be taking the medication. If the medication requires any special handling such as dilutions must be done by the parent. Teachers will allow student who need medicine to report to the office to receive their medication.

### **Students Becoming Sick at School**

If a student becomes sick while at school then a teacher may have the student report to the office. At the office the student's condition will be further assessed to determine a proper response. If the child has a fever or is throwing up or other serious conditions then the child will be sent home. A parent or an approved contact person will be called and asked to pick up the child from school. If no serious conditions are present then the office may administer medicine approved by the child's parents and then allow the child to return to class.

### **Students With Serious Injuries at School**

Minor injuries that can be treated at school will be so treated, and the child will be allowed to return to class and parent notified. For serious injuries, such as broken bones, serious cuts, etc., immediate first aid will be administered and parent will be contacted. For emergency injuries, 911 will be called and parent contacted immediately.

### **Consent For Medical Treatment Form**

A form for each student must be kept on file at school whereby the student's parents authorize the school to provide medical care to the student.

## **Communicable Diseases**

Reportable conditions include the following:

Acquired immune deficiency syndrome (AIDS)	Hepatitis	Rickettsia
AIDS related complex (ARC)	Histoplasmosis	Rocky mountain spotted fever
Amebiasis	HIV	Rubella
Animal bite (only by a potentially rabid animal)	Keotisourisus	Salmonellosis
Anthrax	Lymphogranuloma	Schistomiasis
Botulism	Malaria	Shigellosis
Brucellosis	Meningitis	Small pox
Campylobacteriosis	Meningocoel disease	Syphilis
Chancroid	Mumps	TB
Dengue	Paralytic shellfish poisoning	Tetanus
Diphtheria	Pertussus	Trichinosis
Encephalitis	Pesticide poisoning	Tularemia
Giardiasis	Plague	Typhoid fever
Gonorrhea	Poliomyelitis	Vibrio cholera
Granuloma inguinale	Psittacosis	Vibrio infections
Hansen's disease	Rabies	Yellow fever
Hemorrhagic fevers	Relapsing fever	

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from attending school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from attending school while ill. If the nature of the disease and circumstances warrant, ECA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. ECA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

## **EXCEL CHRISTIAN ACADEMY COVID-19 PROTOCOLS**

**Masks are required for all staff members who have not received the COVID-19 vaccination and all students. Teachers will have the option of students wearing masks in the classrooms. If this option is selected, social distancing must be implemented.**

### **COVID POSITIVE TEST WITHOUT SYMPTOMS:**

If a student/teacher tests positive without symptoms, they must stay home in isolation for 10 days. They may return to school when the mandatory 10-day isolation period ends.

### **SYMPTOMS WITH OR WITHOUT A COVID POSITIVE TEST:**

Student/teacher must stay home in isolation for 10 days. They may not return to school until they are fever free for 72 hours (without fever reducing medication) and the mandatory 10-day isolation period ends **OR** they provide a note from their healthcare provider stating the symptoms of illness are due to a non-COVID-19 diagnosis (allergies, ear infection, etc.) and they are cleared to return to school.

### **SOMEONE ELSE IN THE HOUSEHOLD OF A STUDENT/TEACHER TESTS POSITIVE FOR COVID-19 OR IS IN THE PROCESS OF BEING TESTED:**

Student/teacher will quarantine for 14 days. The student/teacher may return after 14 days unless they become symptomatic with COVID-19 symptoms. Please see the above requirements in the COVID POSITIVE TEST criteria. If the household member tests negative, the student/teacher is eligible to return to school immediately.

### **A FACULTY MEMBER TESTS COVID POSITIVE:**

Students in their class would need to be quarantined for 14 days if they have been in close contact (inside six feet for more than fifteen minutes, cumulative per day) with the teacher. Teachers will be instructed to wear face covering/shield while communicating in close proximity (less than six feet for more than fifteen minutes, cumulative per day) with students.

### **A CLASSMATE TESTS COVID POSITIVE:**

If a student has a classmate that tests positive for COVID-19, they will need to be quarantined for 14 days if they were in close contact as defined by the CDC (less than six feet for more than fifteen minutes, cumulative per day). In this case, not every student may require quarantine; however, any student that had close contact would be required to stay home for 14 days.

## **Curriculum**

Our curriculum is designed to meet and exceed state standards. We conduct an ongoing review of our curriculum resources such as textbooks to ensure that our students benefit from the best possible materials. Our commitment to academic excellence in a Christ-centered atmosphere is supported by our curriculum. The high school curriculum is designed to help prepare students for successful entrance into a college or university.

## **Homework**

1. Homework will not count more than 75% toward a student's overall grade for each grading term.
2. Assignment due dates for projects will be provided to students in advance.
3. Homework assignments are expected to be completed by their due dates.
4. Students who neglect to complete homework assignments may be required to make up the missing assignments to receive credit on the assignment.
5. A student who regularly neglects to complete homework assignments will be referred to the administration.
6. As a general rule, written homework should normally not take more minutes per night than about five times the student's age. If a student is spending an excessive amount of time on homework on a regular basis, the parent is encouraged to speak with the teacher.

## **Report Cards**

Report cards are issued at the end of each quarter. Students will take the report cards home where parents will be able to review and discuss them with their students. Parents should sign the report cards and return them to school within two days.

## **Progress Reports**

Progress reports are issued every 4.5 weeks of each grading period. Students are expected to take the progress reports home to parents and return signed progress reports to their homeroom teachers.

Here is a schedule of when Progress Reports and Report cards will be sent home.

4.5 Week Progress Report	September 16th
9 Week Progress Report	October 19th
13.5 Week Progress Report Card	November 19th
1st Semester Report Card	December 17th
4.5 Week Progress Report	February 3rd
9 Week Progress Report	March 15th
13.5 Week Progress Report Card	April 20th
2nd Semester Report Card	May 23rd

## **Grades**

### **Kindergarten:**

S+ = 95-100    S = 85-94    S- = 75-84    N = 65-74    U = below 65

### **1<sup>st</sup> – 12<sup>th</sup> Grade:**

A = 90 – 100    B = 80 – 89    C = 70 – 79    F = 0 – 69

GPA for 9<sup>th</sup> – 12<sup>th</sup> grade is based on a 4.00 scale and calculated as follows:

### **College Prep classes**

A = 4.00    B = 3.00    C = 2.00    F = 0.00

### **Advanced Placement and Joint Enrollment Courses**

A = 5.00    B = 4.00    C = 3.00    F = 0.00

## **Honor Graduates**

Honor graduate distinction is bestowed upon students who earn the following GPA for their high school classes:

Summa cum Laude	4.0 (Highest Honors)
Magna cum Laude	3.7 (High Honors)
Cum Laude	3.4 (Honors)

## **Honor Roll**

Students who earn all “A”s for a grading period have their names published on the “High Honor Roll”. Students who earn all “B”s or a mixture of “A”s and “B”s have their names published on the “A-B Honor Roll”.

## **Academic Probation and Promotion**

Elementary students who are failing two or more subjects after the second nine weeks will be put on academic probation. At the end of the year elementary students who are failing two or more core subjects will be retained Core subjects in elementary school are defined as follows:

1st Grade – Math and Reading

2nd Grade – Math, Language, Reading

3rd -5th Grades – Math, Language Arts, Reading, History, and Science

Middle school students failing two or more core subjects (History, Language Arts, Math, and Science) on a progress report are put on academic probation until grades improve to passing.

High school students failing two or more core subjects (History, Language Arts, Math, and Science) on a progress report are put on academic probation until grades improve to passing.

## High School Graduation Requirements

To graduate a high school student must earn at least 24 credits in the following way:

English	4
Social Studies	4
Math	4
Science	4
Health / PE	1
Foreign Language	2
Electives*	3
Bible**	2
Total	24

\* Must include one Fine Arts (either Band or Art)

\*\* The credits required for Bible may be adjusted for students who transfer to Excel from another high school. The number of credits required for graduation will not be adjusted.

Graduation requirements are subject to change based on the requirements of the state of Georgia and accrediting agencies.

A high school certificate may be awarded to students who do not meet all the criteria required for a college prep diploma, but who have earned a minimum of 22 credits. This allows a student to “walk” with his/her classmates at graduation.

## Exam Exemption for High School Students

High school students may earn exemption status for their classes’ semester exams. 8<sup>th</sup> Grade students taking Physical Science and/or Algebra I may earn exemption statuses in those classes. Exemption status is awarded based on meeting criteria for attendance, grades, and behavior according to the following:

Grade Requirements	Maximum Absences per Semester	Office Referrals per Semester
85 - 89	3	1 or less
90 - 100	4	1 or less

Exam Exemptions will vary for semester classes and yearlong classes. Exemption status for each class is earned independently; thus, a student may be exempt in one class and not exempt in another class. A student with a grade of 85 or lower will not be exempt. A student with more than one office referral per semester will not be exempt. Students who have received ISS will not be exempt for any of their classes. A student who checks in late or leaves early, missing more than half of a class will be considered absent for that class that day.

### **Field Trips**

Field trips serve as extensions for classroom learning. Field trip permission forms are signed by parents with other annual registration forms at the beginning of each school year.

Most field trips occur during the school day. The school provides transportation for off-campus field trips. Overnight trips will be carefully supervised and require special permission forms to be signed by parents. Parents are responsible for any costs associated with field trips.

Field trips are a part of the educational program and are considered to be a normal academic day. Field trips are mandatory unless excused by school administration. Students who are unable to attend a field trip will be required to do extra work related to the field trip. Field trips serve as extensions for classroom learning. Field trip permission forms are signed by parents with other annual registration forms at the beginning of each school year.

### **Chapel**

Chapel services are scheduled for our students. The purpose of these services is to challenge students to commit their lives to serving Christ or reaffirm their commitment to Christ. These services will inspire students to lead a Christian life. Parents are invited and encouraged to attend our chapel services.

### **Prayer and Biblical Integration for Students**

It will be the practice of the teachers at ECA to incorporate prayer into class each day. Biblical integration will occur within each subject in an intentional way to reinforce the Christ centered atmosphere.

### **Community Service**

All students in grades 3-12 will participate in community service as an extension of the Christian faith. Achieving community service hours will be a part of each student's Bible grade in 6-12.

Grade	Community Service Hours
6-12	12 hours each year*

\* These hours could be modified during the school year according to CDC guidelines and recommendations.

### **Media Center**

ECA provides excellent service to our students with our media center. Students will use the media center to conduct research as well as for selecting material for reading pleasure. Resources, materials, and equipment in the media center are expensive to maintain. Students must be careful not to misuse or abuse resources from the media center. Students who lose materials or neglect to return borrowed items will be required to pay for their replacement. Report cards may be held for students who owe money to the media center.

### **Cafeteria and Food Services**

Lunches will be provided at the school for each student.

### **Student Records**

ECA maintains a permanent cumulative record file for all Excel students. Records of health, grades, standardized test scores, reports of parent conferences, and disciplinary records make up most of the permanent record files.

### **Transcripts**

Transcripts of a student's grades will be provided free upon request by the student's parent. The transcript will include the full record of grades and standardized test scores. Students or alumni who are at least 18 years old may make their own request for transcripts. A processing fee may be charged for multiple requests. Official transcripts are sealed in a school envelope and marked "official".

### **Release of Records**

ECA will release student grades, standardized test scores, and other information upon the written request of another school system for students transferring to that school system. The confidentiality of cumulative records will be protected. The professional staff at the school may access cumulative records on an as needed basis as approved by the school administration.

### **Student Pictures**

An approved photographer will take individual school pictures in the fall and in the spring as well as group pictures in the spring. Students will wear their uniform dress code for the pictures in the fall. They will be permitted to wear casual dress code or to dress up for the spring pictures. The pictures in the fall are used for the school's yearbook.

### **Lockers**

Students in grades 6 – 12 are assigned a locker at the beginning of the school year. These lockers are for personal use of students and should be kept locked. The school will provide locks. The school retains the right of access to all lockers at any time for any reason. Students' parents will be charged for the cost of repair or replacement for locks or lockers that are damaged by the student.

### **School Phone**

The office phones are reserved for school business only. Student and parent calls should be limited to emergency or approved calls only.

### **Extracurricular Activities**

ECA students may participate in extracurricular programs offered by the school in grades 6-12.

### **School Closing**

When classes must be canceled due to inclement weather, notification will be provided to the school community through radio, TV, Remind 101, and social media.

## Facilities:

**Reservations:** Please contact the school at least 30 days in advance in order to secure the date of your choice. Dates occurring during the current school year may not be available for booking.

**Parking:** Limited free parking and handicapped access is available.

**Security:** Security for all events must be provided and paid for by the event sponsor.

**Walk-through:** A meeting of all involved parties (event sponsor, caterer, decorator, the school's representative, etc.) must be scheduled no less than 2 weeks in advance of the event.

**Promotional Material:** Use of the name or logo of ECA or any reference to the facilities, including, without limitation, such use in any advertising or notice relating to the use of the facilities as contemplated herein without express written permission from ECA authorities is prohibited.

**Signage:** All signage must be provided by the Event Sponsor and approved by ECA prior to the event. Please ask for assistance in displaying signs as they should not be nailed, taped or stapled to the walls.

**Deliveries:** ECA staff will not accept or sign for deliveries in connection with the event. Equipment Set-up and Removal: Arrangements must be cleared in advance with ECA. ECA will not assume responsibility for items left by caterers, suppliers, guests or the Event Sponsor.

**Alcohol:** Alcohol is not permitted on the campus of ECA.

**Tobacco:** Tobacco is not permitted on the campus of ECA.

**Open Flames:** Open Flames are not permitted in any area.

**Payment:** Fees for the rental are due as outlined within the ECA rental agreement.

**End Time:** Rental clients are subject to a fee of \$100 per hour or a fraction thereof if the facility is not vacated by the agreed upon end time.

**Insurance:** Rental client shall obtain commercial general liability insurance in a coverage amount not less than \$1M to insure the facility's and user's use thereof for the rental period, which insurance shall contain a waiver of subrogation clause and shall specifically name ECA as an additional insured thereunder. User must instruct its insurance broker to submit current certificates of insurance directly to ECA evidencing the above minimum coverage two weeks prior to the date of the event.

**Cancelation Policy:** Either party may cancel this agreement with 14 days written notice.

### **Asbestos Management Plan Notification**

The Excel Christian Academy Asbestos Hazard Emergency Response Act (AHERA) Management Plan is available for public inspection upon request at the ECA Administrative Office at 54 Seventh Street, Emerson, Georgia 30137. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763. October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

- Location, amounts and types of asbestos contained materials in all schools and support buildings.
- Response actions to the asbestos-contained materials, selected by ECA.
- Plans for re-inspection, periodic surveillance and operation and maintenance programs.
- Public Notification procedures.

Anyone interested in reviewing this plan should contact Mr. Jerry Haney at 770-382-9488.

**Use Policy:** Excel Christian Academy does not discriminate against any race, color or national and ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to members of the community. ECA does not discriminate on the basis of race, color or national and ethnic origin in administration or use of its facilities.

REV August 11, 2022