



Christian Academy

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Student/Parent Handbook 2019-2020

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	Colors	Motto
Eagle	Navy, Maroon, White	“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

Administrator Mrs. Donna Garland

Department Chairs

Director of High School Academics/Counselor	Mrs. Susan Morris
Elementary School	Mrs. Fran Youmans
Middle School/ High School	Mrs. Christie Taylor
Fine Arts	Mrs. Susan West
Media Specialist/ Food Service	Mrs. Tamara Deems

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General Philosophy

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. The opportunity for educational training, from pre-kindergarten 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 26:23; 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 circumstances approved by the administration. Students must be living with at least one parent or legal guardian with the exception of approved temporary arrangements.

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. Schedule entrance testing or present ITBS, SAT, or other comparable standardized test scores from previous school.
2. Submit complete academic, discipline, and attendance records from previous school.
3. Submit a completed Teacher Recommendation Form.
4. Schedule a parent interview with a school administrator if needed.

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.

Student Arrival at School

The school doors will open at 7:15 am. Students are to enter the building through the designated entrance. Students should arrive at school no earlier than 7:15 am and should report immediately to the holding area until 8:00 am. All students begin classes at 8:15 a.m.

Student 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 – 5th grade dismissal is at 2:50 pm. 6th – 12th grade dismissal is at 3:14 pm

Elementary students must leave with either their parent/guardian or the person designated by their parent/guardian. Changes in the arrangement for who picks up an elementary student should be made known by the parent to school personnel through written or verbal communication. 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 after school care program where they will be under proper supervision. There is a charge for the after-school program. Students will not be permitted to roam the campus or to loiter through the buildings in an unsupervised fashion.

Students Checking Out of 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/guardian checking out the student or someone the parent/guardian 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 at least half over.

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.

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.

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.

Absences related to out – of – country missions trips.

We believe the opportunity for students to participate with church sponsored out-of-country missions 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 up to three days as "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 other than their impact on a high school student's exam exemption status. 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.

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 to 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.

Middle & High School Consequences for Students Tardy to Class (per semester)

Tardy 1-5 times	Excused without penalty
Tardy 6+ times	Silent Snack

Late Arrival To Class (6th – 12th 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 will warrant disciplinary action.

Uniform Dress Code & Grooming

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 Image Source, Lands' End or Uniform Source. These suppliers are familiar with our uniform dress code guidelines. Embroidery for shirts must be obtained locally from Image Source or GI Designs.

Additionally, Lands' End and Uniform Source also embroider shirts.

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.

Uniform Dress Code and Grooming

ECA 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">• khaki-colored or navy-colored	<ul style="list-style-type: none">• khaki-colored or navy-colored
Shorts and Skorts	<ul style="list-style-type: none">• khaki-colored or navy-colored• no more than a dollar bill width above the knee	<ul style="list-style-type: none">• khaki-colored or navy-colored• no more than a dollar bill width above the knee• Skorts prohibited
Skirts	<ul style="list-style-type: none">• khaki-colored, navy-colored, or school-colored plaid• no more than a dollar bill width above the knee	<ul style="list-style-type: none">• prohibited

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

Chronic violation of the school dress code will result in disciplinary action such as parental contact, required change of clothes, loss of casual dress on Friday, or other appropriate action.

ECA School Discipline Ladder for Dress Code Violations

1 – 5 Violations	Change dress
6 or more violations	Referred to Principal

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 are not allowed. 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 attire.

PE Dress Code

Students in grades 6 – 12 are required to dress out for PE. Students are to wear PE Uniform during class. 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.

Cell Phone Use for Students

Other than snack time, break, or lunch, students are not permitted to use cell phones, smart watches, or headphones during the school day.

Code of Conduct

The following are basic conduct expectations for ECA students:

1. Students will 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 will 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 will 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 will demonstrate honesty.
Proverbs 6:16,17 & 19 ... the LORD hates... a lying tongue... a false witness who pours out lies
5. Students will 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 will 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.

Food and Beverage Policy

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

- Learning events
- Classroom events
- Social events

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.

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

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.

Examples of moderate discipline issues include:	Examples of discipline/corrective actions include:
<ul style="list-style-type: none"> • chronic level one infractions • defiance • cheating 	<ul style="list-style-type: none"> • any consequences listed for mild issues • referral to counselor • referral for administrative action

<ul style="list-style-type: none"> • disrespect of authority • accessing inappropriate material on a computer • inappropriate displays of affection • profanity or vulgar language • racial or ethnic slurs • stealing • skipping class • being in unauthorized area • physical aggression toward another student • misuse of technology at school • misbehavior on bus • inappropriate touching or behavior • other inappropriate actions 	<ul style="list-style-type: none"> • behavioral contracts • silent lunch (1-3 days) • teacher assigned detention (1-3 days) • Administrator's options include: • verbal warning/consultation • loss of activity participation • administrative detention • in-school suspension (1-3 days) • parent contact • conference with student, teachers, and parents
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Serious Discipline Issues - Serious discipline issues warrant severe consequences. These issues must be referred to the office for administrative action.

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

Severe Discipline Issues - Very serious discipline issues may warrant expulsion from school.

Examples of serious discipline issues include:	Examples of discipline/corrective actions include:
<ul style="list-style-type: none"> • chronic serious infractions • use, possession, or distribution of banned/illegal substances • illegal use, possession, or distribution of prescription or non-prescription drugs. • use, possession, or distribution of alcohol 	<ul style="list-style-type: none"> • any consequences listed for severe issues • expulsion • referral to law enforcement/juvenile court • pressing of legal charges • loss of driving privileges

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| <ul style="list-style-type: none"> • failure of parents to cooperate with the school in discipline of their children • physical aggression toward staff member • sexual misconduct, including pregnancy or the causing of pregnancy • other serious moral misconduct • use or possession of a weapon • other inappropriate actions | |
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After-School Detention

Teachers may assign students to stay in after-school detention to end no later than 3:45 (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 for which a student will not receive credit for missed work.

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.

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) and a Facebook page. Both of these forms of electronic media provide information for our students and parents.

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.

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

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 ~~se~~ 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)	AIDS related complex (ARC)	Amebiasis
Animal bite (only by a potentially rabid animal)	Anthrax	Botulism
Brucellosis	Campylobacteriosis	Chancroid
Dengue	Diphtheria	Encephalitis
Giardiasis	Gonorrhea	Granuloma inguinale

Hansen's disease	Hemorrhagic fevers	Hepatitis
Histoplasmosis	HIV	Keotisourisus
Lymphogranuloma	Vibrio infections	Yellow fever
Malaria	Meningitis	Meningocoel disease
Mumps	Paralytic shellfish poisoning	Pertussus
Pesticide poisoning	Plague	Poliomyelitis
Psittacosis	Rabies	Relapsing fever
Rocky mountain spotted fever	Rickettsia	Rubella
Salmonellosis	Schistomiasis	Shigellosis
Small pox	Syphilis	Tetanus
Trichinosis	TB	Tularemia
Typhoid fever	Vibrio cholera	

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.

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 20% 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 after school or at home.
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 at the midpoint of each grading period. Students will take the progress reports home to parents and return signed to the designated teacher.

Grades

Kindergarten:

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

1st – 12th Grade:

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

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

High School 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

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 who are failing two or more core subjects (History, Language Arts, Math, and Science) at the end of a semester will be placed on academic probation. At the end of the school year, any middle school student who is failing two or more core subjects may be retained.

High school students must maintain at least a 2.0 GPA for each semester. Students who fail to meet this minimum requirement will be placed on academic probation for the following semester. To be promoted to the next grade a high school student must earn six credits to become a sophomore, 12 credits to become a junior, and 18 credits to become a senior.

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

** The credits required for Bible may be adjusted for students who transfer to Excel after having begun high school elsewhere. 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. Exemption status is awarded based on meeting criteria for attendance, grades, and behavior according to the following:

Grade Requirements	Maximum Absences per Semester
85 - 89	3
90 - 100	4

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. 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. **Ten late arrivals or early exits to a class will also be counted like an absence in the determination of a student’s exemption status.**

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.

Chapel

Weekly 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. All students in grades 3-12 will participate in community service as an extension of the Christian faith. Students in grades 3-5 will achieve 6 hours of community service; 6-8 will achieve 12 hours of community service; 9-12 will achieve 18 hours of community service. Achieving community service hours will be a part of each student's Bible grade in grades 6-12.

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. Students must eat lunch in the cafeteria unless they have prior approval from a teacher.

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. **No records will be released for a student with outstanding balances due for tuition and/or other school fees.**

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.

Smoking: Smoking 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.

Cancellation 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 20, 2019



Student/Parent Agreement Form

2019-2020

As a student of ECA, I have read and understand the policies set forth in the Student/Parent Handbook. As a student, I am responsible for abiding by the policies set forth in the Student/Parent Handbook.

Student Signature _____ Date _____

As a parent of a student at ECA, I have read and understand the policies set forth in the Student/Parent Handbook. I understand I am responsible for ensuring my child is abiding by the policies set forth in the Student/Parent Handbook.

Parent/Guardian Signature _____ Date _____