



Student Handbook

2448 Roy Road, Tyler, Texas 75707
903-561-8642
etca.org

Our Core Values:

Humility, Joy, Wisdom, Discipline

Our Vision:

Awaken every person engaged with ETCA to serve God's eternal kingdom with a humbled heart, a joyful soul, a wise mind, and with disciplined strength.

Our Mission:

Inspire students to *THINK*, to *LEARN*, and to *DISCOVER* their God-given potential.

Our Purpose:

Transform lives by developing people to live, lead, and love like Jesus, honoring the commandment to *“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength”* (Mark 12:30).

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Important Phone Numbers

Main Office	Admissions Office	Fax Line
903-561-8642	903-561-9582	903-561-9620

School Philosophy

A vital component in school philosophy is that every student, whatever his ultimate life's work, needs a thorough knowledge of Christian principles which are taught in God's Word. This knowledge is obtained through daily Bible study and integration of Christian principles into curriculum and extra-curricular activities. Each staff member and student should evaluate all of life by the principles of Christ as taught in the Scriptures.

Though education is a basic right for students and a responsibility of parents, the privilege of a private Christian education is an option for parents who desire and sacrifice for it. East Texas Christian Academy exists for the purpose of assisting those parents in providing a quality education for their children.

ETCA is dedicated to helping students achieve full potential – intellectual, physical, emotional, social, and spiritual development – in a Christian environment and encouraging students to fulfill responsibilities to family and society.

ETCA recognizes that it is not a substitute for either the home or the church, but that it works with the home and the church in building a foundation of spiritual and moral values. This cooperative effort helps our students develop spiritual depth, responsible standards of behavior, a spirit of benevolence, high academic standards, and Christian servanthood.

School Song

*We sing our praises, Lord to Thee,
For giving us this Academy.
We are proud of the blue and white
And our aim to do what's right.*

*Guide the Panthers day and night,
As we fight this earthly fight.
Growing in favor with God and man,
Bless us according to Your Heavenly plan.*

INTRODUCTORY INFORMATION

This Handbook documents the information, procedures, and guidelines for the students and parents of East Texas Christian Academy. However, no set of rules and guidelines can address every situation and every set of circumstances therefore the judgment of the administration will be relied upon. The administration is absolutely committed to consistent and equitable application of these rules, guidelines and judgments. This Handbook may be updated and amended as needed; students and parents will be informed of any changes.

NON-DISCRIMINATION STATEMENT

East Texas Christian Academy is a Christian day-school open to any qualified student without regard to race, religion, sex, color, national or ethnic origin, or physical handicap. In a manner consistent with all applicable laws and regulations, it does not discriminate on the basis of race, religion, sex, color, national or ethnic origin, or physical handicap in the administration of its educational policies, programs, and activities except where necessitated by specific religious tenets held by the institution.

ACCREDITATION

East Texas Christian Academy is fully accredited by the AdvanED (formerly Southern Association of Colleges and Schools) and by the National Christian School Association (NCSA). Accreditation is maintained through meeting rigorous standards, showing progress on a school improvement plan, submitting annual reports, conducting a self-study, and hosting an on-site peer review committee visit every five years.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the school President or Principal.

CHILD CUSTODY

In cases where parents are divorced, an affidavit of the court **MUST** be supplied to the school office in order to document the official custody arrangements regarding children enrolled at ETCA. Upon request, the school will provide school records to both parents **UNLESS** supplied with official documentation prohibiting such. It is the parents' responsibility to provide the school with updates. **ONLY** the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian. Students may not live alone or with friends.

COMMUNICATION

It is the responsibility of parents/ guardians and students to stay informed of any changes in ETCA policies and procedures. To assist with this, East Texas Christian Academy offers several communication resources for the ETCA family to access and use, which are listed below.

Web Page – www.etca.org

ETCA hosts an extensive Internet website. It offers online shopping tools for buying Spirit Wear. It will keep you current on events, dates and locations with an invaluable calendar tool, highlighting many of our campus activities. It has links to exciting athletic and activity pages. Be sure to check it regularly at www.etca.org.

RenWeb

RenWeb School Management Services is school information software that provides an on-line resource of information for parents and students. Both students and parents have log-in privileges. RenWeb offers parents and guardians Internet access to their child's grades. Parents can monitor assignment turn-ins, check grades, and evaluate GPAs. Any families having problems logging into their RenWeb accounts, may contact the Upper School office for assistance. Grades are updated regularly. It is the responsibility of the family to monitor grades. Homework assignments are also posted on RenWeb. For assistance or questions about login procedures, contact the IT Manager.

RenWeb provides parents **password-secure** access to their children's data such as:

- Attendance
- Daily Grades
- Discipline
- Homework
- Missing Assignments
- Progress Reports
- Report Cards

In addition, the following information is available:

- Athletic Event Details
- School Calendar
- School Directory
- Staff Directory with e-mail addresses
- Special Announcements
- Web Forms

Social Media

East Texas Academy uses multiple methods of communication with parents and the community to create a strong communication network. In addition to email, the school uses social media (ETCA Facebook and Instagram accounts) as the main form of informational communication with families. APPs are used for specific areas of communication: Teachers use the **Remind App** to communicate with parents and students regarding specific classes; Coaches and extra-curricular sponsors use the **Band App** to communicate with athletes and parents. Any questions regarding communications can be directed to the Director of Communications.

Scheduling Meetings with Faculty/Staff

Walk-in appointments disrupt the planned workday, interrupt other staff-family meetings, and do not allow for appropriate preparation of information that can add to the success of the conference. We ask that parents not attempt to engage our faculty in student-specific dialog in the mornings before school. During this time our teachers are preparing for classes and tending to administrative assignments such as hall duty, parking lot observation, copying tests, etc. Instead, if you need to meet with a faculty member, please schedule a time to see him/her during his/her planning period or after school. If you need to meet with an office staff member, please school office to schedule an appointment. Following common business etiquette practices and calling to schedule meetings will allow us to give your issues our full attention.

E-mailing Staff

Teachers may be contacted through e-mail by addressing the message to the teacher or administrator using their first initial and last name followed by @etca.org. Example: Mary Smith = msmith@etca.org. As part of routine email correspondence, we have challenged our faculty and staff to acknowledge parent emails within one school day and to act upon them within three school days. Please be patient with our staff and give them time to process the huge load of incoming communication they receive. Understand that they need time to investigate your requests before being expected to act. However, if after three school days, you feel your issue is not being effectively pursued, please let the school office support staff know. They will guide you in determining how to elevate your concern to the next appropriate level. At ETCA, we pride ourselves on our open-door policy and encourage parents

to get involved and communicate with us regularly. We simply ask parents to recognize basic business etiquette in scheduling meetings and handling correspondence.

BEFORE AND AFTER SCHOOL

No student should be on campus before 7:15 a.m. unless requested by a teacher. All students should report to the gym when arriving until the bell rings to dismiss students to classes.

Students **MUST** leave campus promptly at the end of the school day. Unless a student is in tutorial or is supervised by an adult, he or she should not be in any of the school buildings after the end of the school day.

ETCA is not responsible for students who arrive on campus before 7:15 a.m. or remain on campus after unless in after school care or under the supervision of a teacher, coach or administrator. Students who are not picked up after school must go to after-school care (elementary students will go to after-school care at 3:15; upper school students will go to after-school care at 3:45). A fee is required for this service.

Students who are not involved in organized after-school programs should make arrangements to leave the campus by 3:15 p.m. for elementary students and 3:45 p.m. for upper school students. After-school care supervision is provided from 3:45 p.m. until 5:30 p.m. (see the school office for the fee and registration). **Students not picked up by 5:30 will be assessed an extra fee of \$1 for each three minute increment; students picked up after 6:00 PM will be assessed an addition \$10 fee, payable in cash when picking up the student (this extra fee goes directly to the after-school supervisor for her time).**

School hours: On a regular school day, the School Office is staffed from 7:30 a.m. to 4:00 p.m. Please call the school office if you have a need to conduct school office business outside of these times.

All students involved in organized school activities before or after school hours or on weekends must be under the direct supervision of a sponsor, teacher, or coach.

CLOSED CAMPUS

With the exception of Juniors and Seniors (see Junior/Senior Privilege section, page 14), East Texas Christian Academy is a closed campus. Students are not authorized to take cars off campus during the school day. Parents who request students to leave the campus must be aware that the students are not under the school's supervision during those times. Students who leave for any reason must check out at the Upper School Office. Students will not be permitted to check themselves out without parental permission.

GUESTS ON CAMPUS

Parents and Grandparents may visit East Texas Christian Academy during the school day. A visitor's pass must be received from the school office. Other guests must have prior administrative approval to visit on campus during the school day (including lunch time). Please make arrangements with the School Office no later than the day prior to the visit. Failure to do so may result in the guest not being allowed to visit. All visitors are expected to conform to the school policies when visiting the campus. Parents or other visitors may not interrupt classroom instruction. Typically, other school-age friends will not be allowed to visit on campus during the school day unless they are prospective students. Prospective students may visit during the school day; Dr. Thornton to make arrangements.

FOCUS (CHAPEL)

Focus is a time when students, faculty, visitors, and parents come together to pray, sing, listen to speakers, and edify one another. Students are expected to participate and not be a distraction to

others. Anyone violating this policy will be disciplined appropriately. Eating or drinking is not allowed in chapel. Cell phones should not be a distraction during Chapel time. Chapel attendance is required. Parents are always welcome to attend Chapel with their children.

PARTNERSHIP BETWEEN SCHOOL AND HOME (Policy on Resolution of Concerns)

As with any organization, concerns, complaints, and conflicts will arise from time to time among individuals in the school community. Using Matthew 18:15-17 as a guide, the following policy is established for the ETCA community in order to resolve complaints or make suggestions for changes to school policies:

First: Go to the person with whom you have a disagreement and attempt to resolve the issue. No person on the administrative staff is authorized to intervene between two parties until an attempt has been made by the parties in question to resolve the issue. Any student complaint should be taken directly to the most relevant teacher, and guidance will be given to pursue a path of resolution. Students are never required to confront alone the individual with whom they have a grievance; in this case, it is recommended that the student seek the assistance of a trusted member of the school staff regarding this meeting.

Second: If an adult has addressed the concern directly with the other involved individual and the concern is still unresolved, then he/she is encouraged to take the issue to the next level of authority as outlined below. If the concern is still unresolved at that level, please continue to proceed through each level as outlined below:

1. If no resolution is found, take your concern to the School Principal.
2. If you do not find satisfactory resolution there, raise the issue with the School President.
3. After addressing it with the School President, you may address your concern to the Board of Trustees, if you still need assistance.

Order of process: Student/Parent → Teacher/Staff → Principal → President → Board

In order to elevate a concern to the Board level, parents/guardians should submit their concern in writing to the Chairman of the Board. Written concerns should be no more than one page long; should summarize the issue at hand, the parties involved, and the desired resolution; and should be signed and dated by the submitter. The Chairman of the Board will notify you of the anticipated course of any investigation, hearing, or closure of the issue. The Board will respond in writing after the issue is addressed. Written responses will be considered private, and closure will be documented in confidential Board files.

Please note that the Board will neither review anonymous complaints nor intervene in the issues where the concern is clearly addressed in published policies. The Board also recognizes the rights of all East Texas Christian Academy employees to be advised of complaints against them. The Board will not review a concern if one of the parties involved is not part of the ETCA family. Complaints alleging violations of the law will be reported to the appropriate civil authorities.

TOBACCO-FREE CAMPUS

To promote the health, well-being and safety of ETCA students, faculty, staff and visitors, ETCA is a tobacco-free campus. All forms of tobacco are not permitted on the campus of ETCA. This includes, but is not limited to: cigarettes, cigars, pipes, water pipes (hookah), didis, kreteks, electronic cigarettes, vaping products, smokeless tobacco, snuff, chewing tobacco and all other tobacco/smoking products.

GENERAL SCHOOL PROCEDURES AND RULES

AFTER SCHOOL USE OF FACILITIES

Students are prohibited from using school facilities or equipment after school hours unless authorized by the school administration or under the direct supervision of an administrator, teacher, or coach.

CARE OF SCHOOL PROPERTY

A student is expected to pay for any property damage that is caused by his/her carelessness. Willful destruction of any property is subject to disciplinary action plus payment of damages.

DRIVING PRIVILEGE

Driving an automobile to school is a privilege that can be lost temporarily or permanently if the student violates automobile use and parking policies.

- Only the driver may drive or ride in the car unless a permission statement is on file in RenWeb and signed by the rider's parents/guardians.
- Automobiles are off limits during the school day. Students may NOT go back to their cars to get books, projects, etc.
- The speed limit in the school parking lot is 10 mph. Exceeding the speed limit will result in disciplinary action and possible loss of the privilege to have an automobile on campus.
- All student automobiles are subject to search.
- If a student's car is used for transportation to athletic events, written permission from the parents of all students involved MUST be on file in the School Office.
- The parking area is part of the campus; thus, students must vacate the premises immediately after school is dismissed.

FINANCIAL INFORMATION

All financial arrangements for tuition payment and registration fees must be complete before students begin classes. All regular financial transactions are to be handled directly with the Business Office.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following:

1. A student will not be permitted to attend class if a tuition payment is **sixty days** past due.
2. Students will not be allowed to take semester or final exams unless account is current or arrangements are made with the School President.
3. No student will be admitted to school in August – until current and previous financial obligations have been met.
4. Students who are expelled during the school year will not receive refunds for paid fees or tuition.
5. No monies will be applied to trips, registration or tuition for upcoming new school year unless account is current.
6. **No transcripts, report cards, diplomas, or other records will be issued to student, parent, or other schools, until all fees and fines, including tuition have been paid in full.**

Tuition Insurance

ETCA offers optional tuition insurance to provide families the opportunity to protect their tuition investment. Tuition insurance provides coverage if a child is forced to withdraw from school for medical or other reasons, if a family chooses to withdraw a student for personal reasons, or if a student is

dismissed by the school. Tuition insurance also provides coverage in case parents are forced to relocate by their employer during the course of the academic year. The program refunds unused, prepaid annual tuition when a student is withdrawn or dismissed for covered reasons. The plan's benefits extend to the school by helping to ensure receipt of budgeted tuition income.

- ❖ Without tuition insurance there is NO REFUND for any reason.
- ❖ **Without tuition insurance, any remaining tuition owed for the academic year at time of withdrawal is still due and payable.**
- ❖ This applies regardless of which payment plan a family has selected.
- ❖ Without tuition insurance, no transcripts, report cards, diplomas, or other records will be released until the remaining tuition balance has been paid in full.

Participation in the tuition insurance plan is entirely optional. Insurance must be purchased and payment must be made at the time of enrollment. If you have any questions regarding tuition insurance or early withdrawal, contact the Business Manager.

GUESTS AT SCHOOL-SPONSORED FUNCTIONS

Guests are allowed at specific school-sponsored social events provided the following guidelines are followed:

1. A student may invite one guest.
2. The guest must be registered with the sponsor of the event one week before the event in order to get approval from the sponsor and administration. To register a guest, students must supply the name of the guest, the name of the school the guest attends, and the phone number of a parent and/or guardian.
3. The guest should be in good standing at his or her current school and should not be a student who has been dismissed for behavioral reasons from ETCA.
4. The guest must agree to abide by the rules of behavior for ETCA students at school-sponsored events and may be asked to leave if these rules are violated.
5. The guest and the ETCA student will be under the supervision of parent and faculty chaperones arranged by the sponsor.
6. Guests are expected to dress in an appropriate manner that meets student guidelines for dress at school functions.

HOMECOMING AND HOMECOMING QUEEN AND KING

A highlight of the school year is homecoming and the activities of homecoming week. Led by the cheerleaders, ETCA students celebrate homecoming week with special school spirit themes for each day. Homecoming week culminates in homecoming activities in conjunction with the Panther football game that weekend. Homecoming Queen and King are a senior girl and boy selected on a vote by all the high school students.

ILLNESS

If a child has an oral temperature of 100.4 degrees or higher, that student is not to be at school. Students must be free of fever, vomiting, and/or diarrhea for 24 hours, without aid of medication, before returning to school. Students with conditions that are contagious should be kept at home until there is no danger of passing the condition on to others.

If a child becomes ill at school, a parent will be called to pick up the child by the school office. The student will be removed from the classroom to wait in the reception office until picked up.

INSURANCE POLICY

East Texas Christian Academy is covered by a general liability insurance policy. The school **DOES NOT** provide individual health or liability policies for students. Therefore, if the student is to be insured against sickness, accidents (on school premises or at school functions off premises), or any other issue, it will be the parent's responsibility to provide such insurance.

INTERNET, TECHNOLOGY, COMPUTER AND SYSTEMS USAGE POLICY

East Texas Christian Academy is supportive of the use of technology as a tool for the instruction of ETCA students. The goal in providing Internet access to ETCA students, teachers, and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet must be in support of education and research and consistent with the educational mission of East Texas Christian Academy. All persons using the school's computers, the school's computer network, or personal computers on school property or over the school's network are required to abide by the following rules. While the school monitors Internet usage on campus, parents are responsible for teaching sound, safe, responsible Internet practices and for implementing them in the home setting. Responsibilities come with the use of the Internet. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses. Please read the following carefully.

Purpose: The purpose of providing access to the Internet and school's computer network is to support research and provide educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Users have the conditional privilege as outlined in this document to access the Internet for class projects in order to facilitate personal growth in technology, information gathering skills, and communication, as long as they are responsible members of the Internet users' community. Failure to follow the conditions described in these regulations may result in the loss of the "user" privilege to access the Internet or other disciplinary action, including possible suspension or dismissal from East Texas Christian Academy.

Internet Access: Students, as well as others, will have access to the Internet through the school's network. The school does provide a filtering system; however, no filtering system is foolproof. Therefore, we expect users to act responsibly and report access to any inappropriate site immediately.

User Responsibility: All students will be assigned a user account to a computer in the computer lab and should only use that account and that computer unless given special permission from the Computer Lab Instructor. Once a computer has been assigned to a student, the student is responsible for any use on the student's account. Network and Internet users are responsible for their actions in accessing available resources. Users must not give a password to another user but will be required to furnish passwords to the Computer Lab Instructor. If users choose to change passwords, the Computer Lab Instructor must be notified and must approve the changes. All users will be required to follow ethical use and copyright laws. Infringement of these policies may result in restriction or loss of access to technology at ETCA. All users will maintain equipment and report any equipment failure, damage, or loss to the Computer Lab Instructor. Since technology equipment is school property, student violation or abuse of this equipment will be subject to disciplinary action.

Technology Behavior Expectations:

- Be polite. Use appropriate language. Remember that you are a representative of East Texas Christian Academy on a non-private system. You may be alone at your computer, but what you say and do can be viewed globally.

- Accessing the accounts and files of others is prohibited. Respect the privacy of other users. For example, users shall not intentionally seek information on; obtain copies of; modify files, other data, or passwords belonging to other users; or represent themselves as another user unless explicitly authorized to do so by that user. Using someone else's password or posting a message using someone else's log-in name is a form of dishonesty and will be treated as such. Misrepresenting the identity of someone else through technology is prohibited (e.g., doing an assignment on the computer for someone else). Identity theft is prohibited.
- Respect the integrity of computing systems. For example, users shall not intentionally introduce, develop, or attempt to develop programs that harass other users, infiltrate a computer or computer systems, and/or damage or alter the software components, a computer, or computing system.
- Keep all pornographic, offensive, defamatory, or illegal material or files dangerous to the integrity of the network from entering the school via the Internet.
- Report any misuse of the network to any administrator or any teacher.

Computer Maintenance: The following practices have been found to reduce maintenance costs. All ETCA equipment will be used following these guidelines:

DO NOT:

- Save personal files on the hard drive; use a flash drive to save data.
- Bump or move the computer or the table it is sitting on while the computer is running.
- Place other electronic equipment near the computer (phone, radio, coffee cup warmer, etc.).
- Plug other electronic appliances into the surge protector as this can cause small surges that eventually can damage the computer.
- Have food or drink near the computer.
- Change settings on the computer.
- Stream video from the Internet. Save the video to the hard drive on the computer or a secondary storage device. Play the video from the saved file.

DO:

- Keep food, liquids and dust away from the computer.
- Keep magnets away from the workstation.
- Keep metal objects away from the keyboard and drives.
- Keep the mouse pad clean. This will lengthen the life of the mouse.
- Log in to the assigned computer with the user name and password.
- Log off the computer when session is finished.

Internet Safety: Students should never give out personal information (address of school, date of birth, social security number, credit card number, etc.) over the Internet. Students should also not meet with someone they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for the irresponsible acts on the part of the student.

Pirated Software: Respect the legal protection by the copyright and license laws of programs and data. The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

Violation of Law: Transmission of any material in violation of any United States or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing or obscene

material, or material protected by trade secret. Any attempt to break the law through the use of the ETCA network and/or Internet may result in litigation against the offender by the proper authorities. If such an event should occur, ETCA will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use: Use for commercial, income-generating or “for-profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail or chain letters is prohibited.

Vandalism or Mischief: Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the ETCA network or any networks that are connected to the ETCA network. This includes, but is not limited to, the creation or propagation of computer viruses and is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is prohibited. Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.

Software Violations: Software may not be downloaded from the Internet or brought from any outside source to be installed on any computer at ETCA without the permission of the internal Technology Committee. Software installed on the Network or on an individual computer may not be deleted, copied, renamed or moved under any circumstance. Any attempt to disable or circumvent software meant to limit access to inappropriate material is prohibited.

System Interference or Alteration: Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/ or damage the software components of a computer or computing system is prohibited. Causing of network congestion through mass consumption of system resources is prohibited.

Restrictions:

- The use of vulgarities, swearing, or any other inappropriate language is forbidden.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- Illegal activities of any kind are strictly forbidden.
- No unauthorized email during class (unauthorized email is email that does not involve school or school-related activities and email that is a distraction to study)
- No unauthorized game-playing during the school day
- No ichatting and/or Internet shopping during the school day
- No watching movies during the school day
- No sharing of music over the school network
- No using proxies to get to blocked sites
- No using emails of an abusive or harassing nature-no cyberbullying
- No mass emails

E-Mail, Instant Messaging, and Social Networking Sites: The school’s filtering software has been set to block social networking sites. Their use while using school internet/equipment is prohibited. At any time (whether or not using school technology), students are prohibited from making, distributing, or posting any materials that are obscene, libelous, or slanderous. Students are also prohibited from making any comments that imply a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or the substantial disruption of the school’s orderly operation. In addition, any person who believes that he/she has been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the school’s No Harassment/No Bullying Policy (p. 14). Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the

school conduct code. Additionally, making disparaging or negative comments about the school, administration, or faculty member in a manner that is disruptive to the school's mission will be addressed as a disciplinary matter.

Off-campus student expression, including but not limited to student expression on off-campus Internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety of students or school personnel. Conduct of a student off campus that, for any reason, materially disrupts the class day or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of free speech.

Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. If a user identifies or has knowledge of a security problem on the network or the Internet, the user must notify the System Administrator immediately. The security problem should not be shown to other users.

Consequences of Agreement Violation: Any attempt to violate the provisions of this agreement may result in revocation of access, regardless of the success or failure of the attempt. School administrators will make the final determination as to what constitutes inappropriate use. The Technology Coordinator and/or IT Manager, in accordance with ETCA disciplinary procedures, may deny, revoke or suspend access as necessary. In addition to school disciplinary actions, appropriate legal action may be taken.

School's Right to Inspect: East Texas Christian Academy, through its designated representative(s), reserves the right to access, read, or delete any information stored on the network. Individual access to the East Texas Christian Academy computer information system may be monitored. This includes student work, e-mail, or other files on the network. Whether certain acts are inflammatory, harassing in nature, sexist, racist, obscene, or pornographic shall be determined by the Principal or his/her designate and disciplinary action may ensue. Do not assume that any messages or material on your computer or the school's systems are private.

ITEMS NOT ALLOWED AT SCHOOL

The school is not responsible for personal non-school items brought on campus at any time. Knives, water guns, matches, cigarette lighters, laser pointers, and other items of a disruptive nature are not allowed at East Texas Christian Academy without special permission of the teacher and Principal. Other items may be barred as deemed appropriate by the Administration. Teachers may bar certain items from their room at their discretion. Book bags, lunch boxes, etc., must not have any inappropriate writing, symbols, or pictures. Possession of a weapon is not allowed and is grounds for immediate expulsion.

JUNIOR/SENIOR EARLY DISMISSAL

The ability to budget and use time in an effective and efficient way is a skill we emphasize for students at ETCA. To help develop this skill, ETCA allows an open campus privilege for junior and senior students. This privilege permits students to leave school grounds during eighth period if they do not have a class that period and are not in-season with participation on an ETCA athletic team (administrative permission and parent permission must be on file in the school office). Students may not loiter in the parking lot or be in any area of campus except those designated by administration.

Parents are asked to indicate whether their children have permission to leave campus. Forms are available in the school office. Additionally, students need to be aware that all driving laws will be in effect, including limited passenger restrictions on provisional licenses.

LOCKERS

Each student will be assigned a locker. Students must have approval from the Reception Office for a locker change. Items of value should not be left in lockers. The school will not assume any responsibility for loss of locker contents. **Each student may use a combination lock to keep personal items safe.** The combination for this lock should be registered with Reception Office.

The outside of lockers must be kept free from inappropriate pictures, posters, stickers, etc. All items or pictures inside the locker must conform to the principles in the handbook. The administration reserves the right to check lockers periodically and remove inappropriate items. Students must empty and clean out their locker at the end of the school year; failure to clean out the locker at the end of the school year will be assessed a \$20 cleaning fee.

LUNCHROOM POLICY

All lunch periods are scheduled in designated rooms with adult supervision. Students **must remain** in the lunchrooms during the scheduled lunchtime unless the student has permission to be in another location.

Students should be considerate of others by cleaning up after themselves (e.g., disposing of trash in the trash containers, cleaning up spills). Cleanliness is important throughout the school, but especially necessary in the lunch area. The same Christian conduct and consideration of others expected during the school day is expected during the lunch period.

Lunch options are sack lunches brought from home or ordering of hot lunches catered by various local vendor. Student place their monthly orders on-line through RenWeb. If a lunch is forgotten and a parent cannot bring a lunch, the student will have the option of purchasing food items from the vending machines or from the gym office. Food and drink machines are located in the Atrium.

Microwaves are available in the lunch areas and may be used to reheat food. Time does not permit frozen foods to be cooked; therefore, student must limit microwave usage to 2 to 3 minutes. Students should show responsibility by cleaning up spills and reporting microwave problems to the gym office.

Parents and grandparents are encouraged to come to school to eat lunch with their children. Family members of students, ETCA graduates, and youth ministers are the only guests allowed on campus to eat lunches with students.

MEDICATIONS

All prescribed medications should have a current prescription label and must be left in the School Office. A form signed by both the doctor and the parent authorizing administration of the medication must accompany medications that are prescribed for the long term, such as for ADD. A note signed by the parent should accompany short-term medications such as antibiotics and over-the-counter medicines. Exception to this policy is made for field trips; see field trip release form for details and parental permission.

MR. AND MISS EAST TEXAS CHRISTIAN ACADEMY

One of the most significant honors awarded each year is Mr. and Miss ETCA. Selected by the high school faculty, this senior male and a senior female student are recognized for exhibiting the ideals of scholarship, Christian behavior and citizenship expressed in the school's mission. Recipients receive an engraved trophy.

MUSIC

As a Christian school, our desire is to have a school atmosphere that honors God. This includes the types of music listened to on campus, during school trips, and at school functions. Music played on campus, during school trips, and at school functions must have lyrics and language that is appropriate for a Christian atmosphere. Music that includes profanities, sexual references/innuendoes, references to drugs and alcohol, or any other negative message cannot be tolerated.

SAFETY DRILLS AND PROCEDURES

Fire, Tornado, and Lock-Down drills are conducted on a regular basis throughout the year. These insure that teachers and students are prepared in the event of an actual emergency. Parents should discuss with their children the importance of following procedures and conducting themselves in a calm, quiet manner during an actual emergency AND during drills. The East Texas Christian Academy Safety Procedures exist to provide the safest learning environment possible for all ETCA students, teachers and staff. The ultimate goal is to be as prepared as possible for the unexpected, knowing it is difficult to prevent or be prepared for *every* situation. The ETCA Safety Procedures are detailed and set the foundation for handling emergencies in an orderly, timely and safe manner.

The following School Safety Policies provide layers of security to the ETCA Safety Procedures:

- Training: All ETCA employees and substitutes must be properly trained and knowledgeable in all ETCA Safety Procedures prior to the first day of school.
- External Doors: All external doors to all school buildings should be locked during school hours.
- Visitors: All visitors must check-in and sign-in at the ETCA Main Office or Gym Office PRIOR to visiting classrooms or accessing any part of the school campus. Visitors allowed on campus will wear a visitor's pass.
- Cameras: Monitored cameras survey the campus.

See Something, Say Something: "*See Something, Say Something*" is a nationwide public awareness campaign that emphasizes the importance of reporting suspicious activity to the proper law enforcement authorities. ETCA employees and students are encouraged to report: The following School Safety Policies provide layers of security to the ETCA Safety Procedures:

- Bullying (physical, verbal or written, including electronically)
- Suspicious activity on campus and/or through social media, etc.

SERVICE ACTIVITIES AND OPPORTUNITIES

Students are encouraged to look for and participate in service opportunities at ETCA. Many of the organizations have service as a component of their expectations for members. Students will be recognized for outstanding service at the school and in the community. Documenting 25 hours of service each year is required for each high school student.

SEXUAL HARASSMENT POLICY

East Texas Christian Academy students are entitled to an environment free from all forms of discrimination and from conduct, which can be considered harassment, or coercion of any kind. The Academy expects all of its students to treat each other with courtesy, dignity, and respect. The Academy does not tolerate violation of federal and state laws prohibiting sexual harassment. Sexual harassment is a form of misconduct constituting a serious offense and subjects the offender to disciplinary action up to and including expulsion. Sexual harassment has been defined as unwelcome sexual comments; unwelcome sexual advances; requests for sexual favors or physical contact of a sexual nature; or creating a hostile, abusive, or offensive environment due to sexually suggestive conduct. **Students who believe they are targets of sexual harassment must report such conduct immediately to any administrator.** A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential. Retaliation against any student who, in good faith, reports a claim of harassment or cooperates in the investigation of any such claim will not be tolerated and will in itself be subject to appropriate disciplinary action.

TEXTBOOK AND SUPPLEMENTAL READING SELECTIONS

Careful consideration is given to all textbook and supplemental reading selections. It is our policy, when objectionable subject matter is found in some books, to help our students reach a mature, Christian attitude in dealing with such. We strive to relate Bible principles to everything that is taught, making these principles relevant to the students' lives now, as well as in the future.

The textbooks at East Texas Christian Academy have been chosen after careful review because of their overall academic strength and coverage of the topics. However, most of our textbooks are the product of secular publishing companies and are not written from a Christian worldview. Therefore, not all the views in the textbooks are consistent with a Biblical view of God as the Creator and Sustainer of the creation and of life itself. In those areas where the textbooks might be in conflict with this Biblical understanding, the class instructor will balance the textbook discussion with this Biblical perspective. We believe all truth is God's truth. Further, it is the school's belief that a student's faith is actually strengthened by studying from a secular textbook within the Christian school classroom so that the student can understand that man's wisdom truly is foolishness when in opposition to God's truth (cf. 1 Cor. 1:18-25).

TRAFFIC FLOW AND PARKING

The safety of our families is of utmost importance; therefore, we ask that you please use extreme care when entering and exiting campus to and from Roy Road. The maximum speed on campus is 10 mph. Please refrain from cell phone use while driving on campus. When dropping off or picking up, always pull as far forward as possible. Do not stop next to the covered walkway except during inclement weather. Please remain in your vehicle during drop off and pick up. Use both drop off lanes and do not pass other vehicles.

TRIPS

All students at ETCA have the opportunity to participate in field trips and special trips during the year. Students must be passing all classes and have no suspensions in order to go on special trips. These community-based instructional trips are designed to enrich instruction and extend school activity.

A permission form must be signed by the parents and returned to the trip sponsor before a student may leave the campus. For overnight trips, medical and insurance information will be required with the permission form.

Out of town and overnight trips usually involve expense for transportation, lodging, and activities. These fees must be collected before the trip deadline. **When deposits are required to secure a place for an overnight or out-of-town trip, the deposit will be forfeited if the student cannot attend.**

Parent Chaperones:

Teachers often invite parents to serve as chaperones on school trips. We appreciate the willingness of parents to participate in this way. These are a few reminders to parent helpers:

- Parent chaperones in direct supervisory responsibility over students are required to have a background check prior to the trip.
- Chaperones should be familiar with and enforce all rules and requirements of the trip.
- A chaperone has a responsibility to all student participants. Certainly, a parent should not ignore the needs of his or her own child. However, the needs of other children should be given the same consideration and attention by the chaperone.
- Chaperones should dress in accordance with school dress code.
- The principles and values of the school should be reflected in the behavior of the chaperone. This includes dress that is in keeping with school policies, as well as following the policies prohibiting the use of alcohol, tobacco, or other illegal substances.

History/Educational Trips:

Each year, secondary students are offered the opportunity to be a part of a trip to a major city of historical significance. These trips are designed to add to the general knowledge of our students, while at the same time building on school unity. Typically, seventh grade students travel to San Antonio and eighth grade students travel to Washington, D.C. in the spring. Beginning in November of 2008, high school students have been given the opportunity to journey to New York City. There are no guarantees that the trip will make; however, it will be offered a minimum of every other year. Other trips are planned as interest and opportunities arise. All trips are well planned and chaperoned by school staff and parents. Eligibility requirements for a trip will be given to students along with information about costs. According to the discretion of the assigned sponsor, any student that has exhibited major behavioral or discipline problems may not be eligible. Students must also be in good standing in regard to grades and attendance to go on the trip. All payments must be made by the deadlines set. **There will be a non-refundable deposit for all school trips.** Other payments may be forfeited as well, depending on when cancellation is made and what accommodations have already been booked for the trip.

Service Trips:

As Christians, ETCA feels the call of Christ to serve God and fellow man. ETCA seeks opportunities for students to serve others. The Spring Break Mission Project offers a limited number of students and chaperones an opportunity to serve others.

UNAUTHORIZED STUDENT BODY EVENTS

Unauthorized student body events are not protected by East Texas Christian Academy liability insurance. An example of this would be senior (or any grade) skip day. Consequently, ETCA prohibits events of this

nature and may pursue any and all penalties available against participating seniors. There will be no authorized student skip days.

WEATHER

In the event of threatening weather during the school day, office personnel will monitor local media and take appropriate action as needed. When inclement weather occurs or is predicted when school is not in session, ETCA will follow the decisions of TISD regarding school closures or delayed starts. Of course, use your own discretion regarding the condition of the roads you travel to school. Safety is our first priority. As with any absence or tardy, please call the office to let us know your situation.

If snow or ice occurs during the school day requiring an early dismissal, parents are urged to proceed in a prompt, but safe, manner to the school to pick up students. ETCA staff members and teachers will supervise students until parents arrive. If evacuation of campus is needed in an emergency situation, students will be transported to Shiloh Road Church of Christ at 1801 Shiloh Road until picked up by parents.

CODE OF CONDUCT

Consistent with the school's mission, East Texas Christian Academy is a school whose goal is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. ETCA strives to be a light in the community; therefore, not only its policies but also its people, including students, must bear witness to Christ. We want to teach all of God's nature – holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility.

As a private Christian School, East Texas Christian Academy reserves the right to deny admission to any student. Further, East Texas Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration/Board of Directors believes it is in the best interest of the school; this also includes the right not to allow a student to return for the next school year.

DISCIPLINE PHILOSOPHY

East Texas Christian Academy joins with the family, the church, and the community in offering guidance and principles to assist in the growth and development of students. Each student is a valued member of the school, and no student is of more importance than another. By choosing to be a part of ETCA, both the student and parents have indicated an implied agreement to the philosophies and principles of the school. Each student should bring a spirit of cooperation and shared responsibility for the overall atmosphere of the school.

ETCA's goal is to create self-discipline within each person associated with the school. A part of self-discipline is making choices. Life's choices and experiences produce consequences. Natural and logical consequences allow students to learn from their mistakes. By dealing with and accepting consequences, students begin to take responsibility for their choices and actions.

No doubt, there is a need for common guidelines during the school day. Policies and decisions are not infallible, and parents or students may not always fully abide by the standards of behavior set forth in this guide. Being a part of ETCA is a privilege, not a right; therefore, we hold certain expectations of our families.

BEHAVIOR EXPECTATIONS

Citizenship is a vital component of the ETCA environment. Good citizenship extends beyond the classroom. It is demonstrated in the hallways, parking lot, and even off campus at extracurricular events. Accountability, responsibility, and respect for authority are at the core of citizenship and may be displayed in a variety of ways. Accountability is further demonstrated by accepting consequences or disciplinary actions in the appropriate spirit.

Responsibility is developed by taking care of personal property and recognizing that each student determines his success or failure in school by his actions and commitment. Respect is not just following the rules but is an overall attitude of exhibiting a Christian attitude toward teachers, staff, other students, parents, and visitors on campus.

Students are expected to maintain high standards of conduct while enrolled at ETCA. Students should understand that it is a privilege to attend ETCA, not a right. If this privilege is abused, it may be revoked. Any child exhibiting unmanageable behavior may be dismissed. Students are expected to observe the same behavioral policies whether they are on campus during the school day, at school related functions or participating in school trips and extra-curricular activities. To those outside the school, each student

IS ETCA, and impressions of the school, good or bad, are based on the impression a student may leave with these individuals.

Students are expected to follow school and classroom rules. Any difficulties or needs that arise will be promptly brought to the attention of the parents. Students are expected to speak respectfully to all teachers, aides, and other adults of the Academy. Verbal abuse is not acceptable. Students are expected to obey their teachers and to respect the rights of others. Desirable Christian traits are emphasized in daily Bible study in the classroom and in Chapel. All students are expected to behave accordingly.

Most discipline measures are handled in the classroom. Once the teacher has complied with the Discipline Plan, the student will be referred to the Principal. See policies and consequences under the ETCA Discipline Plan section (page 20).

HONOR CODE OF EAST TEXAS CHRISTIAN ACADEMY

In keeping with the principles taught in the Bible, it is expected that all agree to do what is **right**, to speak the **truth**, and to show **integrity** in all that one does. Our commitment to honor means one will not be involved in lying, cheating, plagiarism or stealing. If one fails to uphold this goal, he will accept correction from others and the consequences that have been established to guide us. Honor should continually be sought in all that is done.

The **Honor Code** is the four-sentence statement above that gives direction and purpose in relationships to ETCA and to one another. **Honor statements** will be established by teachers in regard to tests, papers, projects, etc. Students may be asked to sign these statements when appropriate. The following academic behaviors will not be tolerated:

- **Lying** is intentional falsification, denial of fact, or the intentional creation of a false impression. It is also the breaking of a pledge.
- **Cheating** is the act of deceit or fraud. In the classroom, it will be further defined by each individual teacher, but will include as a minimum the following:
 - unauthorized use of another person's material (copying homework, looking on another student's test or quiz, plagiarism)
 - allowing the unauthorized use of one's personal material (letting others copy homework or answers from a test, etc.)
 - the revelation of privileged information regarding tests, quizzes, etc. (talking about a test after completion when those who have not taken such are present)
 - taking a test for another student or allowing such
- **Plagiarism** is the practice of taking someone else's work or the thoughts and ideas of another author and passing them off as one's own.
- **Stealing** is the taking of anything without the consent of the owner.

ETCA DISCIPLINE PLAN

An administrator will have the option of assigning appropriate consequences relative to the nature of the offense and the number of infractions. These could include, but are not limited to: student conference, parent conference, detention, denial of privileges, special assignment, community service, in-school suspension, or at-home suspension.

Each teacher will communicate to the students and the parents the behavioral standards for the classroom. Disciplinary infractions will be communicated to the parent on the day of the infraction to keep parents informed of their student's behavioral patterns in class.

All infractions will also be documented by the teacher in RenWeb. The Principal or designated official will conference with the student and teacher. The student may be placed in the Step Program at this point based upon the decision of an administrator.

STEP I: DETENTION

Examples (but not limited to): Three tardies, eating or drinking in class, excessive talking, refusal to follow directions, out of seat without permission, disrupting class, off-task behavior, inappropriate language and inappropriate behavior (note writing, sleeping in class, etc.), using school equipment without proper authorization, repeatedly not bringing proper supplies and assignments to class, reckless driving, inappropriate social networking (Facebook, Instagram, snapchat, texting, etc.).

STEP II: CAMPUS CLEAN-UP

Examples (but not limited to): Compilation of Step I violations, showing disrespect, talking back, showing defiance, incidental profanity or vulgar language, bringing unauthorized devices to school, abuse of school facilities (littering, etc.) inappropriate touching (PDA, horseplay), dishonesty, verbal harassment (threats, constant teasing, disparaging comments), use of unauthorized devices during school hours.

STEP III: IN-SCHOOL SUSPENSION OR OFF-CAMPUS SUSPENSION

Examples (but not limited to): Compilation of Step II violations, bullying, physical harassment, cheating/plagiarism, flagrant profanity or vulgar language, dangerous driving, obscene gestures, leaving campus without permission, truancy (students not being where they are supposed to be or leaving school without signing out through the office), fighting, using school vehicles without proper authorization, gambling, possessing or distributing pornographic material (whether at school or not), theft. For In-School Suspension, the student will serve suspension on campus away from the classroom. All assignments will be brought to the student and he/she will receive credit for the assignments. For Off-Campus Suspension, the student will not be allowed on campus during the time of the suspension. Student must complete assignments from classes and may have an academic consequence for work assigned during the suspension period and/or tests and quizzes.

STEP IV: EXPULSION (DISMISSAL FROM SCHOOL)

Examples (but not limited to): Compilation of Step III violations, bringing weapons and/or firearms on campus, possessing distributing or using drugs/alcohol/tobacco on or off campus, engaging in heterosexual or homosexual immorality on or off campus, absolute refusal to obey faculty or staff, direct confrontation with school authorities, failure to comply with discipline, any conduct that calls for police intervention, on/off campus conduct that is seriously detrimental to the reputation and Christian witness of ETCA, assault of a teacher or other individual, extortion, arson. Due to the seriousness of expulsion, the decision to ask a student to leave the school will be the result of a deliberative process involving the school's entire administrative team. A decision to expel a student may be appealed to the Executive Committee of the Board of Trustees. A policy outlining the process for such an appeal is available in the school office.

ETCA reserves the right to administer consequences to students for behavior that can have adverse or negative impact on the overall mission and reputation of the school and our Savior Jesus Christ.

Students may be able to work their way off the Step Program in the following manner: If a student has no discipline infractions for an entire six-week period, the student may petition (in writing [not typed]) the Principal for a reduction of one step, at the rate of one step per six-weeks. Granting of a reduction in the Step Program will remain at the discretion of the Principal taking into account the overall attitude, performance, and behavior history of the student. It is the student's full responsibility to initiate this process – not administration or the parent.

A parent who disagrees with a discipline decision may request a hearing before the Principal. Such a request must be made within 5 days of the notification of discipline. If disagreement still exists after this meeting, a meeting may be requested in writing with President and the school's administrative team within 5 days of the meeting with the Principal. If there is still dissatisfaction with the discipline decision of the administrative team, the parents may request procedures to appeal the situation to the Executive Committee of the Board of Trustees. The decision of the Executive Committee is final. Procedures for appealing a discipline decision to the Executive Committee are available upon request in the school office.

ACADEMIC HONESTY

The following descriptions have been adapted, in large part, from the work of Northwestern University in its policy on Academic Integrity. If a student establishes a pattern of academic dishonesty, that will be taken into consideration in the administration of consequences. Academic dishonesty may affect participation in extra-curricular activities and membership in honor societies.

Cheating: Cheating is using unauthorized notes, study aids, or information on an exam; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. A student who gives his/her work to another student to copy is considered guilty of cheating, as well as the student copying the work. When a teacher observes cheating, an academic penalty may be given on the work of both students. The teacher will complete a Discipline Referral form and the incident will be documented in RenWeb. The teacher will inform the parents, and both the parents and student will be notified that another instance of cheating will result in more serious disciplinary action. Determination of what constitutes cheating is at the discretion of the teacher.

Plagiarism: Plagiarism is submitting material that in part or whole is not entirely one's own work without attributing those same portions to its correct source(s). Diana Hacker's A Writer's Reference states: "To be fair and ethical, you must acknowledge your debt to the writers of any sources you use. If you don't, you commit plagiarism, a serious academic offense. Three different acts are considered plagiarism:

1. Failing to cite quotations and borrowed ideas,
2. Failing to enclose borrowed language in quotation marks,
3. Failing to put summaries and paraphrases in your own words."

Obtaining an Unfair Advantage: Dishonesty is inherent in gaining an unfair academic advantage. Such actions include: stealing, reproducing, circulating, or otherwise gaining access to examination materials

prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work.

Aiding and Abetting Academic Dishonesty: When a student provides material, information, or other assistance with knowledge that such aid could be used in any of the violations of Academic Honesty, that student is guilty of Academic Dishonesty. Further, providing false information in connection with any inquiry regarding academic integrity or failing to provide information in such an inquiry is also considered aiding and abetting Academic Dishonesty.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information is a violation of the school's Academic Honesty policy.

BEHAVIORAL PROBATION

Students may be placed on behavioral probation when any of the school's regulations are flagrantly violated. When a student is placed on probation, any careless act or questionable attitude can be a basis for dismissal. The student's behavior will be monitored closely to determine if the student will be allowed to continue at East Texas Christian Academy. Also, students placed on behavioral probation risk forfeiture of his/her privilege to participate in extra-curricular activities, including athletics and field trips, at the discretion of the administration, sponsors and coaches. While on behavioral probation, a behavior management plan may be drawn up stating expectations the student must meet in order to continue attending East Texas Christian Academy. At the discretion of the administration, students may be placed on behavioral probation at the beginning of a new school year based upon behavioral problems displayed during the previous school year. Unless otherwise outlined in the student's behavior management plan, students on behavioral probation will be reviewed at the end of each six-week period, at which time, the student will return to normal status or continue on probation for another six-weeks.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The school's intent is to train good digital citizens. Instructional time is not to be disrupted or distracted. Please see individual teachers' syllabi for class guidelines. Any problems will be addressed at the discretion of the teacher. Cell phones and other electronic devices may be used during lunchtime. The school will NOT be responsible for lost or damaged items.

DISPLAY OF AFFECTION

Inappropriate public displays of affection are considered in poor taste and not permitted on campus or at school functions. School is not the place for embracing, kissing, and other displays of affection. Holding hands is acceptable in halls but not during chapel or class time. The administration will determine unacceptable displays of affection.

DRESS CODE

Christian principles are reflected in the way one dresses. Choice of clothing can affect behavior of the student and others. Students should dress in such a way that indicates a readiness to learn and reflects the Christian values of ETCA. Our students are always representatives of the school, and their manner of dress affects the image of the school presented to visitors.

Good taste requires that all students be concerned with cleanliness of dress and the condition of clothing.

Dress Code Guidelines for Regular School Days. The guiding principal underlining the Dress Code Guidelines is found in the mission statement of the school – to inspire students to THINK, to LEARN, and to DISCOVER their God-given potential. Anything, including clothing and grooming choices, that distracts or hinders in any a student’s ability to fulfill their God-given potential, especially their thinking and learning environment cannot be tolerated. Every effort will be made by the administration to provide an environment where every student can discover their particular God-given potential. Student who clothing or grooming choices cause a distraction, will be considered disrespectful of their peers as well as the school. These students will be counseled and asked to rectify their chices immediately or face disclinary consequences. The following guidelines are provided to help students make appropriate choices:

Clothing Item	Guidelines and Requirements
Shirts Blouses	<ul style="list-style-type: none"> ➤ No off-the-shoulder tops ➤ No halter tops ➤ No spaghetti straps, all straps must be a minimum of 3 fingers wide ➤ Necklines must be modest ➤ Logos must be in keeping with the Christian principles of ETCA ➤ Long enough so when arms are raised, stomach does not show ➤ No vulgar, racial, gang-related, immoral, or inappropriate slogans or pictures ➤ No advertisement or promotion of alcohol, tobacco, or philosophies that are contrary to the Christian principles of ETCA
Skirts Dresses	<ul style="list-style-type: none"> ➤ Must meet all other criteria for appropriate dress ➤ Must not be too tight, provocative, or immodest in any way ➤ Must be no more than three inches above the top of the knee
Pants Shorts	<ul style="list-style-type: none"> ➤ Leggings or jeggings are permitted only if the top covers to the bottom of the finger tips ➤ No rips or holes ➤ No pajama pants ➤ No sagging pants and must be worn at the waistline; not oversized ➤ Must not be too tight, provocative, or immodest in any way ➤ Shorts must be no more than three inches above the top of the knee
Shoes	<ul style="list-style-type: none"> ➤ Shoes are to be worn at all times while on school campus ➤ No house shoes ➤ Athletic shoes MUST BE worn for PE and when on the gym floor. NO EXCEPTIONS.
Jewelry	<ul style="list-style-type: none"> ➤ No exposed body piercing jewelry or tattoos allowed ➤ Boys may not wear earrings at school or any school-related functions ➤ Should not cause undue attention ➤ No vulgar, racial, gang-related, immoral or inappropriate slogans or pictures
Hair Make-up	<ul style="list-style-type: none"> ➤ Hair should be clean and well-groomed ➤ Boys are not permitted to wear hair in ponytails ➤ Free of symbols and/or words cut into hair

If clothing is determined to be inappropriate, the student will be sent to the office where the student will receive a warning. Parents will be notified of the warning and if the student is out of dress code again, then the school will consider it a Level I offense as a refusal to follow directions.

The administration is the final authority on dress code. If questionable new styles arise, decisions will be made and communicated. If a student is in doubt as to whether or not an item of clothing is appropriate, the Principal should be consulted **before** wearing it to school.

- Clothing must NOT fit too tightly, be see-through, provocative, or immodest in any way.
- All clothing should be worn as intended - not backwards or wrong side out.
- Torn or cut clothing is inappropriate.
- No sunglasses may be worn in class.

We also request that parents comply with the dress code guidelines when on the campus or at school activities.

Dress Code Guidelines for Extra-curricular Events:

For School-Sponsored Formal Events:

- Dresses should have a modest neckline.
- Short formal dresses and slits in longer dresses must be modest.
- Back of dress should not be below the shoulder blades.
- Cleavage and/or midriff should not be exposed.
- It is recommended that garments be approved prior to the formal event to avoid embarrassing situations and/or disciplinary action.

Students who are dressed inappropriately at an extra-curricular school event may be barred from participating or attending. Guests of ETCA students are also expected to comply with the dress code.

For Other School-Sponsored Events/Activities:

Apparel worn to games, spectator events, or other extra-curricular activities should not:

- Be revealing or immodest (no short shorts, no sheer or low-cut tops)
- Promote drugs, alcohol, or behavior that is inappropriate or against the behavioral standards of East Texas Christian Academy

DRUG POLICY (SUBSTANCE USE OR ABUSE)

God created man in His own image and declared in II Corinthians 6:16 that “we are the temple of the living God.” ETCA takes that statement seriously and will not tolerate the use or abuse of controlled substances nor the intent of distributing such illegal substances.

It is the policy of ETCA to maintain an environment free from the effects of abuse of drugs, alcohol, and other controlled substances. Such abuse on or off campus increases the potential for absenteeism, performance deficiencies, poor student morale, accidents, and injury to others. It is a violation of the policies of ETCA to possess, ingest, use, sell, traffic, and/or be under the effects or influence of alcohol or any controlled or illegal substances during school hours, on the ETCA premises on which school business is conducted, or at any ETCA sponsored event.

For the purpose of this policy, East Texas Christian Academy defines “drugs” as the following:

1. Illegal substances (marijuana, methamphetamines, etc.)

2. Known over-the-counter, prescription medications, or other substances which can be used for mind-altering experiences, unless such medication is registered with the school as treatment for the student from a Physician
3. Alcoholic beverages
4. Drug Paraphernalia with known association with illegal substances

Drug Policy Violation consequences:

1. Use or possession of alcohol or illegal drugs during the school day or in conjunction with school related activities may result in dismissal.
2. If, in the opinion of the school, a student demonstrates behaviors on or off campus that are inappropriate, unacceptable, and/or irresponsible that cause Christian professional staff to be concerned, the school may request and expect the student be referred to professionals for assessment.
3. If a student is dismissed from the school, he or she will not be eligible for consideration for readmission until the following term and must show evidence of positive progress in dealing with the problem.
4. Although ETCA seeks to support its own students in every way possible, the school cannot accept new students who have ongoing chemical use problems or are in the early stages of recovery.
5. Distribution of prescription medications by a student to other students will result in suspension and possible dismissal. While not in the same category of concern, distribution of over-the-counter drugs by a student may lead to serious disciplinary action, based on the situation.

The following defines East Texas Christian Academy's policy on drug and alcohol possession and use. For students who possess or use drugs and alcohol, our desire is that parents and students engage in an appropriate recovery program. Our prayer is for all of our students to develop to their full potential socially, academically and spiritually.

Statement of Expectation: Possession, transfer, sale, or use of drugs, or alcoholic beverages on campus, or at any school-sponsored extra-curricular activity, is prohibited. Furthermore, students observed to be under the influence of any illegal substance on campus, or at any school-sponsored extra-curricular activity, are subject to immediate confirmatory action (e.g. drug testing) at the parents' expense. Confirmation of any of the above will result in Discipline Clause action as listed below.

Voluntary Admission Clause: Any student who voluntarily admits drug or alcohol use prior to discovery by observation or random testing/search is subject to the Recovery Program Clause.

Non-Voluntary Admission Clause: Any student who, through random testing, searches, or observation by a school employee, is found to have used drugs or alcohol is subject to the Discipline Clause.

Discipline Clause: Out of school suspension will be immediately enforced while further disciplinary actions are being considered by the administration. The administration will make a decision within 3 school days.

The following actions may be enforced, at the discretion of this administration:

- Further suspension
- Expulsion
- Behavioral Probation (that may include Extra-curricular activities probation)
- Forfeit of honors
- Forfeit of offices held in school organizations
- Additional penalties may be applied at the administration's discretion.

The Recovery Program Clause may be enacted at the administration's discretion.

Recovery Program Clause: For students who are not expelled, a recovery program will be instituted to reflect the specific drug policy infraction. This program will be under the jurisdiction of the school's administration and may include, but is not limited to, the following:

1. A required schedule of substance testing
2. A defined counseling plan
3. Behavior Probation

The administration will present their decision to the student and parents, with the understanding that the requirements set forth by the administration are to be met completely. Failure to adhere to the specified recovery program may result in expulsion.

Appeal Procedures: If the parent disagrees with the decision of the administration, the process to appeal the decision to the Executive Committee of the Board of Trustees may be enacted. Guidelines for this Appeal Process are available upon request in the school office. The decision of the Executive Committee is final.

If suspension or expulsion was the decision of the administrative committee, that penalty will be enforced during the Executive Committee appeal process.

DRUG TESTING POLICY

When, in the judgment of the administration, it is warranted, any parent may be required at any time to have his/her child undergo a drug test at parent expense and to submit the results as a condition to remain at East Texas Christian Academy. Refusal to comply with this policy or a test result that reveals use of an illegal substance (including but not limited to marijuana, cocaine, etc.) may result in immediate dismissal. Random drug searches may be made at any time.

EXPECTATIONS FOR STUDENTS

- * *Take studies seriously*
- * *Attend class regularly*
- * *Be prepared for class*
- * *Be a positive example*
- * *Behave in a responsible manner*
- * *Cooperate with school officials and teachers*
- * *Demonstrate respect and courtesy for self and others*
- * *Respect others property, person, and feelings*
- * *Dress appropriately according to the stated school dress code*
- * *Avoid violation of the Honor Code and Code of Conduct*

HARASSMENT/BULLYING

East Texas Christian Academy is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment and bullying to a teacher or an administrator. When the

school administration becomes aware that harassment or bullying may be occurring, they will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

PROCEDURES FOR NEW STUDENTS

All new students enter ETCA under a six weeks probationary status. During this time, obvious academic problems and/or any violation of school rules may result in immediate expulsion. The school reserves the right to dismiss any child at any time whose general attitude or habitual actions are in conflict with the basic principles and standards of the school.

When students fail to honor the principles and guidelines set forth by the administration, they bring dishonor on themselves and the school. Every effort is made to work with the student in achieving a level of understanding of the consequences of behavior and acceptance of those consequences as a means of growth and maturity. In addition to the natural consequences associated with violation of guidelines, appropriate disciplinary actions are in place.

SEARCHES

The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, vehicle, and any other possession or property on the school premises or on a school sponsored trip. Inspections and searches may be conducted on a routine or random basis as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

SELF-REPORTING VIOLATIONS

Parents and students are encouraged to self-report serious infractions to the Principal. Open attitudes and communications demonstrate that the student recognizes the need for honesty and taking responsibility for his/her actions. The administration will make every effort toward leniency with students who self-report.

THREATS OF VIOLENCE

Events of recent years have created a new awareness of concern throughout our country related to behavior and warning signs of dangerous behavior. While we want to continue to approach all students and their behavior from a caring Christian perspective, some actions, which may have been ignored or not deemed of serious concern in the past, now pose an additional level of concern to school officials everywhere and ultimately to ETCA administrators.

The following will serve as guidelines in dealing with these unusual circumstances. Administrators will always thoroughly evaluate and increase the level of response up to immediate dismissal of a student when appropriate. However, the student may be subject to any level of disciplinary measure at any time, including dismissal, without progressing through each offense level.

Students are required to report conversations regarding threats of violence that could result in harm or danger to themselves or others. This would include threats of suicide or personal harm, as well as threats to other individuals and/or their property. Please Note: School personnel will take reference to thoughts of suicide in writing, pictures, and/or conversations or reports of attempts to commit suicide very seriously. Parents will be contacted and the school will recommend professional counseling for the student. If suicidal comments continue, additional appropriate intervention may be required.

SEXUAL MISCONDUCT POLICY

ETCA upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in sexually intimate behavior on or off campus. Violation of this policy will result in one of four options: either (1) suspension, (2) exclusion from regular school attendance and regular school activity participation (homebound education), (3) student be withdrawn from the school, or (4) expulsion from school.

Students who disrupt the school environment by promoting sexually inappropriate practices or beliefs or by professing to be homosexually-oriented or bisexually-oriented are subject to disciplinary action up to and including expulsion of the student. The administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

MATERNITY/PATERNITY

ETCA values the sanctity of life. In the event a female student becomes pregnant or a male student causes a pregnancy, we want what is best for the prospective parent(s) and child. Pregnancy itself is not a sin, and, in implementing this policy, we want to be clear to not confuse the act of immorality with the value of the child. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not, at any time, feel compelled to seek an abortion. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that ETCA will be able to meet the physical, emotional and spiritual needs of a student facing such situation. It is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better suited to meet the student's new needs.

Accordingly, in the event that a current ETCA student becomes pregnant or aware that he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should accompany the student to a meeting with the administration as quickly as reasonably possible to discuss a plan to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time for the parents, student, and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his or her future and the future of the child, (ii) to get the student to a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult and stressful time in the student's life.

It is our anticipation that a student will be provided the opportunity to complete coursework (via homebound instruction) for at least the current term if not the entire school year. If the administration determines that homebound coursework is warranted under the circumstances, continued enrollment at ETCA will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and student must agree to ongoing counseling with their minister or a Christian counseling professional that is approved by the administration.

3. The student must attend and complete pregnancy counseling/parenting classes with a Christian counseling program that is approved by the administration.
4. Academic standards of the school must be maintained.
5. The student must forfeit any student leadership positions and will not be allowed to participate in student activities.
6. The student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. These fees will be discussed with the family in connection with the development of the transition plan.

MARRIAGE

East Texas Christian Academy is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. Additionally, the educational environment of ETCA is not designed to respond to the needs of young, married persons. Therefore, married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor permitted to continue attending ETCA.

The above policies relating to sexual misconduct, pregnancy, and marriage govern both male and female students.

ATTENDANCE POLICIES

The philosophy behind our attendance policy is to comply with compulsory attendance laws of the State of Texas and to teach the value of punctuality and consistent attendance in the student's workplace, the school. It is essential that parents serve as partners with the school in reinforcing these policies. There is a direct relationship between strong attendance and class success. Students having good attendance generally achieve higher grades and enjoy school more. ETCA students are required to be punctual and regular in attendance at school.

Every absence is recorded on the student's report card. **An absence is an absence, regardless of whether excused or unexcused.** Even excused absences often result in lower grades for absent students, because nothing can replace time spent learning and participating in class.

EXCUSED ABSENCES

Excused absences are defined as follows:

1. Personal illness;
2. Appointments related to immediate illness or medical conditions (including those to doctors, dentists, orthodontists, optometrists, and other recognized practitioners) - However, every effort should be made to schedule those appointments that are not an emergency during **after school hours**;
3. Death or serious illness of a family member;
4. Family emergency (at the discretion of the Principal);
5. A student participating in a school endorsed or sponsored trip will not be counted as absent, and it will not show up as such on report cards.
6. Approved Absence: Upon prior written approval from an administrator, students are excused for personal or family business.

Procedure for Approved Absence: Students should follow the procedures listed below for absences due to personal or family business. Students with excessive absences or failing grades will not qualify. These trips should be limited and should be for short periods of time.

- Pick up and complete "Approved Absence Form" from the School Office (also available on the school's website).
- Secure assignments in advance of absence. Each teacher must write the required assignments on the form and then sign.
- When completed, return form to the Principal **48 hours prior** to the date of absence. You should get a copy for your reference.
- Promptly complete assignments in the time allotted.
- Return completed assignments to teachers before leaving.

Students must follow guidelines for completing make-up work in order to receive credit for the assignments. Work and tests for these special absences may be scheduled at the discretion of each teacher.

Excessive requests for personal or family business absences may be refused and/or result in an unexcused status. Extended absences cause a student to fall behind the rest of the class and make it difficult to catch up.

EXCESSIVE ABSENCES

Any absence can hurt a student's progress in his or her classes. With that in mind, students should be at school each day unless an absence is necessary due to illness or family emergency. **After five (5) consecutive absences per class, an administrator may request a doctor's excuse for each additional absence to obtain an excused absence.** At that point, the student may be in jeopardy of not completing the course work required for class credit. Arrangements will need to be made with the teachers involved to develop a plan for completing class requirements.

If a student misses more than nine (9) days in a class per semester (excused or unexcused), the student may not receive credit for the class and will need to make alternate arrangements (summer school, correspondence course, credit-by-exam, etc.) for completing class requirements and obtaining credit for the class. In the case of extenuating circumstances, the Principal will determine if a satisfactory plan can be developed to complete class requirements.

LEAVING SCHOOL EARLY

A student must have permission from a parent to leave school early. The parent should call the School Office to request early dismissal for the student. The call should be made at the beginning of the school day or as early as possible to allow the School Office time to contact teachers. Students must sign out in the reception office before leaving the school campus. For early dismissal from school on a regular basis, a signed permission statement must be on file in RenWeb and in the student's file. **Students should not leave school early for personal matters** (these should be scheduled outside the school day).

For safety reasons, a teacher is not permitted to release a student from class without authorization from the school office. All parents or others designated by the parents must first go to the Reception Office in the Gym to sign a student out. All students **must** be signed out before leaving school. Identification will be required for non-family members who have permission to pick the student up.

LEAVING CAMPUS WITHOUT PERMISSION

A student who leaves any time after arrival or leaves a class without permission will be considered absent without leave. If a student is missing from class without authorization, the campus will follow the appropriate safety procedure. Premises will be checked immediately. Parents and law enforcement authorities will be notified if the student is not located. Consequently, appropriate discipline measures will occur. Unauthorized departure may result in suspension and /or possible expulsion.

MAKE-UP WORK

Students receive a reasonable amount of time to complete make-up work after being absent. Students with **excused** absences will have two days for each day missed up to a maximum of one week to complete work. **After that time, any work that has not been submitted to the teacher may receive an academic penalty.**

Excessive absences or tardiness may result in loss of credit for classes. It may also affect participation in extra-curricular activities (athletics, academic competitions, cheerleading, NHS, and other organizations).

An assignment or test that has been scheduled for several days prior to an absence will be required on the first day back following the absence.

Parents are encouraged to check RenWeb for missed assignments. If a student's absence is known in advance, the student or parents should notify the school and make arrangements for make-up of work missed during the absence.

NOTIFYING THE SCHOOL

A call or a note from a parent is **required** for the absence to be considered excused; however, **a note DOES NOT insure that the absence will be excused.** Parents should notify the school as soon as possible when a student will be absent.

Students returning from an absence must receive an "Admit Slip" from the Reception Office before returning to class.

SCHOOL SPONSORED ABSENCES

Field trips, academic competitions, and athletic events constitute school-sponsored absences. They may be limited if the student's absences become excessive. The Principal will make that decision. Trip sponsors should notify the Principal, Attendance Clerk and all teachers of the students involved in an activity or trip. However, students should make contact with the teacher to determine what will be missed during the absence and develop a plan for completion of the missed work.

TARDINESS

Students who are not in class at the beginning of the school day or the beginning of a class are considered tardy. Tardiness will be recorded and appropriate consequences assigned according to the ETCA Assertive Discipline Plan. **Three tardies constitute one absence.**

UNEXCUSED ABSENCES AND TARDIES

Any absence or tardy due to any reason other than those listed above under **excused absences** will be considered unexcused. Unexcused absences may result in detention, suspension, or loss of privileges.

If an absence is excused the student can make up missed work and receive a grade for it. If an absence is unexcused the student may lose the opportunity to turn in an assignment late for a grade. Parents may not allow students to miss class/school for unexcused reasons and parental approval for skipping class/school does not exempt students from disciplinary consequences. There are no authorized "skip days" for seniors or any other group.

ACADEMIC POLICIES

ACADMIC COMPETITIONS

Students have the opportunity to participate in academic competitions throughout the year. Students must meet academic eligibility requirements for participation – passing all classes and meeting citizenship expectations. Absences related to participation in academic competition are excused. However, each student is responsible for getting assignments from teachers and doing work prior to the absence if needed or making up the work according to school guidelines.

ACADEMIC PROBATION

Academic Probation is designed to be an academic warning period. Students are placed on academic probation when they receive two or more grades of “F” in a grading period. Parents will be notified by the school office. The student must show progress in the class he/she is failing in order to be removed from probation. A student subject to Academic Probation two consecutive semesters may be asked to withdraw from ETCA for one semester. After attending one successful semester at another school, he/she may reapply for admission.

ADMISSIONS OF TRANSFER STUDENTS AND COURSE PLACEMENT

Transfer credit will be evaluated on an individual basis referring to official transcripts and course descriptions. Proficiency evaluations may be needed for class placement. Recognition of credit earned

- East Texas Christian Academy recognizes credit earned from other schools that are associated with the regional or state accrediting agencies.
- Students transferring in from a school without the above accreditation will be subject to placement testing in order to determine credit earned.

East Texas Christian Academy reserves the right to have any student participate in placement testing in order to ensure proper placement of the student in a particular subject area; i.e. Math, English, and Science, etc.

During the admissions process, a student and his/her parents should supply information regarding classes taken at the previous school or as a homeschooled student and the credits earned. Upon admission to ETCA, they must supply a complete transcript from previous schools. The transcript should show final averages for all high school classes attempted and whether or not credit was received for the class.

The grading scale used by the previous school should also be supplied. If grades are reported in letter grades, and no numerical grading scale is provided, grades will be converted according to the following scale:

A+	98	B+	88	C+	78	D+	73	F	69
A	95	B	85	C	76	D	72		
A-	90	B-	80	C-	74	D-	70		

Grades earned from previous schools will be included to calculate grade average if the above requests have been met. Failure to meet these requests will remove a student from consideration for determination of Valedictorian and Salutatorian.

CLASS RANKING

For class ranking, numeric grades will be converted into the 4-point Quality Point system. Due to the additional curricular rigor, Honors classes and Dual Credit classes will earn an additional weight of .5

Quality Point. This Weighted Cumulative Quality Point average will determine class ranking. This weighted ranking will not appear on the student's records.

Except for Valedictorian and Salutatorian designation, due to our class sizes, East Texas Christian Academy only reports class rank for State of Texas automatic admissions purposes does not report class rank for any other purposes. ETCA regards rank as possibly misleading among members of a highly talented and motivated class and may be an inadequate predictor of college success.

COLLEGE CREDIT – DUAL CREDIT ENROLLMENT

Juniors and seniors who meet minimum test score requirements and have parent and Principal permission have the opportunity to earn college credits as well as high school credits simultaneously through Tyler Junior College courses taken while still in high school. Typically, courses are taken on the TJC campus during the summer, in the evenings, or online. Occasionally during the senior year, the ETCA daily class schedule will allow for students to leave campus during the school day to take a course at Tyler Junior College.

Dual credit courses require a high level of maturity and responsibility, as well as a strong indication of academic skills. Dual credit classes earn .5 quality point additional weighting in calculating grade averages. Please see the Principal for more information concerning the dual credit process.

COMMUNITY SERVICE

Service to others is an integral part of the basic Christian principles taught and expected at East Texas Christian Academy. Students are expected to participate in activities that serve and benefit others. ETCA requires a minimum of 25 hours of community service for each year of high school for a total of 100 hours upon completion of the senior year. Numerous opportunities will be made available to students to achieve this requirement. These hours must be documented, signed by an adult, and turned in to the Principal by the end of the fifth six weeks of each school year (documentation can be turned in throughout the year). Service hour forms are available in the school office or on the ETCA website. There is recognition for students achieving 50 or more hours in an individual school year, as well as a Service Designation at the graduation ceremony for students achieving 150 hours or more during the 4 years of high school.

FAILURE POLICY

Any failed major subject (English, math, social studies, or science) must be taken in summer school. If two (2) or more major subjects are failed, the grade must be repeated. Failures are based on yearly averages. A student repeating a grade may or may not be allowed to return to East Texas Christian Academy, based on the decision of the Admissions Committee.

GRADE CLASSIFICATION IN UPPER SCHOOL

The State Board of Education has ruled that a student in grades six, seven, and eight must maintain a grade average for a school year equivalent to at least 70 on a scale of 100 in all core subjects (language arts, math, science, social studies, government, history, etc.) in order to be promoted to the next grade level. Secondary students in grades nine, ten, eleven, and twelve are classified according to the number of credits earned. The following are guidelines for grade classification for high school students:

- Freshman:** A student who has successfully completed the 8th grade.
- Sophomore:** A student who has successfully completed 6 credits in addition to Bible.
- Junior:** A student who has successfully completed 12 credits in addition to Bible.

Senior: A student who has successfully completed 18 credits in addition to Bible.

GRADES, REPORT CARDS AND GRADING SCALE

Students' grades are available on-line for parents and students to check – please see the section entitled RenWeb for details (page 4). With the accessibility of this information, we encourage you to monitor your child's grades on a regular basis. Students/parents have six-weeks in which to report and correct any discrepancies regarding grades/semester exams. Academic support materials, grade books and semester exams will only be kept for twelve months.

Report Cards:

Report Cards are designed to inform the parent of the scholastic and behavioral accomplishments of the student. Report cards are issued in six-week intervals in grades K through 12. The report cards are posted in RenWeb by the first Thursday following the end of each six-week grading period.

Report cards on RenWeb will be blocked by the Business Office if the student's school account is not current. It will not be lifted until the account is paid in full. Delinquencies in accounts may include library/textbook fines, after school care charges, as well as, other expenses or fees.

Progress Reports:

Progress reports will be posted in RenWeb at three-week intervals during each grading period. Paper copies will be available for families who do not have Internet access. If a report card or progress report is not received in a reasonable time, parents should contact the school office. Questions concerning grades or comments should be directed to the Principal.

Grading Scale for Grades 6-12 will be as follows:

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

The numeric grade on report cards and other school records are the actual grade earned (they do not include any curricular weighting). The maximum numeric grade to be reported on report cards shall be 100. For class ranking, numeric grades will be converted into the 4-point Quality Point system. Due to the additional curricular rigor, Honors classes and Dual Credit classes will earn an additional weight of .5 Quality Point. This Weighted Cumulative Quality Point average will determine class ranking. This weighted ranking will not appear on the student's records.

GRADUATION REQUIREMENTS

ETCA offers two graduation plans for high school students. The **Recommended Graduation Plan** provides the minimum number of credits students must earn to graduate from ETCA. The **Distinguished Graduation Plan** includes additional courses and advanced measures for students interested in a more rigorous curriculum. In recognition of the extra effort involved, students who complete the Distinguished Plan will be designated as Honor Graduates and receive special honor cords to wear at the graduation ceremony.

Subject Area	Recommended Plan	Distinguished Plan
Bible	4	4
English	4	4
Math	4	4
Social Studies	4	4

Science	4	4
Foreign Language	2	3
Physical Education	1*	1*
Fine Arts	1	1
Speech	.5	.5
Senior Seminar	.5	.5
Electives	3	2
Total Credits	28	28 (at least 8 honors)

*Beginning with the Class of 2020, ETCA will require 1.5 credits in PE for graduation.

Additional Information on the Distinguished Plan:

- Only students meeting the requirements for the Distinguished Plan are qualified for Valedictorian and Salutatorian. While students completing the Recommended Plan may rank high in the graduating class, they will not be eligible for Valedictorian or Salutatorian recognition.
- At least 8 of the 28 total credits must be earned in Honors classes.
- Must complete 2 Dual Credit college courses.
- Weighted average must be 90 or above.
- Pre-Calculus is required.
- Note: Acceptance into the Honors Program and enrollment in Honors classes does not automatically qualify a student as an Honor Graduate. All requirements for the Distinguished Graduation Plan must be fulfilled in order to be designated an Honor Graduate.

Students in jeopardy of not completing requirements will be notified. To participate in graduation ceremonies, seniors must be within two credits of earning their diploma. After these credits are earned and transferred back to ETCA, the student will receive the diploma and the transcript will reflect completed graduation requirements. Diplomas and transcripts of students who violate standards of behavior and rules established for graduation will be held pending disciplinary action.

HOMEWORK POLICY

ETCA includes homework as a part of its curriculum for the following reasons:

1. Parents are made more aware of the work being done by the students.
2. Parents can witness difficulties experienced by the student as he/she works at his/her assignments.
3. Time is needed for practice of the skills learned in class.
4. Students need to learn to discipline themselves to do independent study.

Students demonstrate accountability by taking responsibility for the completion of assignments and turning them in to teachers in a timely manner.

HONOR GRADUATES

Students will be recognized at graduation as Honor Graduates if they meet the following guidelines:

1. Must have chosen and completed the requirements for the Distinguished Graduation Plan.
2. Must have attained a cumulative average of 90 including merit points for honors and college level classes.

HONOR ROLLS

Academic Honor Roll is recognition of student achievement based on grades earned by students within their level of instruction. All students are eligible for the Academic Honor Roll. In determining eligibility for Academic Honor Roll, the six-weeks average earned by the student in subjects for which numerical grades are earned shall be the determining factor. No single grade will eliminate a student from Academic Honor Roll. Academic Honor Roll will be grouped into two categories as follows:

- A Honor Roll
- A&B Honor Roll.

Academic Honor Roll will be announced at the time of report cards each six-weeks.

HONORS COURSES

Due to the rigors of curriculum, certain courses have been designated as “Honors” courses. Students participating in Honors courses will receive .5 quality point to their cumulative grade point average in recognition of the difficulty of the course.

HONORS PROGRAM

On-level and Honors classes are offered at ETCA to meet differing student needs. Parents and students should consider carefully the student’s academic needs and proper placement in classes.

On-level classes offer instruction in the basic requirements and content for the subject matter. They are designed for the average student. Honors classes move at a faster pace, go more in-depth within the subject matter, and offer more complex discussions and activities for the student who needs and requests more rigor. Honors classes receive additional weighting per semester for calculations of cumulative grade average. The actual grade earned in the class, NOT the weighted grade, is listed on the student’s report card and permanent record. The maximum grade recorded will be 100. The weighted average will be used in the calculation of cumulative grade average and class standing.

Students interesting in applying for enrollment in Honors classes should submit the appropriate paperwork, including a student self-evaluation and a parent inventory of behavioral characteristics. Scores from these assessments, as well as teacher recommendation, grades in previous classes, and achievement test scores are all used in determining whether Honors classes are the best academic fit for the student.

Certain class requirements exist for completion of the Distinguished Graduation Plan. Listing a class as being required for the Distinguished Plan does not automatically give the student the weighted points for class standing. It must also carry the Honors designation to receive the additional grade weighting.

INDIVIDUAL EDUCATIONAL PLAN POLICY

While East Texas Christian Academy’s smaller class sizes and enriched academic environment have helped students with mild special learning needs to succeed academically rigorous curriculum. ETCA has no IEP program and will not be responsible for inability of students with special needs to successfully meet the academic or behavioral requirements.

LEADERSHIP POSITIONS

Students elected to leadership positions must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of the position. Students on probation are not eligible for leadership positions and may be asked to forfeit the positions if placed on probation while holding a leadership position.

Class Officer/Student Government:

Student leadership positions are chosen by a vote of their peers.

National Honor Society:

Membership in the National Honor Society is both an honor and a responsibility. Selection is a privilege, not a right. Students do not apply for membership. The Faculty Council in the school selects students for membership based upon certain criteria.

1. A student must have attended ETCA for the equivalent of 1 semester before being considered for membership. If the student was a National Honor Society member at another school, membership information should be supplied upon enrollment.
2. Membership is open to qualified sophomores, juniors, and seniors.
3. Academic requirements are the same for all candidates.
4. The minimum grade point average is a cumulative 90 percent.
5. The Faculty Council evaluates students who have met the academic eligibility requirement for leadership, service, and character.

To maintain membership in NHS, the student must continue to uphold the characteristics for selection and actively participate in the planned program of the organization. Those members who fulfill all NHS obligations will be allowed to wear the NHS insignia at graduation.

ONLINE CLASSES

ETCA students can take online classes through the *Ignatia* online learning curriculum. Especially in the event of scheduling conflicts, students can complete courses through this online source. The administration will consult with the student and parents if an online course is necessary. All course curriculums, including tests, must be completed by **May 1**. **It is the responsibility of the student to plan for timely completion of course requirements.**

SCHEDULE CHANGES

Once classes have begun, a student must have a valid reason for requesting a class change or removal from a class. Requests for schedule changes must be submitted to the school office within the **first two weeks of school**. The classroom teacher will be consulted in the process of evaluating the request.

In grades 9 - 12, each semester of each subject required for graduation that is failed must be taken in summer school. No more than two (2) subjects can be made up in any one summer by attending summer school or by correspondence courses. Any Bible course failure in junior or senior high must be made up by assigned extra work during the summer. Students who fail any subject for the semester should see the Principal or Assistant Principal regarding available/approved options for make-up credit.

SEMESTER EXAMS

Students are required to take exams for each class at the scheduled time. In the event of illness, the student must contact the teacher to reschedule the exam within a reasonable period of time. A grade of I (Incomplete) will be indicated on the report card and/or transcript until the exam has been completed. Exam grade will not be entered into RenWeb until all books are turned in and all fines are paid. Exam weeks will be declared as DEAD WEEKS. No extracurricular activities will be scheduled during the weeks of semester exams.

Students in grades 10-12 have the opportunity to be exempt from a semester exam based on the following guidelines. Exemptions are earned separately for each class, and the grade calculation period is at the end of the 3rd week of the 3rd six-weeks of the semester. Students may exempt an exam in a

class for one semester only. If exempting an exam in the fall semester, students may not exempt the same exam in the spring semester. The following criteria are in place for exemptions:

- **3/95+** (3 absences during the semester and an average of 95 or above)
- **2/90+** (2 absences during the semester and an average of 90 or above)
- **1/85+** (1 absence during the semester and an average of 85 or above)

STUDENT RECORDS ACCESS

It is the policy of ETCA to allow access to students' records by school faculty and administration as needed for evaluation purposes. Parents have the right to review their child's records with prior notice to the school secretary. Copies will be provided upon request, if the account is current. Individuals who are not part of ETCA's professional staff (i.e. social workers, attorneys, law enforcement, and others) will only have access to students' records by means of a subpoena or court order. Parents must submit written permission in order for records to be released to specific professionals for medical or counseling needs.

TESTING

College Entrance Exams: Information regarding registration and testing dates for the SAT and ACT is available from the school office. It is recommended that juniors register for one of the college entrance exams in May or June of their junior year. They will then have additional opportunities for testing to improve scores in the fall. The student is responsible for completing registration information in a timely manner. Admission tickets and other test-day information are sent directly to the student.

PSAT: 9th, 10th, and 11th grade students are given the opportunity to take the PSAT (Preliminary Scholastic Achievement Test) on campus in October each year. Students will be notified of the test date and given practice materials early in September.

The 11th grade PSAT is the qualifying score for *National Merit Scholarship* consideration. High scoring students are eligible for scholarships at most colleges and universities. All 11th graders take the PSAT/National Merit Scholarship Qualifying Test in October.

NWEA Measures of Academic Progress (MAP) testing: For standardized testing purposes, ETCA uses the MAP testing protocol from the Northwest Evaluation Association. This nationally normed computerized adaptive test is administered to all ETCA students Kindergarten through 12th grade three times each year (beginning of the year, middle, and end). For more information about this test, please go to www.nwea.org.

Otis-Lennon School Ability Test (OLSAT): In addition to the MAP testing, each spring students in odd-numbered grades will be administered the OLSAT.

TRANSCRIPTS

ETCA is happy to provide transcripts when requested for college and scholarship application purposes. It is the responsibility of the student to request the transcript in advance of the application deadline. Requests should be made to the school office at least 24 hours in advance. Include all necessary information, including the address for mailing the transcript. A maximum of 3 transcripts, in addition to 3 copies of the final transcript, will be issued free of charge.

TRANSCRIPT RELEASE

Transcripts of a student's record will be released to educational institutions, parents, or the student for any requested purpose without cost. The request must come in writing from the parents or guardian or student of legal age. No transcript will be released unless the financial account to ETCA is current.

VALEDICTORIAN AND SOLUTATORIAN

Students with the highest weighted cumulative GPA in each graduating class will be honored as Valedictorian (highest) and Salutatorian (second highest). Valedictorian and Salutatorian are based solely on the weighted cumulative grade average during high school with extra weight given to honors and dual credit classes. The following selection guidelines shall apply:

1. Valedictorian and Salutatorian are determined by comparing the cumulative weighted averages for all classes completed at the high school level.
2. The student shall complete the entire last two years at East Texas Christian Academy to compete for top scholastic honors.
3. All grades earned in high school classes shall be averaged at the end of the 5th grading period to determine class standing.
4. The student must be an Honor Graduate (defined as a student opting to graduate under the requirements of the Distinguished Graduation Plan) to be considered for either of these honors.

CO-CURRICULAR POLICIES

The first priority at ETCA in addition to building the Christian leaders of tomorrow is the academic development and accomplishment of the students. While ETCA recognizes the value of participation in academic competitions and athletics, these cannot interfere with the student's daily work in academic classes.

All governing organizations for extra-curricular activities have set policies, which determine whether or not a student is eligible for participation. Occasionally, ETCA has set additional standards to best serve the interests of the students and the school.

To be eligible for extra-curricular activities, a student must be passing all subjects and meet attendance requirements.

ATHLETIC AND CHEERLEADING CONDUCT

Athletics is an integral part of the educational program, adding greatly to the interest and desire of the students to improve their physical abilities. The objectives of interscholastic athletics are the development of desirable traits in the individual and the meeting of students' competitive needs in a constructive, growth-producing setting. Properly supervised competition helps students learn to cope with and solve the problems of life situations.

All persons (students, staff and parents) involved in East Texas Christian Academy athletics will:

- Strive to emulate Christ's example and to live Christian principles at all times.
- Emphasize proper ideals of sportsmanship, proper conduct and fair play.
- Stress the values derived from playing the game fairly.
- Respect the integrity and judgment of officials.
- Achieve an understanding of the rules of the game.
- Achieve an understanding of the rules and regulations of TAPPS.
- Achieve an understanding of the rules of East Texas Christian Academy.
- Encourage leadership, goal setting, use of initiative and good judgment.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual involved.
- Recognize that participation in athletics is a privilege, not a right.
- Recognize that as a part of East Texas Christian Academy athletics, students are representatives of the school. Through a student's actions, other people, schools, and towns will form their opinion of the school and those associated with it. East Texas Christian Academy athletes, coaches and parents must exhibit conduct, both at school and away, in such a way as not to bring disgrace upon the school and its students.
- Realize that as a representative of a Christian school, others will hold members of the ETCA community to a higher standard of behavior. Welcome it! Embrace it! Live it! Do not show behavior that will cause others to look down on other Christians. ETCA students should not disgrace their standing upon this earth as a representative of God and Jesus.

EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS

Involvement in any extra-curricular activity (athletic team, academic association, fine arts, social club, or service organization) is considered a privilege at East Texas Christian Academy, and participation is contingent upon demonstrating and maintaining established academic standards and proper behavioral standards. The purpose of creating an academic probationary policy is to signal to the student and

his/her family that appropriate time and attention must be given to improving fundamental academic performance necessary for long-term student success. The policy has been created such that the student will be in control of the length of the probationary period, thus motivating the student to remedy the situation as soon as possible.

To be eligible for extracurricular activities, including athletics, a student must be passing all subjects. If the student earns a grade below 70 on his or her report card, the student will be declared ineligible for the following three-week grading period. If the student is then passing all classes when the three-week progress report is issued, the student will regain eligibility status to resume participation in all extracurricular activities.

Poor citizenship can also result in ineligibility for athletics and other extracurricular activities.

- Any student earning a U (Unsatisfactory) or two N's (Needs Improvement) in citizenship for a six-weeks grading period will be suspended from extracurricular activities for the following six-week grading period.
- Any student earning N (Needs Improvement) in the same class for two consecutive grading periods will be suspended from extracurricular activities for the following six-week grading period.
- Any N or U earned by a student involved in athletics will merit additional consequences that will be assigned by the Athletic Director and/or coaches.

DRESS

Athletic shoes must be worn for PE and when on the gym floor. There will be no exceptions. Each student participating in athletics will be issued an Athletic Handbook outlining specific athletic policies and rules.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES ATTENDANCE REQUIREMENT

A student is expected to attend the full school day in order to participate in any after school activities that day. The exception is for pre-authorized absences, medical appointments, or special activities approved by the administration, by providing appropriate documentation. In addition, a student should not come to school sick just to allow participation in an after-school activity that same day.

If there is an emergency or special circumstance, the Principal will determine eligibility for participation in that evening's activity.

Students participating in extra-curricular activities are expected to consistently attend and be on time to school the day after the activity. The privilege of participation in extra-school activities may be forfeited if schoolwork and attendance is hindered because of the participation.

PANTHER AWARD

Mr. and Miss Panther Award is presented each Spring to the male and female athlete that best embodies the mission of ETCA. This award is based upon Character and not athletic skill. Teachers, Staff, and Coaches select the recipients based upon the character traits of integrity, friendliness, teamwork, academics, and Christian attitude.

REQUIREMENTS FROM TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS (TAPPS)

It is the goal of the athletic program at ETCA to enrich the overall learning environment and to provide a way for students to learn the concepts of teamwork, sportsmanship, and Christ-like behavior in the athletic arena. Several opportunities exist for student participation.

For interscholastic athletic competition participation, the rules, requirements, and regulations are governed by the Athletic By-Laws of the Texas Association of Private and Parochial Schools (TAPPS – see www.tapps.biz). TAPPS sets rules for edibility, health and training requirements, standards of conduct, and forms/information reporting, as well as, setting rules, calendars and guidelines for each sport and its officiating. If there is a question/concern that needs to be addressed to TAPPS, please begin this communication through the Principal