



2009-2010

**Secondary (7th-12th)
Parent and Student
Handbook**

The mission of East Texas Christian Academy is to provide a Christian environment for a quality education from a caring faculty and staff with an appreciation for the uniqueness of each student.

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Note: The numbers on the sub-titles in this handbook are for administrative reference only.

500 Admissions Policies

East Texas Christian Academy admits students of any race, color, ethnic, or national origin.

Qualifications: 500

- Must be able to re-enroll in the school last attended.
- Must be on or above grade level academically.
- Must be successful without curriculum modifications.
- Must be free of suspensions or expulsion for the current or previous school year.

Procedures: 502

The following steps are necessary as part of the enrollment process:

Step 1. Turn in Enrollment Application and payment of \$50 Application Fee

Step 2. Initial Enrollment Paperwork

- Student Profile and Student Record Request
- (3) Confidential Reference Forms from principal and/or teachers
- Copy of Social Security Card and Birth Certificate
- Signed Student Medical Record and Current Immunization Record

Step 3. Information Overview

- Review of all information received.

Step 4. Admission Testing

- No additional testing will be required if current **Stanford Achievement Test** or **TAKS** scores are available.
- Stanford Short Form and the OLSAT test *may be* administered if no other scores are included
- Additional testing may be necessary, if requested by the Admissions Committee

Step 5. Interview by Committee – All records and information must have been received.

- Admissions Director schedules interview with Admissions Committee.
- Student should arrive 10 minutes before interview to complete, hand-written, writing sample
- Student is interviewed.
- Parents are interviewed.
- The Committee will make a decision following the interview and may “**Accept**” or “**Decline.**”
- Admissions Director notifies parent of Admissions Committee’s decision.

Step 6. Enrollment Visit and Final Paperwork (Including Financial)

- Parents will be contacted by the Business Manager to schedule a meeting time to pay Registration fee and discuss tuition payment arrangements, followed by a visit with the Academic Counselor for scheduling.

Step 7. First Day of School

The following must be complete **BEFORE** the student may begin school:

- Completion of **ALL** information sheets: Public Release of Information Form, Enrollment Record, Emergency Information Card, Probation Letter and Student Handbook Acknowledgement Form.
- Verification that all grade records are complete.
- For students accepted during the school year for the following year, final report cards/transcripts must be received before the first day of school.
- **New students will be on academic and behavioral probation during the first six weeks grading period.**

307 School Hours

<u>Early Childhood</u> (PK 3 & 4)	<u>Elementary/Intermediate</u> (K – 3 rd and 4 th – 6 th)	<u>Secondary</u> (9 th – 12 th)
Begins 8:00	Begins 8:00	Begins 8:00
Dismissal 1:00	Dismissal:	Dismissal 3:10
After School Care 1:00 – 6:00 PM	K – 1st 2:45 2 nd – 5 th 3:05 6 th 3:10	After School Care (7 th -8 th) 3:30 – 6:00 PM

Academic Competitions

High school students have the opportunity to participate in several 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.

315 Athletics and Physical Education

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.

Dress

All secondary students must wear the designated PE uniform for PE and athletic classes. Requirements for this uniform are given to students at the beginning of the school year. Elementary as well as secondary students must also wear appropriate footwear (tennis shoes). Each student participating in athletics will be issued an athletic manual outlining specific athletic policies and rules.

Eligibility

To be eligible for extracurricular activities, including athletics, a student must be passing all subjects and must have paid the appropriate sports fee. 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 the day after report cards are issued.

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.

305 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. Students **MUST** be punctual and regular in attendance at school.

Every absence is recorded on the student's permanent record. **An absence is an absence regardless of whether excused or unexcused.**

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 appointment that are not an emergency during **after school hours**.
3. Death or serious illness of a family member
4. Upon prior approval from the principal, students are allowed **one** excused day for personal family business.

Even excused absences often result in lower grades for absent students, because nothing can replace time spent learning and participating in class.

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 for illness or a family emergency. **After four (4) absences per class per term, a student must submit 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 and the Principal to develop a plan for completing class requirements.

For Secondary Class Credit:

If a student misses more than five (5) days in a class per semester, 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 caused by a lengthy illness or accident recuperation, the Secondary 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 Attendance Clerk 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 Attendance Clerk time to contact teachers.

Students should not leave school early for personal matters (errands, driver's license, job interviews, haircuts, fittings for clothes, etc.). These should be scheduled outside of the school day.

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

Leaving Without Permission: 305

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 go into lockdown mode. 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 will result in suspension and /or possible expulsion.

Make-up Work: 313

Students receive a reasonable amount of time to complete make-up work. Elementary students with **excused** absences will have two (2) days for each day missed or up to a maximum of one (1) week to complete work. In accordance with the block schedule, for every A or B day missed, secondary students will receive one day (depending on the day missed A or B) to complete assignments. **After that time, any work that has not been submitted to the teacher will receive a zero.** 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 with four (4) absences during a semester will be required to furnish a doctor's note for each subsequent absence in order for the absence to be excused. Students returning from an absence must receive an "Admit Slip" from the Reception Office before returning to class.

School Sponsored Absences: 305

These are absences for field trips, competitions, athletic events, etc. They may be limited if the student's absences become excessive. The Principal will make that decision. Trip sponsors should notify the 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.

Special absences: 305

Students are allowed one (1) excused day for special trips of educational value, if planned in advance of the absence and approved in advance by the Principal. Arrangements are to be made for securing assignments in advance and prompt completion of those assignments is

required. These trips should be limited and for short periods of time. Excessive requests for special 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 catch-up difficult. Work and tests for these special absences may be scheduled at the discretion of each teacher. Students must follow guidelines for completing make-up work.

Tardiness: 305

Students who are not in class at the beginning of the school day or beginning of a class are considered tardy. Tardiness will be recorded and appropriate consequences assigned according to the ETCA Assertive Discipline Plan. **Three (3) tardies constitute one absence.**

302 Automobile Policy

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

- Automobiles must be registered in the office. An automobile registration form is provided in the *Current Year Forms Packet*.
- Only the driver may drive or ride in the car unless a permission statement is signed by the rider's parents/guardians. See *Current Year Forms Packet*.
- Automobiles are off limits during the school day. Students may NOT go back to their cars to get books, etc. A signed permission statement must be on file for regular early dismissal from school. See *Current Year Forms Packet*.
- 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.
- Students must park in the designated parking area. Students must not drive outside the assigned area unless picking up or dropping off a sibling.
- All student automobiles are subject to search.
- If a student's car is used for transportation to PE or athletics, written permission from the parents must be on file in the Athletic Director's office.
- The parking area is a part of the campus; thus, students must vacate the premises immediately.

Before and After School

No student should be on campus before 7:30 a.m. unless requested by a teacher. Students in 7th through 12th grade should report to the secondary lunchroom until 7:55. A bell will ring at 7:55 to dismiss students to their 8:00 classes. They will be counted tardy after 8:00.

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 7:30 a.m. or remain on campus after 3:20 p.m. Students who are not picked up by 3:20 p.m. must go to after school care. A fee is required for this service. Students picked up after 6:00 PM will be assessed a \$10 fee, payable in cash.

310 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.

Students demonstrate accountability by taking responsibility for completion of assignments and turning them in to teachers in a timely manner. They further demonstrate accountability 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, 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 will be dismissed. Students are expected to observe the same behavioral policies whether they are on campus during the school day and 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, classroom, and playground 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.

Discipline measures are handled in the classroom. Once the teacher has complied with the Assertive Discipline Plan, the student will be referred to the Principal. See policies and consequences under the Discipline Policy section.

602 Book Selection

At ETCA, every effort is made to insure that reading material and books selected for supplemental reading is appropriate to the values and principles of the school. Occasionally, a book may contain material that the school does not endorse from the standpoint of morals, philosophy, theology, or scientific hypothesis. When objectionable material is found, a judgment will be made by the appropriate teachers or principals as to whether or not the material should be included in the class. Some material will not be allowed based on serious objectionable content. Others may be allowed with the understanding that the teachers will use it as a teaching tool to help students see that certain morals, language, philosophy, etc. cannot be condoned or practiced by Christians.

306 Chapel

All students are required to attend each Chapel session during the week. This is a special time for classes to come together for singing and reading of God's word. Announcements and special presentations may be made during Chapel. Each school level has its own Chapel session with special school-wide chapels throughout the year. Parents are always welcome to attend Chapel with their children.

324 Character Counts Program

ETCA is a licensed Character Counts School. Teachers have received training, and the school is committed to advancing character education through teaching the Six Pillars of Character: *trustworthiness, respect, responsibility, fairness, caring, and citizenship*. All students are expected to exhibit these characteristics as they go about the business of the school day. Students showing exceptional character traits are recognized in appropriate ways at the various school levels.

320 Classes

ETCA offers a variety of academic and elective classes to assist students in meeting the requirements for graduation. See course lists offered on the school website.

Class Credit

Correspondence Courses:

When a student is unable to take a required class because of scheduling problems, we will give the student the opportunity to complete the course through parallel assignments with an ongoing class or through a correspondence course from Texas Tech University. Students enroll in courses through Texas Tech on a semester basis and have a six-month deadline for completion of the semester course. Most classes require two semester courses for a full credit. All assignments and the final exam must be completed by April 15 or the student will not receive credit for any of the work.

The Academic Counselor will consult with a student and parents if a correspondence course is necessary. Registration materials will be given to the student. Once the materials have been received, it is the responsibility of the student to plan a schedule for timely completion of course requirements and submit each assignment to Texas Tech as it is completed. Before mailing the assignment, the student must make a copy to be placed on file in the Counselor's office.

An extension can be requested with payment of a fee and filing of an extension request before the course deadline. The Counselor should be consulted if the student feels an extension is needed.

To receive credit in the current school year, all assignments and the final exams **MUST** be completed by **April 15**. This will allow ample time for processing and grading at Texas Tech and the return of grades **BEFORE** the end of the school year. **This is a VERY IMPORTANT deadline for graduating Seniors.** If grades are not received before the end of the school year,

credit will not be posted until the end of the summer or the beginning of the following school year thus delaying a student's graduation.

A student wishing to take a correspondence course rather than the scheduled class must have permission and will be responsible for the cost of the course and any required books. Special circumstances must exist for a student to be given this option.

Credit-by-exam:

Current ETCA students may have the option of receiving credit for courses through Credit-by-Exam under special circumstances. A student interested in this option should consult the Academic Counselor for planning and the approval process. If a student requests this option to test out of a class without instruction, the student will be responsible for the cost of the exam which is approximately \$30.

The passing score for a student who has not had prior instruction is 70. Students who have had prior instruction, as in the case of a home-schooled student or a student who has previously failed the class, must have a score of 80 to pass.

Dual Credit Enrollment:

ETCA has partnered with Tyler Junior College to offer eligible juniors and seniors the option of dual credit which allows the student to receive both high school and college credits. This requires a high level of maturity and responsibility, as well as an indication of strong academic skills. Dual credit classes receive additional weighting for calculations of class rank.

Transfer Credit:

During the admission process, a student and his or her parents should supply information regarding classes taken at the previous school or as a home-schooled student and the credits received. Upon admission to ETCA, they must supply a complete transcript from previous schools. The transcript must show final averages for all high school classes attempted and whether or not credit was received for the class. The grading scale for the school should also be supplied. If grades are reported in letter grades, and no numerical grading scale is available, grades will be converted according to the following scale.

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

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

320 On-Level and EXCEL Classes

In some classes, on-level and EXCEL classes are offered to meet differing student needs. Parents and students should consider carefully the student's academic abilities and discuss this with the Counselor and/or Principal when making this choice. **Final placement in EXCEL or on-level classes will be determined by the Principal and teacher recommendations.**

On-level classes offer the basic requirements and content for the subject matter. They are designed for the average student. EXCEL classes assume that the student may have already mastered some of the course content and can move at a much faster pace than in the on-level class. Additionally, EXCEL classes may go more in-depth and offer more complex discussions and activities for the students.

EXCEL classes receive additional weighting per semester for calculations of class rank. The actual grade earned in the class, NOT the weighted grade, is listed on the student's permanent record. The weighted average will be used in calculation of cumulative averages and class rankings.

Certain class requirements exist for completion of the Advanced Graduation Plan (High School program). Listing a class as being required for the Advanced Program does not automatically give the student the weighted points for class ranking. It must also carry the EXCEL designation to receive the additional grade weighting.

Scheduling

The scheduling process for the following year begins in March. The Counselor checks student records to determine class needs and consults with students concerning class requests. Once the tentative schedule has been prepared, the Counselor notifies student of scheduled classes. Final decisions should be made in the spring or no later than the end of the summer.

Once classes have begun, a student must have a strong reason for requesting a class change or removal from a class. Permission to make class changes should be submitted to the Counselor within the *first two weeks of school*. The classroom teacher will be consulted in the process of evaluating the request. Evaluation of the request and recommendations will be submitted to the Principal for final approval or denial.

Class Ranking

East Texas Christian Academy does not report class rank since ranking cannot distinguish between members of a highly talented and motivated class in the area of academics. Other pertinent data is available that contributes to performance evaluation. Valedictorian and Salutatorian are determined by comparing the cumulative weighted numerical averages for all classes completed at the high school level.

EXCEL classes receive ten (10) points added to the semester average for calculation of cumulative averages. The weighted average does NOT appear on the student's record. The maximum grade recorded will be 100.

Valedictorian and Salutatorian:

Students with the highest averages in each graduating class will be honored as Valedictorian (highest) and Salutatorian (second highest). The following selection guidelines shall apply:

1. The student shall complete the entire last two years at East Texas Christian Academy to compete for top scholastic honors.
2. All grades earned in high school classes shall be averaged at the end of the 5th grading period to determine class rank.

3. The student must be an Honors Graduate (defined as a student opting to graduate under the requirements of the Advanced Graduation Plan) to be considered for either of these honors.
4. To receive credit in the current school year, all assignments and the final exam **MUST** be completed by **April 15**. This will allow ample time for processing and grading at Texas Tech and the return of grades **BEFORE** the end of the school year.

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 Advanced High School Graduation Plan.
2. Must have attained a cumulative average of 90 including Merit Points for EXCEL and College level classes.

325 Clubs and Organizations

Class Officers:

Class officers will be elected each spring for the following school year. Officers will consist of President, Vice-President, and Secretary/Treasurer. Officers will work under the supervision of the class sponsor to plan activities for the class and carry out event responsibilities for the class. 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.

Drama Club:

Drama Club is available to both middle school and high school students and seeks to promote and enhance the drama program of the school. The Drama Club will sponsor the plays produced by the Drama Class at each level, participate in the academic competitions, and do other service and promotional activities at the school.

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 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.

Student Council

Middle and high school students are represented by an organization of elected students which form a group through which students may express their opinions and assist in leadership of the school. These representatives promote leadership, initiative, and self-control among its members. The council will sponsor activities to promote school involvement and leadership. All activities must be approved by the sponsor and the Secondary Principal.

Student Publications

Newspaper: Students may produce a newspaper in some classes. The paper is distributed to students and faculty. It gives students an outlet for the skills learned in class and highlights important concerns and events. The teacher and principal will review all articles and features for appropriateness and may remove from publication any item deemed to be in conflict with the values of the school.

Yearbook: A staff of selected students prepares the school's yearbook under the direction of the yearbook sponsor. Sales of the yearbook begin in the fall and continue throughout the school year. Early orders offer some discounts in price. Delivery is made to students at the beginning of the following school year.

College Visitation

Juniors and seniors are allowed 2 days each year for college visits. **Parents should submit a request in writing to the principal one week prior to the visit.** Written documentation from the college should be turned in to the office following the visit for the day to be excused.

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 and will achieve a minimum of 15 hours of community service each year of high school as a requirement for graduation. The service requirement for high school grades is not cumulative and will not penalize students entering ETCA in later high school years. Numerous opportunities will be made available to students to achieve this requirement. Procedures for documenting community service activities will be made available to students at the beginning of each school year by the Academic Counselor.

Students achieving high levels of community service (30 hours or more per year) will be recognized at the Awards Program in May. Graduating students achieving 150 or more hours of service during the high school years will receive a Service Designation at graduation. Additionally, an added level of graduation plans, the Advanced Achievement Diploma, will include minimum requirements for community service during the high school years.

Computer Usage

ETCA students are provided with access to various computer technologies including the Internet to enhance their educational experiences. Computer access is available in the classroom as well as in the Computer Lab. This use is a privilege, not a right, and may be revoked if a student fails to follow certain procedures and rules of conduct. Inappropriate use

will result in the student being disciplined. ETCA has taken steps to restrict access to inappropriate material. However, it is the ultimate responsibility of the student to use technology in appropriate ways and the responsibility of the parents to set and convey the standards that students should follow while recognizing these standards must fit with the overall philosophy of the school.

Use of Network Resources (including Internet)

1. Any use of network resources for commercial, product advertisement, or for-profit purposes is prohibited. Extensive use for personal and private business is prohibited.
2. Assigned computer resources are to be used only by the authorized user. Users shall not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
3. No use of the network shall serve to disrupt the use of the network by others. Hardware and software shall not be destroyed, modified, or abused in any way. Software installed on the network or an individual computer may NOT be deleted, copied, renamed, or moved under any circumstance.
4. 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 Technology Committee.
5. 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.
6. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
7. The following guidelines serve to protect students.
 - a. Students will not disclose any personal information about themselves or others.
 - b. Students will not participate in on-line chat rooms on school computers.
 - c. Students will promptly disclose to a school employee any message received that is inappropriate or makes the student feel uncomfortable.
8. Use of the Internet to search for, access, or display pornographic material, satanic materials, inappropriate graphics, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
9. Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.
10. Students may be asked to reimburse the school for non-academic printing at the rate of 10 cents per page.
11. ETCA reserves the right to log network use and to monitor file server space utilization by users.
12. ETCA reserves the right to temporarily or permanently suspend a user from the network to prevent further unauthorized activity.
13. The ETCA network may only be used for lawful purposes. Transmission of any material in violation of federal and state regulations is prohibited. This includes copyrighted material, threatening and obscene material, or material protected by a trade secret. ETCA cooperates fully with federal and state enforcement officials investigating unlawful use of our computer system.
14. ETCA is not responsible for the accuracy or quality of information obtained via the Internet.

Conferences

Teachers and/or the Principal are available for conferences with parents and students as needed. Please contact the office to set an appointment. Full-time teachers have set conference times or will coordinate with family schedules to set additional times. Part-time teachers will set up conferences when needed at a mutually agreeable time. Conferences with several teachers may be arranged to discuss student progress or special concerns and needs.

Elementary teachers will conference with parents once the Stanford tests are scored. Secondary test results will be sent home with students as soon as they arrive on campus. If parents have questions and need assistance in interpreting scores, call the office and set up an appointment with the counselor.

Please do not disrupt class time to conference with a teacher or attempt to set up a conference time. Teachers can be reached through school e-mail or by leaving a message for the Receptionist to relay to the teacher after class.

210 Discipline Philosophy

East Texas Christian Academy joins with the family, the church, and the community in offering guidance and principles to assist in this 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. Although policies and decisions are not infallible and parents or students may not always fully agree with these policies and decisions, students and their parents are expected to 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.

Honor Code

*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, or stealing. If one fails to uphold this goal, he/she 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.*

Clarification of Terms:

The **honor code** is the four sentence statement 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.

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

Stealing is the taking of anything without the consent of the owner.

Consequences of Dishonor:

In addition to the natural consequences associated with the loss of honor, the school will impose appropriate consequences on students who break the **honor code**.

Student Code of Conduct

ETCA's expectation for student behavior is that which promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and parents need to know and understand the standards of behavior and support them.

Expectations for students include:

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

Procedures

All new students enter ETCA under a six weeks probation **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.

210A Assertive Discipline Plan

An Assertive Discipline Plan has been established to assure consistency in expectations and consequences. The plan is based on the foundation of communicating classroom and school expectations to students and their families through the Student Handbook, verbal directions from administrators and teachers, and displays of student expectations in the classroom.

Consistent consequences are in place to address violations of school policies and classroom expectations. The goal of any disciplinary plan or action is always to help students become accountable for their actions and develop self-control.

Discipline issues are handled in the classroom. Teachers follow the Assertive Discipline Plan for handling misbehavior in the classroom.

Classroom Expectations

1. Obey all ETCA rules.
2. Be seated and working when tardy bell rings. (unexcused tardies are **not** acceptable)
Three unexcused tardies will result in one day of unexcused absence.
3. Come to class with supplies, homework, and covered textbooks.
4. Raise hand for permission to speak or leave seats.
5. Leave inside and around desks clean and chairs pushed under the desk.
6. Be respectful and courteous to others at all times.

Consequences

1. Demerit and warning
2. Demerit, detention, and parent contact
3. Demerit, detention, parent contact **AND** a “N”
4. Demerit, detention, parent contact, **AND** a “U”
5. Referral to Office

304 Gum/Candy Policy

Students are **NEVER** permitted to have gum on campus and may have candy **only** on special occasions and under supervision of a teacher. When teachers offer candy to students as a positive incentive in the classroom, the candy **MUST** be consumed in that classroom. Violation of these rules will result in immediate consequences.

Outside the classroom per six-weeks, the following consequences are in place:

- | | |
|-------------------------|--|
| 1 st offense | laps or campus beautification |
| 2 nd offense | laps or campus beautification and/or community service |
| Repeated offenses | On-campus suspension |

Inside the classroom per six-weeks, the following consequences will occur:

- | | |
|-------------------------|---|
| 1 st offense | N for six-weeks conduct grade in that class |
| 2 nd offense | U for six-weeks conduct grade in that class |
| 3 rd offense | Referral to Principal, On-campus suspension |

210A Disciplinary Actions

ETCA reserves the right to search a student's property, lockers, and automobiles at any time.

Corporal Punishment:

Corporal punishment is an option for physically and/or verbally abusive behaviors, or recurring unacceptable behaviors that were not improved through other forms of behavior modification. The parent has the option of administering this punishment.

Suspension:

On-Campus - 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.

Off-Campus - Student will not be allowed on campus during the time of the suspension. Student must complete assignments from classes and will receive a 0 for work assigned during the suspension period and/or tests and quizzes.

Consequences:

Behavior which is persistent, disruptive, or severe in nature will result in a discipline referral using the following guidelines. All disciplinary action takes age of student into consideration.

Level I - tardiness (3 or more incidents), food in or between classes, gum chewing, inappropriate language, inappropriate class behavior (note writing, sleeping), disruptive behavior (talking without permission, out of seat without permission), initial incidence of lying or cheating (See definition under General Section, Clarifications of Terms for Honor Code), etc.

Consequence: Campus beautification or after school detention

Students must serve detention on the designated day unless prior arrangements have been made with the principal. Failure to serve detention at the assigned time will result in the next level offense.

Public Display of Affection/Inappropriate Touching (i.e. intimacy, horseplay, striking/touching another person, etc.) will receive immediate disciplinary action determined by the principal.

Level II – bullying, initial threatening comments or behavior, repeated incidences of lying, cheating and dishonesty (See Honor Code), profanity (written and oral), abuse of school/church facilities (littering, minor property damage, etc.), open defiance, sexual harassment, repeated Level I offenses

Consequence: On-campus suspension from class or possible Saturday school.

Two Level II offenses will result in automatic disciplinary action.

Level III – immoral behavior, initial threatening comment accompanied by physical action, stealing (first offense), vandalism, skipping class, leaving campus without permission, and possession of prohibited items. (see Code of Honor)

Consequence: Students are suspended and may **NOT** attend extracurricular activities nor school related functions. Students are **NOT** permitted on the ETCA campus at any time during the regular school day.

Level IV - repeated Level III offenses, possession of illegal substances (including prescription drugs)

Consequence: Expulsion

Level V – ETCA has determined that the following behaviors may result in immediate expulsion.

- Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to self or another person.
- Possessing or selling a “look-alike” weapon
- Possessing an air gun or BB gun
- Possessing any type of knife
- Possessing ammunition
- Possessing a stun gun
- Possessing mace or pepper spray
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person)

Severity of behavior may immediately accelerate level of discipline response up to immediate dismissal if deemed appropriate by school administrators.

Specific Disciplinary Issues

237 Harassment

Ephesians 5:1-4 reminds us to "be imitators of God" and that "there must not be even a hint of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk, or coarse joking, which are out of place, but rather thanksgiving."

Likewise, there is no place for humiliation, sexual pressure, or any violation of another's dignity at ETCA. The learning environment should be safe and positive, free from fear, intimidation, or hostility. There should be no verbal, physical, or sexual harassment at ETCA.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to, the following:

- Written Contact - sexually suggestive or obscene letters, notes, magazine articles, invitations, or drawings. This also includes computer terminal messages of a sexual nature.
- Verbal Contact - sexually suggestive or obscene comments, rumors about a person's sexual life, threats, double-entendres, jokes (including jokes about gender-specific traits, sexual propositions, demanding sexual favors, or comments used in a negative or embarrassing way about an individual's body, sexual characteristics, or sexual orientation).
- Physical Contact - any intentional pats, squeezes, touching, pinching, repeated brushing up against another's body, assault, blocking of movement, or coercing sexual activity.

- Visual Contact - suggestive looks, leering or staring at another's body, gesturing or displaying sexually suggestive objects, pictures, cartoons, posters, magazines, or electronic images.

Any such conduct could lead to immediate dismissal from school.

If a student is subjected to sexual harassment, he or she should confront the offender and make it clear that he or she is uncomfortable with the behavior. This solid action should make the offender stop the offensive behavior. If the behavior does not cease, the offended student should immediately report the behavior to the appropriate Principal. A thorough investigation, followed by swift and appropriate action will occur. Parents will be involved in the disciplinary process.

If the student is uncomfortable with confronting the offender, he or she should report the incident to the appropriate principal for action.

Retaliation against a person or persons filing a sexual harassment complaint will not be tolerated.

241 Substance Use or Abuse

It is the policy of ETCA to maintain a work environment free from the effects of abuse of drugs, alcohol, and other controlled substances. Alcohol and controlled substance 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.

The term "illegal or controlled substance" specifically refers to marijuana, cocaine, heroin, ecstasy or any other substance prohibited by law to be used or possessed or which by law only a physician may prescribe. ETCA premises shall be defined as any space or facility occupied, owned, or leased by ETCA. ETCA sponsored events include sporting events or any school sponsored trip.

In addition, it is a violation of ETCA policy to misuse or abuse prescription drugs and over-the-counter drugs. Any student taking medication that could affect the senses or impair judgment, alertness, or coordination should notify the proper teacher or principal in advance of such use and obtain clearance to continue in the classroom or event that day. The student and/or the student's family are responsible for ascertaining any possible side effects. No student undergoing treatment with a prescription or over-the-counter drug that may impair his/her senses may operate a motor vehicle on ETCA property as the drug may affect the student's senses, alertness, or judgment.

1. Use or possession of alcohol or illegal drugs during the school day or in conjunction with school related activities will result in immediate dismissal.
2. If, in the opinion of the school, a student demonstrates behaviors 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.

Tobacco Use

The use of tobacco products (cigarettes, cigars, snuff, and/or any type of chewing tobacco) are forbidden on the ETCA campus and at ETCA events. Students found to be in possession of tobacco products will receive disciplinary action.

706 Threats of Violence

Events of the past few 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.

Bullying

Bullying, as defined by Fried and Fried in *Bullies and Victims*, is “one or more individuals inflicting physical, verbal, or emotional abuse on another.” This abuse includes verbal and implied threats of bodily harm, extortion, civil rights violations, and other physical acts of threat or violence. No form of bullying will be tolerated in hallways, bathrooms, locker rooms or anywhere on the ETCA campus. **As with other threats, bullying is classified as a Level II or III offense and will result in consequences. The entire staff is committed to confidentiality and all students are encouraged to report such threats.**

Suicide

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.

Threats

A threat against another individual or the individual’s property is classified as a Level II offense. At the first incidence of verbal threat that is not accompanied by physical action, a

warning will be given, parents will be notified, and the student will serve in-school suspension. Additional threats may result in visits by the police liaison officer and suspension from school with required assessment by a school-approved professional up to immediate dismissal from school.

If physical action accompanies the verbal threat, it will be considered a Level III offense requiring a time of school suspension and possible visit by the police liaison officer. If other threatening behavior has been indicated by the student, the administration may require the student to undergo assessment by a professional approved by the school and has the right to continue the suspension until satisfied that the student poses no threat to self or others.

Possession of Prohibited Items

The possession or use of the following is prohibited.

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

If at any time during the course of suspension or evaluation, the behavior of a student who has posed threatening actions **escalates**, that student may be dismissed from school.

301 Dress Code (7th - 12th Grades)

Christian principles are reflected in dress. 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. Any article of clothing, jewelry, or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. If clothing is determined to be inappropriate, parents will be called to supply proper apparel or appropriate apparel will be provided. Students will not be allowed to make up work that is missed because of a dress code violation.

The administration is the final authority in dress and grooming matters. 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 student's principal should be consulted before wearing it. Dress code violations will receive appropriate consequences.

We ask the support of parents in matters of dress and grooming. We also request that parents comply with the dress code when on the campus or at school activities.

Certain types of apparel are not appropriate at school. Students in violation of the dress code will be referred to the office where parents will be called to bring appropriate clothing or clothing will be provided. Clothing provided by ETCA should be cleaned and returned to school the following day. Students will not be allowed to return to class until clothing conforms to the school dress code.

CHANGE IN DRESS CODE BEGINNING IN AUGUST 2008 - ALL SECONDARY STUDENTS WILL BE REQUIRED TO WEAR ETCA POLO SHIRTS.

This change will help in the following areas:

- Place focused attention on classroom instruction instead of dress code issues
- Enhance ETCA's image and perception both on campus and in the community
- Assist our families financially by providing an economical answer to the endless quest for a variety of school clothes
- Make the morning dress time more enjoyable and less stressful!

Only short sleeve or long sleeve polo shirts in white, royal blue or black with embroidered ETCA logo may be worn. During the cold months a black crew neck pullover sweatshirt with an ETCA logo or the gray or black zip-up hoodie, sold by the Panther Pride Booster Club, may be worn. **Buttoned cardigan sweaters, raincoats or heavier coats are also permissible during wet and cold weather.** No buttoned, zipped, or hooded sweatshirts are acceptable.

General dress requirements:

- **Students should arrive with shirts already tucked inside of pants. Shirts must remain tucked in while on campus.**
- Shoes are to be worn at all times while on school campus
- **No flip-flops**
- No gel bracelets or excessive jewelry may be worn.
- No clothes should be worn that express vulgar, racial, gang-related, immoral, or inappropriate slogans or pictures.
- T-shirts and sweatshirts will be appropriate on Fridays only or other special dress days. T-shirts and sweatshirts with logos or artwork **MUST** be in keeping with the Christian principles of the school.
- Athletic shoes **MUST** be worn for PE.
- Garments should not be worn if they advertise or promote tobacco, alcohol, or philosophies that are contrary to the Christian principles of the school.
- Garments should not fit too tightly, be see-through or provocative or be immodest in any way.
- Pants should not "sag" and must be at the waistline. (belts, suspenders or bag ties will be provided if needed)
- Garments or jewelry should not cause undue attention.

The following clothing items are appropriate for school dress.

Girls may wear:

- Skirts, pants, shorts, capris, gauchos or jumpers in heavier fabrics such as cotton, broadcloth, denim, wool, corduroy, etc. that are no more than 3 inches above the top of the knee
- Collared polo shirts in royal blue, white, and black with school logo.
- Shirts must be buttoned with the exception of the top button
- Undergarments should never be visible
- Black crew neck sweatshirts with ETCA logo in cold weather
- Tennis shoes and other closed-toe shoes
- Dress sandals

Boys may wear:

- Pants and shorts in heavier fabrics such as cotton, broadcloth, denim, wool, corduroy, etc.
- Collared polo shirts in royal blue, white, and black with school logo
- Black crew neck sweatshirts with ETCA logo in cold weather
- Tennis shoes and other closed-toe shoes

The following are always inappropriate for both girls and boys except on special designated dress days:

- Unhemmed, frayed, torn, or cut items
- Oversized garments
- Off the shoulder garments may NOT be worn
- House shoes, thongs, flip-flops, and other beach-type shoes

The following items are inappropriate except on special designated dress days:

- Pajama pants, wind pants, wind shorts, etc.
- Hats, caps, or bandanas
- Clothing worn in a manner, which was not intended (backwards, wrong side out, etc.)
- Glasses except those prescribed by a doctor

Special dress days will be observed throughout the year. These may include:

- Traditional thematic dress-up days for Homecoming week
- School Spirit Days
- Other

Grooming and Jewelry:

- Hair should not impair vision; bangs for both girls and boys should be above the eyebrows or secured away from the face.
- Hair for both girls and boys should be clean, well groomed, and free from symbols and/or words cut into hair.
- Extreme styles are not permitted.
- Makeup and hair color should not be extreme or distracting.
- Boys should be cleanly shaven. **Senior boys only will be allowed to have neatly trimmed mustaches or beards as a senior privilege.**
- Boys are not permitted to wear hair in ponytails. Boy's hair must be no longer than the top of shirt collar and sideburns should not extend below the earlobe.
- Boys may not wear earrings at any school related function.
- Students should not have exposed body piercing jewelry or tattoos.

Formal Social Events:

The following guidelines apply to formal attire:

- Dresses should have a modest neckline.
- Short formal dresses and slits in longer dresses must be approaching the knee (3 inch rule).
- Back of dress should not be below the shoulder blades.

- Students who disregard the dress code will not be allowed to attend the event. -

323 Electronic and Communications Equipment

Any type of electronic equipment that may cause a disruption in class or at school is not permitted at ETCA.

Calculators:

Calculators are essential and required in many classes. Many of these have games and other programs that should not be accessed during the school day. Abuse of calculators will result in confiscation and disciplinary action.

Cell Phones:

It is the policy of East Texas Christian Academy to confiscate personal electronics that are used in ways that violate school policy. A fee of \$15.00 will be required to reclaim devices that have been turned in to the office. Repeated abuse (three times) of this privilege will result in ETCA keeping the electronics until the end of the semester.

Violations of this policy, which will result in confiscation, include, but are not limited to, the following:

1. Any cell phone that is visible during the school day.
2. Any cell phone that is turned on during the school day without expressed permission at designated times from a school official for emergency use.
3. Sending or receiving text messages during the school day.

Students with special needs will have the privilege of possessing and using a cell phone when a doctor's note is submitted.

Electronic Equipment for Entertainment:

DVD players, CD players, Gameboys, IPODS, laptops and other types of electronics for entertainment purposes should not be used during the school day. Some of these items may be acceptable on school trips. Specific requirements will be given to students regarding their use in those instances. **The school will NOT be responsible for lost or damaged items.**

700 Emergency Drills and Procedures

Emergency 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 drill procedures.

Fire Warning: 700 Three short bells will sound in succession. This is repeated three times and signals the need to evacuate the building. Students, under the supervision of their teachers, WALK QUIETLY from their rooms to a designated exit and area. Students move at least 100 feet away from the buildings. A long "All Clear" bell is sounded when it is safe to return to the building.

Lock-Down Emergency: 707 A lock-down will be determined by the administration at any time the safety of students and/or faculty members is in question. This would include a

situation in which one or more individuals are on campus and perceived to be a threat to any or all students and/or staff, or when a student is missing and the possibility of kidnapping or hostage situation exists. Should any of the above situations arise, an administrator will immediately issue a Lock-Down. As a commitment to keep parents informed, a message will be communicated via RenWeb as soon as possible.

When the teacher receives the Lock Down message, he or she will secure the classroom until an "All Clear" signal is given. When the classroom is secure, all teachers will win-message Suzan with the message "**Secure**".

Teacher cell phones are to remain on and readily accessible during this situation.

Weather Disaster: 700 One long bell is the signal to move to designated areas of safety away from windows. Students are instructed in safety positions during the drill or emergency. An "All Clear" bell is sounded when it is safe to return to the classroom.

Evacuation:

In the event of an emergency requiring evacuation of school facilities, students will be transported to another location (usually Glenwood Church of Christ) and parents will be notified by school administrators.

326 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. **See the *Current Year Forms Packet*** for an exam schedule. Exam grade will not be entered into the grade book 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 the week of Stanford testing or during the weeks of semester exams.

Extra-Curricular Activities

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 school.

400A Fees and Dues

A schedule of the current year's tuition and fees is found in the "Current Year Forms Packet". Please refer to as needed.

408 Financial Information

All financial arrangements for tuition payment, including payment of registration fees, and activity 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. No student will be admitted to school in August – until current and previous financial obligations have been met.
3. No monies will be applied to trips, registration or tuition for upcoming new school year unless account is current.
4. No transcripts, report cards, or diplomas will be issued to student, parent or other schools, until all fees and fines, including tuition cost have been paid in full.
5. Students will not be permitted to participate in overnight trips unless account is current.

Food

Secondary students should **NOT** have snacks during the school day unless it is a medical necessity. Students who need food for special medical needs must complete a permission form to be filed in the office. Gum chewing is **NEVER** allowed on the ETCA campus. (See Assertive Discipline Plan.)

Grade Classification

A student is classified in a grade according to the number of credits earned. The following are guidelines for grade classification.

- 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.

314 Grade Reports

The State Board of Education has ruled that a student must maintain a grade average for a school year equivalent of at least 70 on a scale of 100 in order to advance. Students receiving 2 or more failing grades for their final grades will not be allowed to advance to the next grade level.

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 issued by the first Thursday following the end of each 6-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 and textbook fines as well as other expenses or fees.**

Progress Reports

Progress reports will be issued at three-week intervals during each grading period. Progress reports and some report cards will be sent to parents via e-mail. 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.

Honor Roll students will be recognized at the end of each grading period.

Grading Scale

The grading scale for the school is as follows:

A	90-100	C	70-79	Incomplete (counted as a zero until all work is complete)
B	80-89	F	Below 70	

The maximum grade to be reported on report cards shall be 100. Grades for EXCEL classes will receive a 10 point weighting for calculation of class rank, but this weighted grade will not appear on the student's records.

321 Graduation Requirements

Students may choose one of three course plans for completion of graduation requirements. This decision should be made at the beginning of the 9th grade year to insure that appropriate class choices are made. See the ETCA website for specific information about graduation requirements and course descriptions. Community service is a component of graduation requirements.

Students must have completed the minimum graduation requirements to be eligible to participate in graduation ceremonies. Students in jeopardy of not completing requirements will be notified. Diplomas and transcripts of students who violate standards of behavior and rules established for graduation will be held pending disciplinary action.

Additions to Graduation Plans and Requirements

I. Community Service Requirements for Graduation

- Minimum of 15 hours of community service for each year of high school. This is not cumulative for those students coming to ETCA from another school.
- Service recognition for students achieving 30 or more hours in a school year
- Service designation for diploma for students achieving at least 150 hours during high school years.

II. Advanced Honors Achievement Graduation Plan Requirements

- Academic requirements from the advanced graduation plan-currently 26 credits
- Completion of a minimum of 2 EXCEL or advanced classes per year
- Completion of a minimum of 2 concurrent credit or other college credit class

- Completion of a minimum of 150 hours of community service during the high school years—*all hours must be documented and on file two weeks prior to graduation.*

Guests at School Functions

Guests are allowed at specific school-sponsored social events provided the following procedure is used:

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 name of the guest, 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 will 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 and the principal.
6. Guests are expected to dress in an appropriate manner that meets student guidelines for dress at school functions.

606 Insurance Policy

East Texas Christian Academy is covered by a general liability insurance policy. The school **WILL 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. Information is available for student insurance.

600 Library

Materials in the library are provided for the present student body and faculty, as well as those in the future. Therefore, all materials should be handled with care. The library is a place to read and study. Behavior and talking is in accordance with this concept. Students must be under the direction of a teacher when in the library.

Library books are checked out for 1 week, but can be rechecked. A student must have the book in order to recheck it. High school students, with the librarian's permission, may check out 2 books at a time. This is considered a privilege.

Books on the "Teachers Only" shelf are not for check out by students. Videos are available for teacher check out only.

Certain reference books may be checked out overnight. Encyclopedias may not be removed from the library with the exception of making a copy of a page in the office. For overnight check out, the student will have the book on hold during the day. The student may come after

school or during the last period of the day with the teacher's permission to check out the book. It is the student's responsibility to arrange a meeting time with the librarian or teacher after school. After School Care employees will NOT check out books to students. The book must be returned the following day before school or during the first class period.

If a student loses or damages a book, a fee will be assessed and charged to the student. **Student report cards and records will be held or blocked on RenWeb until all fees have been cleared.**

Lockers

Students in 6th – 12th grades are assigned lockers at the beginning of the school year. They may not switch lockers without permission from the Principal. **Each student should provide a combination lock to keep personal items safely locked in the assigned locker.** The combination for the lock MUST be registered with the Secondary Principal.

Lost and Found

Personal items should be marked. Students who find lost articles are asked to take them to the Mrs. Craig's desk. Students who have lost items should check with the office to see if the items are there. Articles of clothing, bags, and other personal items left in classrooms, bathrooms, lunchrooms, and hallways, and on top of lockers will be placed in Lost and Found for a short period of time. At the end of each week, items left unattended in the locker rooms will be donated to benevolence programs.

Students are cautioned against bringing large amounts of money or expensive items to school. **Students, not the school, are responsible for their personal properties.** Leaving items unattended anywhere on the school campus places them at risk for being stolen, damaged, or misplaced.

303 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 discarding trash in the available trash containers and cleaning up spills. **Cleanliness is important in all school areas, but is especially necessary in the lunch area.**

The same Christian conduct and etiquette expected during the school day is expected during the lunch period. All students are expected to eat in their designated areas, unless given permission by the appropriate lunch supervisor.

Students should be encouraged to bring sack lunches or order one or more "specialty lunches" offered through the school. Specialty lunches begin after Labor Day and continue through most of the school year. Students receive a monthly order form for ordering the desired lunches. Milk is always available with a milk ticket and may be purchased through the office. Drink machines and snack machines are located in the lunch areas for purchase of items during the lunch period.

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

Family members of students and ETCA graduates are the only guests allowed on campus for lunches.

Medication

No staff member will be allowed to dispense medication to a student without the parent first completing a Dispensing Medication Form. ETCA will not issue any medication without written permission from the parents.

ALL medication will be kept and dispensed in the Reception Office. If a student has any medication in the classroom, the student may be subject to suspension.

ALL medication must be labeled with the child's name, appropriate dosage, and times the medication should be given. ETCA will NOT furnish Tylenol, Tums, Roloids, cough drops, etc. Parents are required to purchase these items for the student, mark the student's name clearly on the outside, sign a Dispensing Medication Form, and leave in the Reception Office.

327 Music

As a Christian school, we attempt, to the best of our ability, to create an atmosphere that makes following God as easy as possible. This includes the types of music listened to on campus and during school trips and functions. Music can be positive or negative in the message given through its lyrics. CD's, IPODS, and MP3 music that is brought onto our campus, carried on a school trip, or played at a school function **must** have lyrics of a positive nature. Music taken on a school trip **MUST** be checked by the sponsor prior to leaving.

Music that includes profanities, sexual innuendoes, references to drugs and alcohol, or any other negative message will not be tolerated. Confiscated music will be destroyed.

If a student is found to be in possession of music of this type, the music will be confiscated. The student will also face disciplinary action deemed appropriate by the Principal.

Our preference for the music that our students listen to would, of course, be that with God-based lyrics, but any music with positive lyrics will be acceptable.

316 Probationary Status

Academic Probation:

Students who fail two or more classes in a grading period are placed on academic probation. Notice of probation is mailed to parents by the Assistant Principal. The student must show progress in the class he/she is failing in order to be removed from probation or have the probation extended. Students who are placed on scholastic probation for a second grading period are subject to dismissal from ETCA.

Behavioral Probation: 310

Students who consistently break the rules may be placed on probation as a last effort to allow the student to show progress in respecting the policies of the school and abiding by those policies. Failure to show effort and improvement may result in dismissal from the school.

608A PTF

Parents, Teachers, and Friends (PTF) is an organization of volunteers which provides a communication link between school and home while enhancing the educational environment of ETCA. PTF raises money throughout the year through a variety of fundraisers including special dinners and the membership drive. Each year PTF funds a project or projects recommended by ETCA's President and Principals. In the past, PTF has purchased a new marquee, playground equipment, computer equipment, TV's and VCR's for each classroom, student desks, teacher training, and numerous books for the library. PTF also supports and honors our teachers through the annual Christmas Luncheon, End-of-the-Year Luncheon, and other special activities. Every parent is encouraged to join PTF, support the fund-raising activities, and volunteer to help when asked.

RenWeb

Parents and students can access homework and grades at www.renweb.com. Go to the designated website, sign in as a parent or student using the e-mail address provided to ETCA.

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.

312 Telephone Use

The telephone may only be used in emergency situations and with permission from the appropriate principal. Abuse of this privilege could result in temporary or permanent loss of telephone privileges. If a student loses telephone privileges, a school official would use the telephone in emergency situations.

Students should NEVER use the church telephones. This violation will be considered a Level II offense.

318 Testing**College Entrance Exams**

Information regarding registration and testing dates for SAT and ACT is available from the Academic Counselor. It is recommended that juniors register for one of the college entrance

exams in May or June of the Junior year. They will then have additional opportunities for testing to improve their scores in the fall.

The counselor supplies the registration booklets, but the student is responsible for completing the information and mailing by the deadline. Admission tickets and other test-day information are sent directly to the student.

PSAT

10th and 11th grade students are given the opportunity to take the PSAT (Preliminary Scholastic Achievement Test) on campus in October. Students will be notified of registration deadlines in September.

The 11th grade PSAT is the qualifying score for National Merit Scholarship consideration. Consult the counselor for information about this program. High scoring students are eligible for scholarships at most colleges and universities.

Stanford Achievement Test

The Stanford Achievement Test is administered to all students in grades 1-10 each spring. In addition, students in odd-numbered grades take the Otis Lennon Student Abilities Test (OLSAT). Students follow a special schedule during test week and are assigned a minimal amount of homework. 11th and 12th grade students are excused from school during testing hours.

Test results are usually received in May. Elementary parents are invited to schedule a conference to discuss test results with their child's teacher and secondary parents may schedule a conference with the counselor.

No extracurricular activities Monday through Wednesday during the week of testing unless approved by the administration.

Traffic Flow and Parking

Parents should follow the Traffic Flow Map for drop-off and pick-up of students. There are designated parking areas for students, parents, and teachers during the school day. Some areas are blocked off from traffic and parking to allow for safe crossing of the parking lot by students as well as, participation of students in PE activities. Maximum speed on the campus is 10 mph. Please refer to the map in the Current Year Packet.

Transcripts

ETCA is happy to provide transcripts when requested for college and scholarship application. However, it is the responsibility of the student to request the transcript in advance of the application deadline. Request should be made two weeks in advance by obtaining a "Transcript Request" from the Assistant Principal. Include all necessary information such as names and addresses for mailing of the transcript. A maximum of three transcripts, in addition to one final transcript will be issued free of charge. Additional transcripts will be mailed for a fee of \$5.00.

220 Trips

All students at ETCA have the opportunity to participate in field trips and special trips during the year. These excursions are designed to enrich instruction and extend school activity. Transportation will be provided on school buses or charter buses.

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 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 made to secure a place on 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.

1. Chaperones should be familiar with and enforce all rules and requirements of the trip.
2. A chaperone has 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.
3. Chaperones should dress in accordance with school dress code.
4. 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 Trip

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. Seventh grade students travel to San Antonio and eighth graders to Washington, D.C. in the spring of each year. Beginning in November of 2008, high school students will be given the opportunity to journey to New York City. This trip will be offered every other year. 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 will not be eligible. All payments must be made by the deadlines set. **There will be a non-refundable deposit for all history trips.** Other payments may be forfeited as well if cancellation is made immediately prior to the trip.

Service Trip:

As Christians, ETCA feels the call of Christ to serve God and fellow man. ETCA seeks opportunities for students to serve those less fortunate. The Spring Break Mission Trip offers a

limited number of students and chaperones to travel to an area of the country where help is needed. The first Spring Break Mission Trip occurred in March of 2001 when a group worked with an inner-city ministry in St. Louis, Missouri. Each participant was greatly blessed. Bonding between students and adults is established through this incredible mission trip.

Interested students may be asked to submit an application along with an essay stating reasons for wanting to participate in the trip. A personal interview will follow the application process. Applicants will be selected based on the degree of the desire to serve and the ability to work well with others. The number of participants may be limited. Questions about this trip should be referred to the Spiritual Life Director.

327 Visitors

Visitors to campus must sign in and exchange keys for a visitor's pass from the reception office and/or the administrative office when arriving on campus. Visitors are expected to conform to the school policies when visiting the campus. Classroom instruction may not be interrupted by visitors. Only family members or alumni may have lunch with students.

Weather

In the event of threatening weather during the school day, office personnel monitor local media and take appropriate action as needed.

When inclement weather occurs, local radio and TV stations are notified to make our announcements. Typically, we follow the decisions for school closings for the Tyler Independent School District. Please listen carefully to official announcements. **A scrolling message will also be added to the school website when severe weather causes school closing.**

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 the Glenwood Church of Christ until secured by parents.

Website

General information about the school can be accessed through the internet on the ETCA website at www.etca.org. 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”.