

# EXCEL

## Christian Academy

Elementary  
770-607-6616  
770-607-8812 (FAX)

325 Old Mill Road  
Cartersville, GA 30120  
www.excelca.org

Middle/High School  
770-382-9488  
770-606-9884 (FAX)

### **A Note From the Principal**

Dear Student:

Excel Christian Academy is a special place to attend school and opportunities for you abound here. At Excel, your teachers and the administration believe that you are packed full of potential that was placed in you by your Creator! We believe that the plan that God has for your life is one of greatness and one that will bring glory and honor to Him. We want Excel to be an instrument in the hand of God to help shape you into what God has created you to be.

This handbook is provided as a resource for you and your parents. Please familiarize yourself with the contents of this handbook as it contains the guidelines by which our school operates.

I wish you the very best and I commit to praying for you daily. It is my earnest desire to see you enjoy your time at school as you learn and as you grow with your teachers and your classmates. May the time you spend at Excel help you become the best you can possibly be for the Kingdom of God!

Sincerely,  
Mrs. Sheila Langford  
Principal

### **Mission and Vision Statements**

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

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

### **School Identity**

Mascot  
Eagle

Colors  
Navy, Maroon

Motto  
"Excellence in a Christ-Centered Atmosphere"

### **Alma Mater**

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

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

*X is for the Ten Commandments given from above*

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

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

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

*Flying high with wings like eagles*

*In strength and one accord*

*We shall run and not be weary*

*As we serve our Lord!*

### **Administration of the School**

President  
Principal

Mr. Daniel Deems  
Sheila Langford

### **Department Chairs**

Guidance Counselor  
Elementary School  
Middle School/  
High School

Mrs. Tiffany Mero  
Mrs. Fran Youmans  
Mrs. Christie Taylor

Fine Arts  
Media Specialist/ Food Service

Dr. Sam Simon  
Mrs. Tamara Deems

### **General Philosophy**

The Bible clearly indicates that parents are responsible for the discipline, training and instruction of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, ECA seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child's training process. In formulating a philosophy of education and discipline, ECA has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at ECA. In that same spirit ECA likewise expects parents to direct and discipline their children accordingly. Discipline may be viewed as both a process and a product. God expects parents or other authorities to discipline children in a manner to produce a child who consistently becomes more self-disciplined, requiring less supervision as he matures.

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

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

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

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

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

### **Faith Statement (Adopted From Association of Christian Schools International)**

Students at Excel will be asked to affirm that they are in agreement with and will uphold the school's statement of faith as described below.

#### **We believe:**

1. The Bible to be the inspired, only infallible, authoritative Word of God (2 Timothy 3:15, 2 Peter 1:21)
2. There is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. In the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return to power and glory (Acts 1:11, Revelation 19:11).
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, John 5:24, Romans 3:23, Romans 5:8&9, Ephesians 2:8-10, Titus 3:5).
5. In the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28,29)
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12,13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13,14, 1 Corinthians 3:16, 1 Corinthians 6:19,20) Ephesians 4:30, Ephesians 5:18).

### **Admission and Enrollment**

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

### **Non- Discrimination Policy**

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

### **Admission Procedure**

1. Schedule entrance testing or present ITBS, SAT, or other comparable standardized test scores from previous school. Students who do not have test scores will be tested before admission.
2. Submit complete academic, discipline, and attendance records from previous school.
3. Submit a completed Teacher Recommendation Form.
4. Schedule a parent interview with a school administrator.

### **Withdrawal Fee**

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

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

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

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

The school doors will open at 7:00 am. Students are to enter the building through the designated entrance. Students should arrive at school no earlier than 7:00 am and should report immediately to the gym area until 7:45 am. Elementary students will report to their designated holding rooms from 7:30 until 7:45. Beginning at 7:50 am students may report directly to their homerooms. All students begin classes at 8:00 a.m.

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

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

Normal dismissal for students begins at the following times:

K – 5<sup>th</sup> grade dismissal is at 2:40 pm.                      6<sup>th</sup> – 12<sup>th</sup> grade dismissal is at 3:00 pm

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

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

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

### **Students Checking Out of School in Middle of School Day**

Occasionally students must check out or be checked out during the middle of the school day. The school will allow such checkouts as long as it is a parent checking out the student or someone the parent has designated in writing to be allowed to check out the student. Student drivers who need to check out in the middle of the school day must have verified parental consent before the office will allow them to check out. Early checkout is counted the same as a tardy. To be counted present an elementary student must not check out earlier than 11:30. For a middle or high school student to be counted present for a class then he/she must not check out before a class is at least half over.

### **Student Drivers:**

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

1. **Student drivers must complete an application form and be approved to park on campus.** Parking passes cost \$25.00.
2. Student drivers may be required to have a parking permit which may be purchased for a nominal fee. Student drivers must show proof of insurance and a valid driver's license before a parking permit will be issued.
3. Student drivers must park in the designated student parking area.
4. Students' vehicles should be locked while parked on campus.

5. Immediately after parking, student drivers and their passengers should enter the school building and report to their designated holding areas. Students are not permitted to “hang out” in their cars on campus.
6. No students should get into vehicles during the school day without permission from school staff.
7. A student driver who becomes ill during the day who needs to leave school may drive home only after permission is granted from the office. The office will obtain permission from the student’s parent before granting permission for the student to drive off of campus.
8. Under certain circumstances a student driver may use a personal vehicle to leave and return to campus during the school day. However, this requires permission from the school office as well as the student’s parent. Students are required to sign in and out at the office. **Students who leave campus without permission or transport students off campus without administrative approval will result in the automatic suspension of their driving privileges.**
9. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.
10. The campus speed limit is 5 MPH. Speeding, reckless driving, or abuse of driving privileges such as leaving without permission, chronic tardiness, going to the car during the school day may result in a student’s driving privilege being suspended or revoked.
11. A student’s driving privilege may be suspended or revoked for misbehavior at school and/or for poor academic performance, including but not limited to failure to complete homework, failing grades, or attendance or punctuality problems.
12. Student drivers should not transport any other students, before or after school, without the permission of their passengers’ parents.

### **Attendance**

Research shows that regular class attendance directly correlates to the success of students at school. That is one reason why we require students to have good attendance. Developing a habit of regular punctual attendance will help a student not only at school, but in his/her endeavors beyond the classroom.

### **Absences**

While regular attendance is expected of all students, it is understandable that any student may from time to time have to miss school. Upon returning to school after an absence a student should present a dated note, signed by a parent or doctor indicating the reason for the absence. Elementary students will present these notes to their homeroom teachers. Middle and high school students will present these notes to the office. Middle and high school students will receive from the office an absentee slip to present to each teacher during the school day. Each teacher will sign the slip. The slip will be left with the last teacher of the day.

### **Excused Absences**

Absences for the following reasons will be considered “excused” for the purpose of the student’s school attendance record:

1. Illness or injury that prevents a student from attending school.
2. A serious illness, injury, or death in the family that prevents a student from attending school.
3. “Acts of God” that prevent a student from attending school.
4. Death or illness in the immediate family.
5. Religious Holiday
6. Test and physical exams for military or National Guard service

Parents or guardians of absent students must submit a written note to the front office with the following information

1. Student name and grade level
2. Date of absence

3. Reason for absence
4. Parents contact information
5. Parent signature

### **Unexcused Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent(s)/guardian(s) within three days of

the absence. Unexcused absences are considered as personal business, babysitting, no personal transportation to school, attending to a sick relative, non-emergency situations, and/or family trips.

### **Absences related to out – of – country missions trips.**

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

### **Other Absences**

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

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

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

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

### **Tardies**

Students arriving after 8:00 are considered to be tardy. Tardy students must report to the office to check in.

Tardies will be excused in the following instances:

1. Illness or injury preventing a student from being at school on time. A parent or doctor's note should be presented in these instances.
2. Doctor appointments (when after-school appointments are not feasible)
3. Participation in school sponsored activities preventing a student from being at school on time.
4. Serious illness, injury, or death in the family preventing a student from being at school on time.

5. Other situations, approved by an administrator, that prevent a student from being at school on time.

**Tardies will NOT be excused in the following instances:**

1. Traffic was bad.
2. Overslept
3. Brother or sister took too long getting ready.
4. Train blocked the road.
5. Bad hair day
  
6. Other situations, not approved by an administrator

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

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

1 – 3 Tardies	Excused without penalty
4 – 5	Teacher Detention
6 -7	Administrative Detention and Parent Contact
8 - 10	ISS

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

Sufficient time is provided for students to transition from one class to another. For that reason it is expected that students report to their classes on time. Arriving late for a class will warrant disciplinary action. Teachers will assign consequences to late students according to the Tardy Discipline Ladder.

**Uniform Dress Code & Grooming**

The school’s uniform dress code is intended to serve three purposes: 1. Promote an environment that is conducive to learning; 2. Ensure safety of students; and 3. Distinguish our students with an image of excellence that helps cultivate a sense of pride in our school. Our school is a place where neatness and good grooming go hand in hand with being a good student. Our uniform dress code policy will enhance the educational environment and school spirit while still allowing room for individuality. Parents will be required to come to school with a change of clothes if necessary to ensure that their child(ren) meet the uniform dress code requirements. Apparel that meets our school’s uniform dress code requirements may be purchased from the following vendors: Buckhead Uniforms, Lands End, or Uniform Source. These suppliers are familiar with our uniform dress code guidelines.

Appearance expresses attitude and personality; it also influences behavior. The Dress and Grooming Code of Excel Christian Academy expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn, or otherwise worn out is not consistent with this philosophy and, therefore, should not be worn to school, even if it is otherwise in accordance with the ECA Dress Code. The purpose of the Dress and Grooming Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances.

**Chronic violation of the school dress code will result in disciplinary action. Administrative detention will be assigned according to the School Discipline Ladder.**

## Uniform Dress Code and Grooming

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

	GIRLS	BOYS
Pants	- khaki-colored or navy-colored	- khaki-colored or navy-colored
Shorts and Skorts	- khaki-colored or navy-colored - no more than two inches above the knee	- khaki-colored or navy-colored - no more than two inches above the knee -
Belts	- must wear black or brown belt	- must wear black or brown belt
Skirts	- khaki-colored, navy-colored, or school-colored plaid - at least knee length, including slits	- prohibited
Shirts	- must have official school logo - may be golf style or long-sleeved twill style - must be in approved school colors (maroon, navy, or white) - must be tucked in	- must have official school logo - may be golf style or long-sleeved twill style - must be in approved school colors ( maroon, navy, or white) - must be tucked in
Undershirts	- Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.	- Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.
Outerwear	- School sweaters, jackets, hoodies, vests, or pullovers may be worn; must have official school logo. - Collared shirts must be worn under outerwear. - Spirit Wear (crew neck sweatshirts, jackets, etc.) may be purchased through Image Source.	- School sweaters, jackets, vests, or pullovers may be worn. - Collared shirts must be worn under outerwear. - Spirit Wear (crew neck sweatshirts, jackets, etc.) may be purchased through Image Source.
Socks & Leggings	- If socks are worn they must be white, black, or approved uniform colors. Leggings may not be worn as slacks to school; they are only appropriate if the rest of the accompanying attire meets dress code without the leggings.	- If socks are worn they must be white, black, or approved uniform colors. - No leggings.
Shoes	- must be closed toe and closed heel with uniform	- must be closed toe and closed heel with uniform
Hair & Makeup	- Hairstyle and/or makeup should not call inappropriate attention to the girl. Hair should be clean and neat.	- Hairstyle should not call inappropriate attention to the boy. Hair should be clean and neat. Hair should be above the eyebrow, trimmed neatly on the side and not covering more than one-half the ear. The back should be tapered neatly with a uniform length, thickness, and no lower than the shirt collar. - Students must be clean-shaven. - Sideburns may be worn down to the middle of the ear.
	GIRLS	BOYS

Not Allowed	<ul style="list-style-type: none"> <li>- extremes in dress (both in brevity and in style)</li> <li>- athletic shorts</li> <li>- yoga pants</li> <li>- any apparel or hairstyle deemed by the administration to interfere with the learning environment, to be unsafe, or inconsistent with the school's conservative image (examples: Mohawks, unnatural hair colors, shaved or crew cut hair styles, etc.).</li> <li>- visible tattoos</li> <li>- visible body piercings (modest earrings are acceptable)</li> <li>- distracting jewelry (examples: large jewelry, tongue piercings, or lobe enlarging jewelry)</li> <li>- House-shoes, slippers, flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>- extremes in dress (both in brevity and in style)</li> <li>- athletic shorts</li> <li>- any apparel or hairstyle deemed by the administration to interfere with the learning environment, to be unsafe, or inconsistent with the school's conservative image (examples: Mohawks, unnatural hair colors, asymmetrical styles, etc.).</li> <li>- makeup</li> <li>- visible tattoos</li> <li>- earrings or visible body piercings</li> <li>- distracting jewelry (examples: large jewelry, tongue piercings, or lobe enlarging jewelry)</li> <li>- House-shoes, slippers, flip-flops</li> </ul>
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**Chronic violation of the school dress code will result in disciplinary action. Administrative detention will be assigned according to the School Discipline Ladder.**

**ECA School Discipline Ladder for Dress Code Violations**

1 – 3 Violations	Change dress
4 or more violations	Referred to Administrator

**Friday Casual Dress**

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

Students may also wear various pants or shorts as long as they are not athletic apparel (warm-up pants, sweat pants, gym shorts, etc.) or pajama wear and as long as their lengths meet required guidelines. Shorts should be appropriate length. Holes in clothing are not allowed. Girls may wear full sleeveless apparel that covers the whole shoulder. Tight or form fitting clothing are not permitted. Spandex or compression shorts are not allowed and wearing these form-fitting shorts underneath shorts that are too short does not satisfy dress code requirements. Loose-fitting denim slacks may be worn. The rest of the uniform dress code will remain the same even on casual dress code days. Leggings may not be worn as slacks to school; they are only appropriate if the rest of the accompanying attire meets dress code without the leggings.

**Senior Dress Code**

Seniors are given the choice to dress in the same uniform dress code as underclassmen or they may dress in professional attire that would be perceived as “above” the regular uniform dress code. The reason for this option is to allow seniors to become more accustomed to dressing professionally and to presenting themselves in an appropriate way for scholarship interviews, job interviews, or as representatives of the school at community events. Dressing “above” would allow seniors to wear dress slacks, loose-fitting dress pants, or maxi skirts instead of the khakis required of underclassmen. The seniors are also allowed to wear a dress style button up or polo style shirt. This dressing “above” the dress code option available to seniors is a privilege and it allows the seniors to enjoy more individuality in their attire while distinguishing them as students dressing for success. The rest of the dress code regarding belts, shoes, etc. still applies to seniors.

**PE Dress Code**

Students in grades 6 – 12 are required to dress out for PE. Students are to wear PE Uniform during class. Elementary students should have tennis shoes for PE but are not otherwise

required to dress out for PE.

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

Excel Christian Academy is dedicated to recognizing and developing the worth and dignity of each student. Additionally, ECA is committed to educating and graduating drug-free students. Illegal substance use, including alcohol and illicit drugs, endangers the realization of one's potential for education and life. Such use jeopardizes the safety of all students and the quality of the ECA educational community.

The quantity and/or particular kind of illegal substance is of little significance; minimal possession or minimal consumption is a violation, just as are possession or consumption of larger quantities. The possession of drug-related paraphernalia is also strictly prohibited and may result in suspension from school or permanent removal. By enrolling students in ECA, parents accept the school's position on illegal drug use and alcohol and understand that the policy set forth here is consistent with the laws of our community and in the best interest of all students.

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

Students are not permitted to use any electronic devices during instructional time except for approved instructional purposes. The parent(s)/guardian(s) may receive confiscated electronic devices after school from designated school personnel. Students shall not use the camera or video capability of cell phones in the classroom, hallway, restroom, cafeteria, gymnasium, locker room, or other area in the building that may invade the privacy of others. Students shall not send texts or emails, take pictures or record video, make calls, or other actions that involve an electronic device without permission. Headphones, earbuds, "Beats," etc. may not be used without permission.

### **Code of Conduct**

ECA believes that courtesy and politeness are keys to good relationships. Communication and cooperation between the home and school is essential. Inappropriate conduct at ECA will be disciplined in a manner which is firm and consistent, yet tempered with love. Our teachers are expected to be role models and to maintain standards of behavior in the classroom with kindness, love, and genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. The following are basic conduct expectations for ECA students:

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

6. Students must conduct themselves, both on campus and off, in a way that protects their witness as a Christian.

*Ephesians 4:1...live a life worthy of the calling you have received.*

*Colossians 3:17...whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

### **A Disciplined Image**

The word “discipline” is often viewed in a negative light. However, there is a very good aspect about discipline that should cause it to be seen very positively. Discipline is an essential ingredient to success. Any time you find someone who has achieved something worthwhile you can be certain that the achievement came in part because of good discipline. This kind of discipline is what sets the exemplary apart from mediocrity. This kind of discipline is what causes someone to overcome challenges, obstacles, and other deterrents. It is the intent of Excel to help students to have this kind of discipline. There are many ways in which a student may possess and demonstrate discipline in their lives. But, the following are a few of the characteristics of discipline that Excel students are expected to demonstrate both at school and away from school:

1. Use good manners.
  - a. Students should say “please” and “thank you”.
  - b. Students should show respect for adults by addressing them as “m ‘am” or “sir”.
  - c. When passing through a door, students should hold the door for those coming in behind them.
2. Use appropriate language.
  - a. Students should not curse or use vulgar language.
  - b. Students should practice and demonstrate appropriate command of grammar.
3. Demonstrate respect, kindness and service to others
  - a. Students should not speak behind the backs of others.
  - b. Students should not resort to name-calling and insults.
  - c. Students should look for ways to encourage others.
  - d. Students should avoid things that agitate or get on the nerves of others.
  - e. Students should be quick to see ways to help others and then offer that help as appropriate.
4. Demonstrate appropriate hygiene and dress for success
  - a. Students’ hair should be well-kept.
  - b. Students’ clothes should be clean.
  - c. Shirts should be tucked in and belts worn appropriately.
5. Manage time well
  - a. Students should avoid procrastination with studying and assignments.
  - b. Students should come to school well-rested and alert.

Students who embrace the mission of Excel will easily develop and demonstrate these and other characteristics of discipline. These students will find success both at school and beyond their school years. Students who do not develop and demonstrate a disciplined life will find themselves out of harmony with the school which will eventually lead to the need to reconsider their continued enrollment.

## **General School Rules and Expectations**

<ol style="list-style-type: none"> <li>1. Report to class on time ready to work.</li> <li>2. Complete assignments on time.</li> <li>3. Leave electronic devices that may be disruptive to the learning environment at home.</li> <li>4. Cell phones should be turned off and put away during the school day unless permission is granted from a staff member.</li> <li>5. Food/beverages, will not be in class w/out special permission.</li> <li>6. Do not run in the school building.</li> </ol>	<ol style="list-style-type: none"> <li>7. Technology use during instructional time must be for educational purposes.</li> <li>8. Use good manners in the cafeteria, restrooms, media center, hallways and other areas of the school.</li> <li>9. Clean up after yourself.</li> <li>10. Show respect for school property and the property of others.</li> <li>11. Office phones may be used with permission.</li> <li>12. Follow school rules while on field trips or when away from campus for other reasons.</li> </ol>
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## **Misbehavior and Disciplinary Consequences**

It is the belief of the school staff and administrators that very little learning takes place in an unruly environment. It is in the student's best interest for the school and parents to partner together to address discipline issues that arise. The support of parents is vital to maintain a well-ordered school. Discipline is a means to an end. Its ultimate goal is to help students become more successful. ECA expects full cooperation from both students and parents in supporting the Code of Conduct. If at any time the school feels that cooperation is lacking from a student or parents in the area of discipline then the student may be required to withdraw.

In addition to the general rules stated above, each teacher shall develop a set of classroom rules with appropriate consequences for violation of those rules. These rules and consequences will be sent home at the beginning of the school year. Parents will be asked to sign and return these to the teacher.

The tables that follow provide a general summary of examples of misbehavior and disciplinary consequences. They divide discipline issues into four categories: mild, moderate, serious, and very serious. Misbehaviors and consequences at the school are listed in the tables, but are not limited to what is listed.

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

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

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

<b>Examples of moderate discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>- chronic level one infractions</li> <li>- defiance</li> <li>- disrespect of authority</li> <li>- severe dress code infraction</li> <li>- accessing inappropriate material on a computer</li> <li>- inappropriate displays of affection</li> <li>- profanity or vulgar language</li> <li>- racial or ethnic slurs</li> <li>- stealing (small item type things)</li> <li>- skipping class</li> <li>- being in unauthorized area</li> <li>- physical aggression toward another student</li> <li>- misuse of technology at school</li> <li>- misbehavior on bus</li> <li>- inappropriate touching or behavior</li> </ul>	<ul style="list-style-type: none"> <li>- any consequences listed for mild issues</li> <li>- referral for administrative action</li> </ul> <p>Administrator's options include:</p> <ul style="list-style-type: none"> <li>- verbal warning/consultation</li> <li>- loss of eligibility, activity participation, etc.</li> <li>- administrative detention</li> <li>- in-school suspension (1-3 days)</li> <li>- parent contact</li> <li>- conference with student, teachers, and/or parents</li> <li>- out-of-school suspension (1-3 days)</li> </ul>

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

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

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

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

**After-School Detention**

Teachers may assign students to stay in after-school detention to end no later than 3:45 (general detention- 3:00-3:45). When such assignments are made parents will be notified by the school in advance the reason for the detention and the time, date, and location of the detention. Students must return the detention notification to the school with their parent’s signature. Students who neglect to return the signed notification or who neglect to serve teacher-assigned detention will be referred to the administration for further disciplinary action.

In addition to teacher-assigned detention, after-school administrative detention may be assigned by school administration. Administrative detention will end no later than 4:00 (3:00-4:00). The same guidelines for providing notification to parents and requiring the return of the parent-signed notification will apply for administrative detention.

**Suspensions, Expulsions, and Readmission**

An out-of-school suspension is an unexcused absence from school for which a student will not receive credit for missed work, even though the student may be required to make up missed work.

Expulsion is the removal of a student from the school and will be administered by the school administration with the counsel of the School Board for very serious infractions. An expulsion decision may be appealed in writing to the school’s administrator within three days of the expulsion. The school administration will submit the appeal to the School Board and the School Board will consider such appeals in a timely fashion. However, an expelled student will not be allowed to attend classes during the appeal process. All decisions made by the School Board regarding the appeal are final. ECA reserves the right to suspend or expel a student for misconduct that occurs either on or off campus either during or beyond normal school hours. Students expelled from ECA are not normally allowed to be readmitted. However, a request for readmission may be made in writing to the school administration. The school administration and the School Board will make all decisions regarding the readmission of previously expelled students.

**Bullying Policy**

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

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

The administration will respond to any allegations made by parent, student, or staff member of bullying with thorough investigation and appropriate corrective action when bullying is found to have occurred. Such corrective action will include, though not be limited to, disciplinary consequences for students who have committed bullying behavior. Furthermore, after investigation of bullying allegations, the administration will provide a response to those who brought the allegations explaining what was concluded about the validity of the allegations and what corrective actions have been applied. Bullying is a serious infraction of the student code of conduct and may warrant suspension or expulsion from Excel.

### **Philosophy on Appropriate Relationships**

It is our desire for students to benefit from healthy relationships and to avoid the pit falls of inappropriate relationships. A healthy relationship is one in which both persons enjoy the fellowship of the other and in which God is glorified. We believe that in society today the popular culture often places a pressure on young people to enter into inappropriate relationships. Because these inappropriate relationships are neither healthy for the persons involved nor do they glorify God students should be encouraged to avoid them.

Because dating relationships bring a whole new set of situations and related temptations we believe young people should be mature enough to handle them before being faced with them. Students often lack the maturity to handle dating relationships responsibly and therefore are often hurt from them. The following guidelines are intended to promote healthy relationships and to help students to avoid inappropriate relationships:

1. School dances are sponsored for high school students only.
2. We encourage our girls to wear clothes appropriate to their age, hairstyles that are not elaborate or "adult looking," and jewelry that is simple and not "high fashion."
3. Students are discouraged from calling on the telephone, emailing, or electronically messaging for the purpose of furthering a dating relationship before high school. We solicit the help of our parents in enforcing telephone and computer boundaries.
4. Pre-high school students are discouraged from "going with" each other, actually going places as a "couple" outside of school, or having dating parties. Because these kinds of activities are encouraged in our society at a younger age, we are committed to do all we can to delay them until an appropriate age.
5. Inappropriate public displays of affection are prohibited.

### **Academic Honesty**

The value of academic honesty is of the utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
- Lending another student homework to be copied
- Completing homework for another student
- Completing assignments for another student
- Plagiarizing
- Using unauthorized notes
- Giving or receiving help on a test

- Communicating or attempting to communicate including, but not limited to, talking during a test
- Giving information about a test to a student who has not taken the test
- Receiving information about a test from a student who has taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher
- Lying to a faculty member
- Inappropriate use of technology
- Forging teacher/parent signature to any document

### **Student Honor**

ECA expects each student to live as a responsible and honorable person. When students are admitted to ECA, they become identified with the school. It is expected that their conduct will reflect favorably upon them and the school at all times. Honor is an integral part of the daily structure of school life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting this challenge, which includes academics, behavior, and character.

### **Parent-School Relations**

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

### **Parent-School Communication**

Parents or guardians are encouraged to see any member of the teaching staff any time they have questions or concerns about their child's progress. Teachers are available after school for this purpose. Parent who wish to meet with a teacher are asked to call the school office to set up an appointment with the teacher. Parents may either request that the teacher give them a phone call or that the teacher meet with them in person after school.

Email is another good way to communicate with a teacher in some instances. Teachers' email addresses will be shared with parents. Teachers will also ask for the email address of parents for the purpose of communicating with them.

The school maintains a website ([www.excelca.org](http://www.excelca.org)) and a Facebook page. Both of these forms of electronic media provide information for our students and parents.

### **Classroom Visits**

Parents are welcome to visit any classroom with the approval of the school administration. However, to protect the learning environment, visitors may not simply show up at classrooms at will. Visitors must have a pass from the school office before visiting in classrooms. Non-parental visitors must also have approval of the school administration before visiting classrooms.

### **Grievance Procedure**

While we are committed to meeting the needs of our students and being responsive to their parents, there are occasions when questions, concerns, or even complaints may arise. In such cases we ask that the "Matthew 18 Principle" be followed by those involved. According to this principle the person with a grievance should seek resolution first with the person to whom the grievance is directly related. For example, if a parent has a concern or a problem with a particular teacher's practice then the parent should first communicate with that teacher. If no resolution is achieved with the teacher, then the parent should speak with the school administrator. From there the parent may submit a written description of the grievance for the Chairman of the Board to present to the School Board for consideration. Decisions of the school board may not be appealed.

By following the Matthew 18 principle the circle of people involved is kept to a minimum and it ensures an opportunity for people to at least attempt to clarify or correct actions from which the

grievance arose. Matters of grievance should be kept between just the parties involved when possible. It is beneficial for issues to be resolved among a few people rather than unnecessarily involving many people. Our goal is to create an environment where the parents and teachers have good communication. The Matthew 18 principle should help us to preserve the integrity of any parties involved with a grievance.

### **Parent-Teacher Fellowship (PTF)**

ECA benefits from a supportive PTF organization. Parents are encouraged to get involved with the PTF. There are regular PTF meetings held each year where meaningful information is shared with parents. The PTF Bylaws are available at the school office.

### **Health & Safety**

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

### **Administration of Medicine**

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

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

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

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

ECA desires to maintain a safe environment at school. However, even with our best efforts, we still have children from time to time who will incur an injury on the playground, in PE, or elsewhere. Minor injuries that can be treated at school will be so treated and the child will be allowed to return to class. However, for more serious injuries, such as broken bones, serious cuts, etc., first aid will be administered at school but more advanced care will be needed. If it is feasible to have a parent or an approved contact person pick up the child at school to take him/her to the doctor then that will be our course of action. However, for some serious injuries when time is of essence the school will ensure that the student is transported to a doctor for more immediate care. Parents will be contacted any time a child is injured at school.

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

A form for each student must be kept on file at school whereby the student's parents authorize the school to provide medical care to the student or to transport the student to a doctor to provide care to the student. This form is a part of the application to ECA.

### **Communicable Diseases**

ECA desires to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises from specific infectious agents which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. When school staff members suspect that a student or employee has a condition that presents an infectious health risk to others then they will immediately notify school administration. Reportable conditions include the following:

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

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

### **Teacher Qualifications**

All teachers shall profess Jesus Christ as their personal Lord and Savior. All regular classroom teachers at ECA will be required to be certified by the Georgia Professional Standards Commission. They will be expected to serve as role models with strong academic and Christian principles.

### **Curriculum**

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

### **Homework**

Homework is intended to serve three purposes: 1) it may provide practice to reinforce concepts that have already been taught in class; 2) it may provide a preview to prepare students for upcoming lessons; or 3) it may be to complete projects or assignments that are not able to be completed during regular class time.

### **The guidelines below apply to homework at ECA:**

1. Homework will not count more than 20% toward a student's overall grade for each grading term.
2. Assignment due dates for projects will be provided to students well in advance.
3. Homework assignments are expected to be completed by their due dates.
4. Students who neglect to complete homework assignments may be required to make up the missing assignments after school or during recess or other activity classes.
5. A student who regularly neglects to complete homework assignments will be referred to the administration and may be asked to withdraw from ECA.
6. As a **general** rule, homework should normally not take more minutes per night than about five times the student's age. However, there may be some variation in this time depending on how well a student uses time in class, how prone the student may be to

procrastinate, or how well a student understands the material addressed by the homework. If a student is having to spend an excessive amount of time on homework on a regular basis then it may be helpful for the parent to speak with the teacher to see if the student may need additional help at school or if better time management skills are needed.

7. Teachers will provide instructions specific to their classes about their expectations regarding homework.

### **Report Cards**

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

In addition to regular grades, marks indicating effort and conduct will be given in some elementary areas. An I for "incomplete" may be assigned in lieu of a grade if a student has had insufficient time to make up missing work from a recent absence. Any student receiving an "I" on the report card must have all work made up in five days or less from the time the report card is issued. Otherwise any missing work will be given a grade of zero.

### **Progress Reports**

Progress reports are issued at the midpoint of each grading period. Progress reports are issued to the student and initialed by the teacher and are a summary of student grades. This is to ensure that both parents and students stay informed about the student's progress in school. Parents should review and discuss the progress reports with their students and contact the school with any questions or concerns. Students are expected to take the progress reports home to parents and return signed progress reports to their homeroom teachers.

Parent- Teacher Conferences are scheduled to be held shortly after progress reports are issued.

### **Grades**

Grading is not an exact science, but rather a teacher's best means of measuring and communicating the progress of students. Nonetheless, in an effort to achieve objectivity in the grading process teachers will establish and communicate criteria on which grades will be based. Letter grades are determined by the following criteria:

#### **Kindergarten:**

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

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

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

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

#### **College Prep classes**

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

### Advanced Placement and Joint Enrollment Courses

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

### **Honor Graduates**

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

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

### **Honor Roll**

After each grading period ECA recognizes the academic achievement of high performing students. Students who earn all A's for a grading period have their names published on the "High Honor Roll". Students who earn all B's or a mixture of A's and B's have their names published on the "A-B Honor Roll".

### **Academic Probation and Promotion**

#### **Elementary School Students**

Elementary students who are failing two or more core subjects after the second nine weeks will be put on academic probation. At the end of the year elementary students who are failing two or more core subjects will be retained and may be asked to withdraw. To be promoted to the next grade an elementary student must not fail more than one core subject. Core subjects in elementary school are defined as follows:

1<sup>st</sup> Grade – Math, Phonics, Reading, and Spelling  
2<sup>nd</sup> Grade – Math, Language, Reading, and Spelling  
3<sup>rd</sup> -5<sup>th</sup> Grades – Math, Language Arts, Reading, History, and Science

#### **Middle School Students**

Middle school students who are failing two or more core subjects (Bible, History, Language Arts, Math, and Science) at the end of a semester will be placed on academic probation. At the end of the school year any middle school student who is failing two or more core subjects may be retained. Middle school students on academic probation for two consecutive semesters may be asked to withdraw. To be promoted to the next grade a middle school student must not fail more than one core subject.

#### **High School Students**

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

### **High School Graduation Requirements**

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

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

\*\* The credits required for Bible may be adjusted for students who transfer to Excel after having begun high school elsewhere. The number of credits required for graduation will not be adjusted.

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

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

### **Exam Exemption for High School Students**

High school students may earn exemption status for their classes’ final exams. Exemption status is awarded based on meeting criteria for attendance, grades, and behavior according to the following:

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

Exam Exemptions will vary for semester classes and yearlong classes. Exemption status for each class is earned independently; thus, a student may be exempt in one class and not exempt in another class. A student with a grade of 85 or lower will not be exempt. A student with more than one office referral per semester will not be exempt. A student who checks in late or leaves early, missing more than half of a class will be considered absent for that class that day. **Ten late arrivals or leave earlies to a class will also be counted like an absence in the determination of a student’s exemption status.**

### **Field Trips**

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

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

Field trips are a part of the educational program and are considered to be a normal academic day. Field trips are mandatory unless excused by school administration. The teacher may give participation grades for field trips. Students who are unable to attend a field trip may be required to do extra work related to the field trip to make up for the participation grade. Unless otherwise advised, the students’ uniform dress code should be followed on field trips.

### **Chapel**

Weekly chapel services are scheduled for our students. The purpose of these services is to challenge students to commit their lives to serving Christ or reaffirm their commitment to Christ. These services will inspire students to lead a Christian life. Students will be encouraged to participate with praise and worship to God for His great gift of salvation. Guest speakers at our chapel services may be local youth pastors, Christian men or women from the business community, or government officials. Parents are invited and encouraged to attend our chapel services. Student recognition is a part of the monthly chapel.

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

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

atmosphere. All students in grades 3-12 will participate in community service as an extension of the Christian faith.

### **Media Center**

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

### **Cafeteria and Food Services**

Hot lunches will be provided at the school for a reasonable cost or students may bring their lunch from home. Fast food or food from a restaurant is discouraged from being brought to students during the lunch period. Students must eat lunch in the cafeteria unless they have prior approval from a teacher.

### **Student Records**

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

### **Transcripts**

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

### **Release of Records**

ECA will release student grades, standardized test scores, and other information upon the written request of another school system for students transferring to that school system. No school records other than the official transcript described above will be released to a student's parents or any other agency except for a requesting school. The confidentiality of cumulative records will be protected. The professional staff at the school may access cumulative records on an as needed basis as approved by the school administration. **No records will be released for a student with outstanding balances due for tuition and/or other school fees.**

### **Student Pictures**

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

### **Lockers**

Students in grades 6 – 12 are assigned a locker at the beginning of the school year. These lockers are for personal use of students and should be kept locked. The school will provide locks. The school retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be conducted at any time. Lockers may not be decorated on the inside or on the outside with stickers, pictures, etc. Students are not permitted to place their own locks on the school lockers. Students' parents will be charged for the cost of repair or replacement for locks or lockers that they damage.

### **School Phone**

The office phones are reserved for school business only. Student and parent calls are limited to emergency or approved calls only. Parents may not call the school phone to speak with students though messages can be taken over the phone and delivered to students. Messages will be delivered at the end of the school day.

### **Extracurricular Activities**

A vital part of school life is its extracurricular activity program. Our extracurricular and social activities play an important role in the growth and development of students. As a Christian school we are concerned not only for the intellectual dimension of our students, but also for their spiritual, social, and physical growth and development. Our students may participate in extracurricular programs. Some examples may include the following:

Junior Beta Club	Spanish Honor Society
Beta Club	National Honor Society
Y-Club	Science Olympiad
FCA	Jazz Band
Student Council	Drama
Athletics	Chorus
Band	

### **Supplies and Fees**

Extracurricular activities not covered by the student activity fee may require additional fees from participants.

### **Athletics**

Our students are fortunate to have an opportunity to compete with athletic teams. It is our desire to see every team and every athlete perform with excellence. While winning is fun, the most important things in our athletic program are not necessarily evidenced on the score board. The most important goal for our athletic program is for it to help students develop character and skills that they will be able to take into life, long after the ballgames are over. It is our desire that God be glorified in the lives of our athletes and in our athletic program. Some of the important attributes students should develop from their experiences in athletics include the following:

1. Dependability – An athlete must know that his/her teammates and coaches are depending on him/her. You have to be counted on to be at practices and games and to give always do your best. (Psalm 15:4, Proverbs 25:19)
2. Punctuality – An athlete must be on time for practices and for games. (Proverbs 6:9-11)
3. Love – An athlete has the opportunity to practice Christ-like love. He/she must be self-sacrificing and show real concern for teammates, coaches, officials, and opponents. Christ loved others to the point of laying down his own life for them. (John 15:13)
4. Faith – A Christian athlete must believe that God is in control and that He will bring about His purpose in life when we trust Him, regardless of how difficult things get. (Romans 8:28, Hebrews 11:1)
5. Enthusiasm – An athlete should be enthusiastic about the opportunity to compete. He/she should encourage others to be excited and to enthusiastically execute drills in practice and plays in a game. (1 Thessalonians 5:16 – 19)
6. Humility – An athlete learns a lot about humility when he/she loses. But even in victory a Christian athlete should remember that his/her abilities come from God and that credit should be shared with others. (Proverbs 27:2, Romans 12:3, James 4:6)
7. Endurance – An athlete has to perform when others would give out or quit. (Galatians 6:9, Matthew 24:13)
8. Boldness – An athlete has to be bold, sometimes in the face of seemingly insurmountable challenges. (Joshua 1:9, Acts 4:29)
9. Diligence – An athlete must be diligent in his/her quest for peak performance. (Hebrews 11:6)
10. Responsibility – An athlete must handle the responsibilities of being part of a team. He/she is responsible for knowing what a coach demands. Athletes must be responsible for their actions. (Luke 12:48, 2 Corinthians 5:10, Galatians 6:5)
11. Obedience – An athlete must obey the instructions of his/her coach. Furthermore, a student athlete must also be obedient to his/her teachers. (1 Samuel 15:22)
12. Determination – An athlete should be determined to achieve the goal, to finish the drill. (2 Timothy 4:7)

13. Joyfulness – An athlete should find joy in the opportunity to prepare for and participate in competition, in spite of the challenges he/she faces. (1 Peter 4:13, Nehemiah 8:10)
14. Confidence – An athlete should develop more and more confidence as he/she becomes more experienced and competent in athletics. (2 Corinthians 5:6, Psalm 27:3)
15. Focus – An athlete must learn to focus on the goal, the play, and the instructions of his/her coach. (Proverbs 29:18, Philippians 3:14)
16. Discipline – An athlete must be disciplined in his/her preparation and performance. He/she must subject him/herself to the rigors of practice. (Proverbs 3:11-12, 1 Corinthians 9:24)

### **Athletic Eligibility**

1. High school students must meet Georgia High School Association requirements concerning academics and attendance to be eligible for practice and participation for the upcoming year.
2. Middle school students are eligible for athletic participation in the fall if they have been promoted to the current grade. Eligibility for spring sports is given to students who pass four out of five core classes which are defined as Bible, History, Language Arts, Mathematics, and Science.
3. Elementary athletic programs are not endorsed by ECA.

### **Physicals for Athletics**

All students must have a physical examination prior to the first tryout for any interscholastic team. A licensed physician must declare the student, in writing, to be in good health in compliance with GHSA.

### **Insurance for Athletics**

Student accident insurance is provided for all students participating as a member of an intramural or interscholastic athletic team. This insurance is minimal coverage. Supplemental insurance provided by parents of participating students is recommended.

### **Parent Consent Statements**

Parents or legal guardians of all students participating in interscholastic athletics with ECA are required to sign a consent form. This form is developed and provided by the Athletic Department and is designed to emphasize the responsibilities of the student athlete and his/her parent(s) or legal guardian. It must be signed and be on file before the student begins practicing.

### **Rules and Discipline for Athletes**

Students who play for ECA athletic teams must represent the school in a manner consistent with our mission. Poor sportsmanship, bad attitudes, or rude behavior would bring reproach upon our school. For that reason all students and their families participating in athletics with ECA will be held to a high standard. Coaches will discuss behavioral expectations with their team members and their parents. They will administer appropriate discipline if necessary which may include limiting playing time, extra work at practice, consultation with the player's parents

and/or administration, or even removal from the team. As with all discipline, we desire to partner with parents to help our students become successful. For that reason we depend upon the support of parents in matters of discipline. Questions about how a coach disciplines an athlete should be addressed privately with the coach.

Athletes will be reported to the athletic director and school administration and possibly be suspended from playing in games if a game official penalizes them for poor sportsmanship (technical foul, ejection from game, etc.)

Coaches will monitor the academic performance of their players during the season. Any player whose average in a class drops below a 70 in a class will be required to attend after school study hall and/or tutoring until satisfactory improvement has been demonstrated. Any player whose

average in more than one class drops below a 70 may additionally be placed in a “ramp up” class in the place of an elective class. Players whose grades drop below a 70 during the season will have their parents contacted and will be reported to the school administration. Players with failing grades may be required to attend academic counseling with the school counselor, athletic director, and/or school administrators. The purpose of the study hall, tutorials, ramp up classes, and/or academic counseling is to help students achieve success in their classes and to salvage their future eligibility. Athletes with grades below a 70 who fail to attend required study hall, tutorials, and/or academic counseling or who fail to make necessary improvements in their grades will have to speak with their coaches about the possible loss of playing time in certain games.

Practices ordinarily do not begin before 3:15. For that reason students who stay after school waiting for practice will report to a study hall where they will work on their homework or study for tests. Students will not be permitted to roam around campus or the school buildings.

The school administration authorizes and depends on the athletic director to coordinate and oversee the athletic program at the school. Coaches will clearly communicate practice and game schedules as well as behavioral expectations with players and parents.

### **Financial Obligations for Athletic Participation**

Participation fees are required for participating in the athletic programs at ECA. These fees will be used to cover related expenses such as the cost of uniforms, officials, equipment, transportation, etc. Participation fees must be paid before the first scheduled contest in each sport. Participation fees are 100.00 for the first sport and 50.00 for the second sport. There will be no additional charges for a third sport.

### **School Closing**

Occasionally conditions such as inclement weather occur that make it necessary to cancel school or to dismiss early. In these situations the administration will make the cancellation/early dismissal information available to students and parents on local radio and TV as well as Facebook. Be sure to “like” our Excel Christian Academy Facebook page to stay up to date on school closing information. When school is closed for inclement weather events for that day may be canceled. The following stations will report school closings for ECA:

Local Stations – WBHF (1450 AM), WCCV (91.7 FM), and WYXC (1270 AM) and TV station CATV.

Atlanta Stations – WSB-TV (channel 2), WAGA-TV (channel 5), and WXIA-TV (channel 11).