

# Evangelical Christian Academy



## **Parent and Student Handbook 2011 - 2012**

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# ***Welcome to ECA!***

We look forward to getting to know you as part of our ECA family!  
We trust that this handbook will provide helpful information regarding  
our school policies and procedures for this school year.  
Please contact us if you have any questions.



## **Our Mission:**

*Evangelical Christian Academy  
exists primarily to serve missionary families  
by equipping students in the academic disciplines,  
challenging them to love God,  
apply His truth,  
and care for others.*



This handbook is for all ECA parents and students.

**Everyone** (parents and secondary students) should read the **Organizational and Doctrinal Information, Administrative Information, and General Information** sections  
(pages 4 - 25)

**Parents of Elementary Students** (grades 1 – 5) should read the  
**Elementary Handbook** section (pages 26 - 27)

**Parents of Secondary Students and ALL Middle and High School Students** should  
read the **Middle and High School Handbook** section (pages 28 - 41)

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# ORGANIZATIONAL AND DOCTRINAL INFORMATION

**Note: The entire organization and doctrinal information section of this Parent/Student Handbook has been translated into Spanish and Korean. Should you like a copy, please inquire in the office.**

## **Purpose and Organization**

ECA is governed by a Board of Trustees, consisting of representatives from each of the missions who participate in the school as a founding or participating mission. The founding missions are: Association of Baptists for World Evangelism (ABWE); OMS International; and The Evangelical Alliance Mission (TEAM). Currently the participating missions are the Assemblies of God, SEND International, and WorldVenture.

## **Vision Statement** (Board approved November 2008)

ECA students will have a personal knowledge of Jesus Christ and a quality academic foundation, equipped to serve God and their fellow man.

## **Mission Statement** (Board reviewed and revised November 2008)

Evangelical Christian Academy exists primarily to serve missionary families by equipping students in the academic disciplines, challenging them to love God, apply His truth, and care for others.

## **Core Values** (Board approved February 2009)

### **Christ-Centered**

We desire to reflect Christ in our everyday lives, in our classrooms and in our instruction.

### **Biblically Based**

From classes to courses to chapel, our foundation and truth is centered in the Bible, God's word.

### **Academically Excellent**

As an educational institution, we are committed to preparing students for life and further endeavors by providing well-rounded course offerings taught by qualified teachers who instill a love for learning.

### **Service Driven**

As a part of our service to God, we want to serve Him by serving others in our school, in our community, and in the whole world.

## **Educational Philosophy** (Revised ECA Faculty and MSC Board 12/07 – Board reviewed/revised Dec. 2008)

It is our goal that all students come to know Jesus Christ as their personal Savior (Rom. 10:9, Acts 4:12), that they recognize and yield to his lordship in all areas of their lives (Phil. 2:5-11), and that they integrate their faith with learning in all areas of life.

There are certain foundational assumptions which are critical to our educational philosophy. We unashamedly subscribe to a biblical view of the world. The school's Statement of Faith outlines key elements of our biblical faith, and all teaching is to be in harmony with it. We believe that God, who is truth, has revealed Himself to humankind through His Word, the Bible, and through his Son, Jesus Christ, the Word Incarnate (II Tim. 3:16-17, John 1:1-14, John 17:17, John 11:25).

God created the world and everything in it (Gen. 1:1, Psalm 19:1). The various disciplines help one learn about God's creation and, ultimately, help one learn more about God. Learning in all areas is God-centered, discovering and learning about the world that he prepared for us.

We also affirm the biblical teaching that God created human beings in His perfect image (Gen. 1:27), but due to disobedience, the human race fell (Romans 3:23). When sin entered the world through Adam's disobedience, God's image in human beings was marred. The sin nature's effects are visible in all people and in human relations, including in the classroom. In the redeemed person who knows Jesus Christ as Savior, the image is being restored - but sin's effects are still present (Rom. 7:21, Rom. 8:2).

We believe that the primary responsibility for the student (and hence, the student's education) rests with the home (Deut. 6:4-9, Prov. 1:8). Parents are the student's first teacher and have entrusted the student to the school for an academic education in a biblical framework. Therefore, the school works in partnership with the home. As part of this partnership, the school expects the parents' active cooperation.

Although the learner possesses a fallen nature and is a sinner in need of redemption, the learner is a human being of infinite worth (Luke 12:7), created in the image of God (Genesis 1:27). It is our philosophy that the educational process should be learner-centered, with a focus on meeting the students' needs. Each student has a unique learning style, and our concern is to teach in a way that will help each student learn.

The teacher, as a co-learner, needs to model learning (Heb. 13:7). As a coach, the teacher comes alongside the student to help facilitate learning. The teacher helps awaken a student's awareness of his or her potential and cultivates the student's desire to learn, grow and develop. It is the teacher's responsibility to foster a safe learning environment, including care of the physical, emotional and intellectual welfare of the students.

The learning process takes place through a variety of methods that utilize the varied learning styles of the students. This includes helping learners develop the ability to learn through styles other than their primary style. Learning is demonstrated through both the acquisition and demonstration of material learned. One of the goals of the learning process is to move toward higher levels of thinking.

The curriculum includes all the learning experiences for which the school is responsible, including, but not limited to, the textbooks. In all subjects, students and teachers will integrate the content with our biblical worldview. Secular textbooks will be used when deemed to be the best available text for the curriculum. Students need to learn that just because something is in print, it is not necessarily true. The teacher is responsible to help students read and think critically.

The school endeavors to give the parents a realistic appraisal of both the academic progress and the effort the student displays in the classroom environment. The grade that a student earns in a class is based on both academic performance and conscientiousness. Every teacher will clearly indicate in his/her course syllabus the percentage of the grade that will be based on conscientiousness. The conscientiousness grade reflects the effort the student has

made in the academic course, and it reflects how the student is using his or her God-given abilities.

We believe that discipline is necessary to help build maturity, character and positive habits in students. Indeed, we believe that we fail God if we do not discipline our students when necessary or if we discipline students in such a way that we provoke them to wrath or cause discouragement (Colossians 3:21). Therefore, the emphasis and direction of discipline are positive with the goal of building character and positive habits in the lives of our students. Within this overall positive framework, both positive and negative reinforcers may be used.

Finally, as this philosophy is implemented day by day in our classrooms, we desire to see the following general outcomes in the students of ECA.

### **Expected Outcomes**

Students will have committed their hearts to Jesus Christ and will demonstrate their faith and learning in the following areas:

#### **INTELLECTUAL**

- Students will have memorized key portions of Scripture and will be able to defend their beliefs in a logical, educated manner.
- Students will develop a love of learning and will know where to go in search of answers.
- Students will be able to think critically, having established and adopted a biblical worldview and viewing every aspect of life through that grid.
- Students will be able to communicate with confidence and clarity, both in oral and written forms.

#### **SOCIAL**

- Students will show the fruit of the Spirit daily and will love and seek the Lord with all their heart, mind, soul, and strength.
- Students will understand that they have received grace from God and will demonstrate grace in their dealings with others.
- Students will be able to interact compassionately with people of varied cultural, religious, and economic backgrounds.
- Students will promote God's love and truth by sharing their faith in word and deed.

#### **PHYSICAL**

- Students will recognize that their bodies are the temple of the Holy Spirit and thus will develop a balanced routine of exercise, diet, and sleep.
- Students will learn the importance of physical fitness and self-discipline and will establish a lifelong habit of physical activity, which will better equip them to serve the Lord.

### **History of ECA**

Evangelical Christian Academy officially began in 1973 with one teacher, Miss Nancy Towle (now Mrs. Nancy Jones). Mr. Bill Hawk was the acting head during this first year. Many people helped in the early years to provide education for missionary children in kindergarten through eighth grade. During this time ECA utilized only a portion of the middle floor of the Calle Talía 26 building, in Canillejas, Madrid.

From 1974-1979, Mr. Burt Foskett was the Headmaster. By 1978, the student body numbered 30 in the elementary and 6 in junior high. The high school used correspondence classes and had ten students. The all-school retreat was started in 1975.

From 1979-1989, Mr. Larry Thornburg was the Headmaster. Many were added to the staff during these years. Though the elementary continued to be larger than the high school, the high school grew steadily. Much construction was done on the Talía building to make it more usable. Eventually, additional houses were rented in the neighborhood to accommodate the growing student body, which numbered 90 by 1987.

From 1988-1997, the Headmaster was Mr. Paul Wrobbel. During the 90s, ECA continued to provide educational and spiritual training for its students. AP programs were added to the curriculum during these years. The science and social studies fairs began during this time as well. Also, the dream for a new facility was born, fundraising began, and in 1995 land was purchased in Camarma for the construction of a new school. In 1996 the Talía facility underwent major renovations to meet building codes and keep the school from closing.

Miss Kathy Blest was the Interim Director from 1997-1999. During 1997, ECA celebrated 25 years of ministry. Many traditions, both old and new, were continued with joy. During this time of transition the Lord brought several new career staff to ECA, committed to the long-term good of MK education.

Miss Beth Hornish was the Director from 1999 – 2002, and during this time construction was begun in Camarma. Our new facility was inaugurated June 8, 2002. During the fall of 2002, Miss Hornish enjoyed the opening months of school then returned to the U.S. to be married to Mr. Jim Almack. Upon her departure, Mr. Scot Musser was appointed as Headmaster. Mr. John Nicely served as the Director of Academics from 2003-2005. Mr. Eric DeHaan served as Principal from 2005 – 2007, Mrs. Beth (Hornish) Almack served as Principal from 2009 – 2011, and Mr. Jay Smalley was appointed as Principal in 2011.

ECA has now celebrated over 38 years of ministry! Looking back, we can clearly see the hand of God upon this school, and we rejoice in the multiple blessings He has brought through the many people who have interacted within her walls. We are confident that in the years to come the Lord will continue to use ECA to be a blessing to many, including the community of Camarma. To God be the glory; great things He has done!

## **Doctrinal Statement**

The school subscribes to the following doctrinal statement, and its entire educational program is to be in harmony with it. Each faculty member will annually sign the Statement of Faith as set forth in the school's constitution.

### **Statement of Faith**

- A. We believe in the plenary inspiration of the Holy Scriptures; we believe that they are inerrant in their original autographs, and that all 66 books of the Old and New Testaments are God's complete revelation to all people, the only infallible and final authority of all matters of faith and practice.
- B. We believe in one triune God, eternally existent in three persons: Father, Son and Holy Spirit, the same in essence and equal in power and glory.
- C. We believe in the complete humanity and deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, substitutionary and atoning death through His shed blood on the cross, bodily resurrection, ascension to the right hand of the Father as the only



Mediator between God and humanity. We believe in His future personal return in power and glory.

- D. We believe in the personhood and deity of the Holy Spirit whose work includes: illuminating the word of God, hindering sin in the world, convicting of sin, regenerating the believer, and empowering him or her to progress in the sanctified life. The Holy Spirit assures the believer of his or her present salvation and is the seal of the promise of one's final redemption from all sin.
- E. We believe that through Adam's sin all have inherited a sinful nature and therefore all choose to sin. All are thus sinners and deserving of death.
- F. We believe that lost and sinful men and women are saved only by the grace of God through personal faith in the Lord Jesus Christ alone. This is accomplished through the sovereign agency and regenerating work of the Holy Spirit which involves at that initial moment of faith the immediate indwelling of the Spirit and the believer's spiritual baptism into the Body of Christ.
- G. We believe that sin in the believer's life inhibits fellowship with God. Upon confession of those sins, God forgives and fellowship is restored.
- H. We believe in the resurrection of the body, the judgment of the world by our Lord Jesus Christ, the eternal blessedness of the saved, and the eternal conscious punishment of the lost.
- I. We believe in the spiritual unity of all who truly believe in the Lord Jesus Christ and their duty to maintain, in all their relationships, a standard of life and doctrine that is in conformity with the teachings of God's Word.

### **Statement of Unity**

As an interdenominational school, it is recognized that there are some doctrinal and practical matters that are not covered in the Statement of Faith that may be considered controversial. In order to promote unity and avoid misunderstanding among the constituency of the Evangelical Christian Academy, the Board of Trustees has adopted certain practical doctrinal positions which are essential to the character and practice of ECA. (Note: By constituency we mean the Board of Trustees, faculty, staff, parents and students.)

The Evangelical Christian Academy asks that its faculty and staff:

- Be respectful of staff and students who hold differing views on controversial doctrinal issues. While the faculty and staff are free to share their personal doctrinal views when appropriate, agreement on the Statement of Faith and support of the Position Statements should guide and balance discussion of differences.
- Be respectful of the parents' responsibility to teach their own children and not attempt to convince a student to take a position different from that taught in the home provided that such a position does not contradict the statement of faith of ECA.
- Be respectful of the Statement of Faith and the Position Statements, which are to be taken into account and respected in the overall educational program of the school.

## **Position Statements**

### **Concerning Revival and the Charismata**

We observe in Scripture and the history of the church that God in His sovereignty and through the Holy Spirit periodically visits revival upon His people when they humbly seek Him through the study of His word and through sincere prayer. We further observe that such divine moments are normally characterized by confession and repentance of sin, restitution for wrongdoing, greater external evidence of the fruit of the Spirit, an increased burden for the lost, and an increased incidence of Christian vocation. While not presuming to manipulate the sovereign acts of God, we affirm our desire for God to revive His people.

We believe in the plenary inspiration and inerrancy of Scripture. All guidance of the Holy Spirit is in accord with Holy Scriptures, and "inner spiritual impressions" of individuals must conform to the written revelation of the Bible. Because of the closing of the canon, we concur that the revelatory "sign" gifts mentioned in the New Testament (words of prophesy, words of wisdom, words of knowledge, tongues, and the interpretation of tongues) no longer have an essential function in the life of the church.

We believe that God, in His sovereignty, can and does miraculously intervene in the realm of time and space. Such interventions would include physical healing. While we as Christians have complete freedom in Christ to intercede for healing, we observe in Scripture that it may not always be His will to physically heal. Because of the closing of the canon, we also concur that the personal gifts related to miracles and healing are no longer necessary to authenticate Christian doctrine.

Therefore, for the sake of unity, we do not encourage any public expression of these spiritual phenomena and do not allow their propagation in the Evangelical Christian Academy. For this reason, the Headmaster, Director of Academics, and Principals will be selected on the basis of their personal commitment to this positional statement.

### **Concerning True Ecumenism**

We believe in the spiritual unity of all who truly believe in the Lord Jesus Christ and, as well, believe that the Scriptures teach that the believer should be separated from apostasy and unruly brethren.

We believe that, if we are to be obedient to the Word of God, we can have no true unity or Christian fellowship with those who deny or call into question those essential doctrines of historical Christianity as summarized in the ECA Statement of Faith.

We believe in justification by faith alone (sola fide) in Christ alone, which places us at odds with the official and historical position of the Roman Catholic Church that insists that justification requires human works of merit. The Roman Catholic Church has consistently, since the Reformation, anathematized those who teach that justification is by faith alone. Because of this key doctrine as well as the Roman Catholic doctrines of baptism as a "sacrament of regeneration," of church tradition and papal authority being of equal validity with the Bible, of the priesthood, of the saints and the Virgin Mary as mediators, we reject the plausibility of cooperation with the Roman Catholic Church on a spiritual level.

ECA, therefore, will not participate in any activity, program or organization that seeks to produce an outward yoke where there is no true spiritual unity.

#### Concerning Biblical Creation

We believe the Bible to be the Word of God, and because it is inspired throughout, all its assertions are historically and scientifically true. For us this means that the account of origins in Genesis is a factual presentation of simple historical truths that teach that the Triune God created the world and all things therein, whether visible or invisible, in six days.

We believe the Scriptures teach that man was created directly and immediately by God in His image and likeness and not from any previously existing form of life.

We therefore reject the teaching that the universe, and especially humankind, is the product of natural evolution.

# ADMINISTRATIVE INFORMATION

## **Academic Program**

ECA offers a rigorous English language Christian education using core curricular materials from the United States. Top quality textbooks from both Christian and secular publishers are used to offer a well-rounded quality program that enables students to enter U.S. schools usually at or above grade level, and to gain admission into the best liberal arts colleges.

For high school students, ECA offers several honors level and AP level courses (depending upon staff availability). For more information about these offerings, contact the Guidance Counselor or Principal.

Report cards are issued four times each year and are also available on RenWeb. Mid-term progress reports are issued four times each year for elementary students. Parents of secondary students may check their student's progress on Renweb.

Additionally, the TerraNova 3 Achievement Tests are administered to all students in grades 2-11 in the spring. Some exceptions may be made for 11<sup>th</sup> grade students taking AP exams.

## **Admissions**

Because of the school's nature and purpose, missionaries' children will have priority in admissions. Other students will be considered on a space-available basis. Evangelical Christian Academy will not discriminate on the basis of race, color, sex, or national or ethnic origin.

Applications must be submitted online. Once all the required documentation is received (previous school records must accompany the application for admission), registration fee is paid, and new student testing has been completed, the file will be reviewed by the Admissions Committee. The prospective student and parents will be contacted by a member of the Admissions Committee to inform them of the decision. If admission criteria are met, acceptance is on a space-available basis.

Grade placement for new students is based on previous school records as well as new student testing.

A child must be at least six years old by September 1 in order to enroll in first grade. Requests for exceptions must be approved by the administration.

## **Alcohol, Drug, and Tobacco Policy**

ECA strives to provide a safe and healthy environment for our students. Our position is that the use and abuse of certain substances is detrimental to the health and the well-being of the individual and is incompatible with the belief that our bodies are the temple of the Holy Spirit. Therefore, all students must refrain from the purchase and use of tobacco products, the consumption of alcohol outside of the family context, and the possession/use/distribution of illicit drugs.

Our complete Alcohol, Drug, and Tobacco Policy is found in Appendix C.

## **Building and Equipment Use**

The ECA building and facilities can be used by outside groups at times when they are not needed for school activities. Please call the office for availability and reservations. Fees for use of the facilities are:

Hourly Rate	€ 30
Half day rate (up to 6 hours)	€100
Daily rate	€175 per day
Use of outside facilities only	No Charge

The person reserving the facility is responsible to see that all trash generated by his/her party is carried to the dumpsters located across the street from the lower car gate, that all tables, chairs and other items are returned to their proper places, that all lights, audio and video equipment are turned off, and that all windows, persianas, and exterior doors are closed.

## **Calendar**

The ECA events calendar is set each spring for the following year by the administration. The calendar is posted on the ECA website and is available in hard-copy form from the office.

## **Child Protection Policy**

The protection of our students is very important to us and we will make every effort to ensure a safe environment at school. The complete Child Protection Policy is located as Appendix F.

## **Correspondence / On-Line Courses**

Occasionally, it may be necessary for a student to make up a deficient credit by some means of independent study. Various options of correspondence or Internet schools are available today. However, students should not enter into contract with any of these schools without first consulting with the administration and receiving approval. All expenses involved with such courses are the responsibility of the parents.

At times, however, ECA may not be able to offer a core course due to insufficient staff. In such cases, ECA will determine the appropriate course and cover the cost of the course, to be taken at school during school hours. For additional information, please see the section titled "Course Offerings/Graduation Requirements."

## **Diploma - Recognition**

ECA is not recognized by the Spanish Ministry of Education; therefore, ECA will not be held responsible for difficulties experienced in transferring to a Spanish school. However, we have had several students recently "convalidar" their ECA transcripts and diplomas through a process involving ACSI and the Spanish department of education.

## **Discovery Learning Center**

ECA is committed to meeting the unique needs of individual students within our school and providing as much support as possible for successful and independent classroom learning. The Discovery Learning Center (DLC) offers a variety of learning resources for students who learn differently, including:

- resource classes in spelling, reading and math

- skill support such as transition phonics, handwriting, oral/written language
- NILD educational therapy to develop perceptual and cognitive skills (corresponding fees apply)

The staff of the Discovery Learning Center work with parents and classroom teachers to implement 504/Individualized Education Plans and to track a child's progress until completion of his/her individual program. Classroom teachers, administrators, and Discovery teachers also serve on Student Success Teams (SST) to provide a multi-disciplinary approach to helping each child succeed.

## **Emergency Drills**

Given the very real possibility of an emergency situation (fire, terrorism, etc.), ECA has established policies and procedures for executing live drills at various intervals throughout the year. All students and staff will take part in the drills and must offer full cooperation at all times. The full document containing ECA's Emergency Procedures is found in Appendix G.

## **Emergency Procedures**

**Health emergencies:** Illness or injuries occurring during the school day will be handled by administering first aid on-site as needed and/or transporting the affected person to the emergency room at Principe de Asturias Hospital in Alcalá de Henares, or calling the ambulance as necessary.

There are other potential emergencies which would require a school-wide response. There are four possible responses to a school-wide emergency. The administrator or faculty member who is managing the incident will determine the appropriate response and issue instructions over the PA system. The possible responses are summarized here. Additional information will be communicated to students and the responses will be practiced.

**Lock down the campus:** This would be the response to a dangerous or threatening intruder on the campus. All doors will be locked and all window shades closed. Students and teachers will stay out of sight of the classroom door.

**Shelter in place:** This would be the response to an environmental threat such as fumes or smoke originating off campus. All exterior doors and windows will be closed to prevent infiltration of the substance into the building.

**Evacuate the building:** This would be the response to a threat originating in the building. Fire evacuation procedures will be followed.

**Evacuate the campus:** This would be the response to an extreme threat originating on or off campus which makes it unsafe to stay on campus. The person managing the incident response will determine and communicate a safe assembly point off campus.

In any emergency situation it is essential that students remain calm and quiet and follow instructions promptly.

## **English Language Learner (ELL) Program**

ECA offers an ELL (English Language Learner) program which provides support and services to students who are non-native English speakers. These students receive daily individualized instruction as they strive to improve their conversational and scholastic English in the areas of vocabulary, reading, comprehension, and writing. Each prospective non-

native speaking student will be tested during the admission process to determine a level of English proficiency. Students will be enrolled into the ELL program when it is determined that their English level is not adequate for them to succeed in the typical ECA classroom without ELL instruction or support, and the corresponding fees will be reflected upon the ECA school invoice. Each ELL student will remain in the ELL program until it is evident through testing and teacher confirmation that those services are no longer necessary.

## **Financial Information**

Tuition is due according to your payment plan. **If payment is not made by the end of the current quarter, the child may not attend classes until payment is made.** No school records will be released until tuition and other bills have been paid.

ECA's budget is set in euros. Bills may be paid by check, cash, or bank transfer using dollars or euros. However, when paying in dollars, please contact the office for the current exchange rate. Any bank charges incurred by ECA in the processing of personal checks will be billed to the parent.

Tuition Payment Plans are as follows:

Yearly:	due Sept. 1
Quarterly:	due Sept. 1, Nov. 1, Feb. 1, and April 1
Monthly:	due the 1 <sup>st</sup> of each month (Sept. – Dec. and Feb. – May)

See the web site [www.ecaspain.com](http://www.ecaspain.com) for current fee information or ask the business manager.

## **Health Information**

Parents will be informed of missing vaccinations, encouraged to vaccinate their child and asked to sign that they have been informed of their son/daughter's immunization status. New students will be asked to provide immunization records upon enrollment and current students are asked to update their records annually. Please keep the office informed of all new immunizations so that we can update our records.

If your child has any specific health problems or needs to take a medication on campus, we ask that you see the secretary for the proper procedure. The office will administer Tylenol, Ibuprofen, Tums, and Benadryl during the school day if permission is granted on the Emergency Information Card. No medicines may be self-administered by the student.

ECA does not provide accident/medical insurance for individual students. Parents will be expected to provide proof of insurance at registration.

## **Late Arrival to and Withdrawal from School**

Students who arrive late or who must withdraw early due to extenuating circumstances may request permission from the administration to complete the work for that quarter according to the following policy:

In order to receive credit for any quarter at ECA, a student must be present for at least six weeks of classes in that quarter, and the student must complete all assigned work (from the missed weeks). Generally, work should be completed in the same number of weeks that were missed (i.e., two weeks missed, two weeks to make up the work). Any exceptions to this must be approved by the classroom teacher(s) and the Principal. For students who

withdraw from ECA before six weeks are completed, the transcript will show “Withdrawal – passing” or “Withdrawal – failing.”

If a student is withdrawn from school at any time during the quarter no refund will be given for that quarter. In the event of an emergency withdrawal, the case will be considered by the administration.

## **Open House**

Elementary and Secondary open houses will be held in September of each year. An additional open house will be scheduled in January for those classes that begin in the second semester.

## **Parent/Teacher Conferences**

Communication among parents, administrators, and staff is important. Making an appointment, while not necessary, helps assure that the staff will be able to dedicate the necessary time to your needs. For conferences at other times or requiring more than just a few minutes, please schedule the conference in advance.

Parent/Teacher conferences will be scheduled by the administration after the first grading period and at other times, as needed. These first quarter conferences for secondary students will not be required for all parents, but parents (and teachers) may request a conference during this time, if desired. Elementary conferences will be required.

## **Part-Time Students**

Any enrolled student not taking a full load of 2.5 ECA credits per semester (equivalent of 5 full periods) will be considered a part-time student. Part-time students must agree to abide by all guidelines set forth in the part-time student policies, **found in Appendix K**.

## **Records and Transcripts**

Parents or guardians may view their child’s cumulative file. An appointment must be made with the secretary and the documents must be viewed in the presence of an administrator.

Requests for student records (i.e. for transferring to another school) must be made in writing to the front office, giving at least one week’s notice. Requests should be sent to the registrar: (registrar@ecaspain.com). When records are released to a K-12 school, the following is sent: transcripts for all grades K-12, annual standardized test scores, and psychological testing (with the permission of the parent).

Students needing high school transcripts for colleges/universities must submit a completed Transcript Request Form (available from the office) to the registrar or secretary at least two weeks before the transcript is due. When records are released to a college or university, the following is sent: transcripts from high school classes, and SAT/ACT test scores, if requested.

Transcripts will be provided by ECA up to a year after graduation free of charge after which the ACSI transcript depository in the USA should be contacted via their web site: [www.acsi.org](http://www.acsi.org).



## **Registration**

For **returning students**, registration forms for next year's enrollment will be available on the school website in early spring. All returning student registration forms must be completed and returned to the office by April 1. The registration fee is € 25 per student. *This fee is non-refundable.* If you have extenuating circumstances that do not allow you to make a re-enrollment decision by this date, please contact an administrator for an extension.

For **new students**, the application fee is €50. No student is considered registered, nor will an opening be reserved, until the registration fee is paid. New missionary families, as well as furloughing missionary families who plan to arrive in Spain for the coming school year must register by **June 1**.

Any student registering after June 1 will be charged an additional €75 late fee, and any student registering after August 1 will be charged a 200€ late fee.

## **Residency Letters**

Any letters needed for residency purposes should be requested one week in advance by email (assistant@ecaspain.com). Please include the student's full name, passport number with expiration date and country of issue, and current residency number.

## **Retention**

When students have failing grades or are not making adequate progress, it is viewed as a very serious matter and retention will be considered as a possible solution to continued difficulty. The final decision regarding the promotion or retention of a student (due to grades or other factors) will be made by the administration in consultation with the parents and the student's teacher(s).

## **Volunteers**

A **non-instructional volunteer** may be a parent or an outside volunteer who works directly, or indirectly, with students or in the school building (office, library, shop, kitchen, etc.) Parent volunteers, teacher's aides, and administrative helpers are types of non-instructional volunteers. An **instructional volunteer** is someone who works directly with students in the learning environment (i.e. elementary specials, MS/HS electives, music lessons, substitute teachers).

All volunteers (both instructional and non-instructional) must complete a "Volunteer Interest Form" and all volunteers working directly with students must also complete a background check form. **The Volunteer Manual (which includes both forms) may be found in Appendix N.**

# GENERAL INFORMATION

## Attendance Policy

Classes meet from 9:10 a.m. until 4:00 p.m. daily. Students who arrive after 9:10 a.m. must report to the office for a tardy slip. This slip is necessary for admittance to class.

If a student must leave during the school day, s/he must bring a parent note, receive permission from the office, and sign out prior to departing.

In order to maintain the academic quality of the school it is imperative that students attend the entire school year. We believe that regular attendance is vital for the student to gain the full benefit of the educational experience. **Therefore, at the secondary level, in order to receive credit for a course, a student may not miss more than: 6 classes in a course that meets every other day for a semester; and 12 classes in a course that meets every day for a semester. All absences, regardless of the reason, count toward these limits.**

Keeping this guideline in mind, students leaving before the end of the school term, except in extenuating circumstances, will not be permitted to take final exams and will receive the corresponding academic consequences. Any extenuating circumstances (long term illnesses, acts of God, support deficit requiring return to homeland, etc.) will be evaluated by the administration, and their decision will be final. Late arrival in August and early departure for home assignment is not considered an extenuating circumstance, unless it is required by the sponsoring mission agency.

Understanding that prompt and daily attendance at school is extremely important, ECA also recognizes that students *will* miss school from time to time for various reasons. As such, we have the following categories of absences and tardies:

### Excused Absences

Excused short-term absences include:

- An illness verified by a parent.
- A medical appointment that is unable to be scheduled outside of school hours.
- A legal appointment (for residencies, passports, etc.).

*Please call the office by 10:00 a.m. if your child is sick, and please notify the office of any known appointments (resulting in absences) as soon as possible.*

### Planned Extended Absences (excused if approved)

All planned extended absences **must be requested in writing two weeks in advance**. These absences are for situations where scheduling is beyond the parents' control (family marriage or funeral, mission conferences) and at which your child's attendance is required. *No absence will be given approval after the fact. In such cases, the absences will count as unexcused.*

### Unexcused Absences

Unexcused absences are all absences that do not meet the criteria of excused or planned. For each unexcused absence, students will receive a zero in each class missed, and no make-up is permitted. Unexcused absences may result in an additional detention.

### Parent Request Days (excused)

ECA allows up to three “parent request” days per year. Parents are asked to notify the school office as soon as possible, up to 9:00 a.m. the day of school. *No request will be granted approval as a Parent Request Day after 9:00 a.m. In such cases, the absences will count as unexcused.*

**These days may not be requested for high school students after May 1<sup>st</sup>**, as preparations for final exams are being made.

### Make-up Work (Excused, Planned, and Parent Request Absences)

At the elementary level, teachers will work with parents and students to get all missed work made up. At the secondary level, all **daily work** must be made up in the same number of school days as the days missed from school. For example: The student misses three days of school – upon returning, the student has three school days to make up the missed assignments. All **long-term assignments** (book reports, term papers, major projects, and oral reports, etc.) are due the day the student returns to school. Scheduling and completing missed work is the responsibility of the student.

### Tardies

Students who arrive to school late must report to the office for a tardy slip. This slip is necessary for admittance to class. All students reporting to any class or study hall after the bell will be considered tardy. **This is considered a “Tardy to School” (TS).**

In grades 6 – 12, tardies occurring during the school day (2<sup>nd</sup> – 7<sup>th</sup> periods -- including lateness to study hall) are **considered “Tardy to Class” (TC).**

#### Tardy Policy (per quarter)

5 morning TS = no penalty

6<sup>th</sup> and subsequent TS = TC

3 TC = detention

### Truancy

All students are expected to report on time to all classes and study halls. Any deliberate, unauthorized absence from class, chapel, or study hall will result in a zero in the class missed, with no opportunity for make-up work. In addition, the student will receive an immediate Rules Violation (major) form with the corresponding consequences.

### Chapel

Chapels at ECA are an integral aspect of group unity and instruction. They are a forum in which we encourage the pursuit of intimacy with God. Chapels for elementary students are generally held every other week, and chapels for middle school and high school students are scheduled on Fridays from 9:10 – 9:55. Parents are invited to all chapel services. Student attendance will be taken during chapel and will be considered “1st period” attendance in regard to tardies.

High school students will be given opportunities, with support from faculty, to plan and present chapels. This may take the form of leadership in music, in testimony, and/or in teaching, and interacting with peers or with students in other age groups. Participation in chapels encourages the student to interact with the concepts in God’s Word and provides experience and opportunity to communicate those concepts clearly to others.

## Davey Media Center (Library)

The Davey Media Center (DMC) is a place for checking out books, doing research, studying, and reading. In order to be respectful of others, quietness is expected of everyone. Please help keep our library neat, orderly, and a pleasant place to enjoy learning and reading.

God has blessed us by providing a 17,000+ volume library along with numerous subscriptions to various periodicals. Our connected computer lab also has 17+ computers for student and staff use.

### Alexandria Library Solutions

We are pleased to introduce our new library software system. You will find many new and exciting enhancements to our system. We encourage you to browse and explore the new Researcher Stations. Take advantage of the "What's New" or "Most Popular" functions as well as the visual explorer search function. See what else you can find that is different!

One of Alexandria's automated features is the ability to remind patrons of up-coming events. Some examples are coming due dates, overdue items, and the amount of late fees that may have accrued on your account. These automated notices will be sent via email. The system will also alert you if an item you have placed a hold on is available.

### Library Facilities

#### Study Areas

Please maintain a quiet study atmosphere in the library. If you need to consult with another student about an assignment or need some help with a problem, **you should whisper.**

#### Book Nook

The Book Nook is reserved exclusively for Elementary Students, their parents, and Elementary Teachers. Please be respectful of classes being held in the Book Nook.

### Checking Out Books

All items must be properly checked out before leaving the library. To do this, scan your personal barcode at the circulation desk and then the item(s) ECA barcode. Be sure to stamp the due date in the proper place. Please keep this date in mind so that you do not receive fines. **Late return fine: 20 céntimos per school day, per item.**

If you use a book or remove an item from a shelf and you do not wish to check it out, please place it in the designated return area. **Please do not re-shelve the item.**

**UNDER NO CIRCUMSTANCES MAY ANY ITEM BE REMOVED FROM THE LIBRARY IF IT HAS NOT BEEN PROPERLY CHECKED OUT.**

**Regular books** may be checked out for two (2) weeks.

**Magazines** may be checked out for one (1) week, except for current issues, which may not be checked out.

**Reference Items** may be checked out **overnight** only. These must be returned to the library before the first period of the next school day.

**Videos** (DVDs & VHS) may be checked out for one (1) week.

**Audios** (CDs & Cassettes) may be checked out for one (1) week.

### Renewing Books

Renewing items can be done from the Circulation Desk. Scan your personal barcode first. Your information will be displayed in the upper left area of the screen. Click the "Renewal" button just below your information. A popup window will be displayed with the items that you currently have checked out. Highlight the item you want to renew and click "Renew." There are certain cases where an item cannot be renewed.

### Returning Books

Please return all items to designated return area. Please use caution and place them gently to prevent damage.

### Reserved Items

Teachers may reserve items, which then may only be checked out by the students in the designated class. Reserved items will be placed in a designated area.

### Placing a Hold on an item

Any current patron can place a hold on an item. A hold is a "reservation" for an item that is currently checked out by someone else. When the item is checked back in, the next person in line with a hold is the only person able to check out the item. The library software will automatically notify you by email when the item is available. If a hold is placed on an item, that item cannot be renewed by the current holder.

To place a hold, use one of the Library Search Stations and log onto your personal account. By default, your user login is your Firstname.Lastname and your initial password is your Lastname. All students and staff are encouraged to log on and change your password.

### Young Adult Section

At the discretion of the librarian, certain books of a more mature content will be cataloged in the "Young Adult" section which is only for students in 9<sup>th</sup> grade and beyond. Younger students are not allowed to check these books out without a signed parental note giving consent.

### Lost Books

The full price of replacing the book, plus shipping, will be assessed for books that are lost or returned in extremely damaged condition.

### Dress Code

It is ECA's viewpoint that the learning and spiritual atmosphere of our school is enhanced by student and staff appearance that is neat and modest. Clothing that is very casual and extreme in style and appearance does not uphold this conviction.

The principles found in I Timothy 2:9-10; I Peter 3:3 help provide perspective on issues of modesty, humility, and appropriateness.

ECA recognizes that Christians have convictions that differ regarding the application of biblical principles in the area of dress. If a particular article or style of clothing is not allowed, ECA is not saying the item is wrong to wear at other times – just not to school. The dress code is not intended to measure individual spirituality, but rather to serve as a vehicle to promote an appropriate learning and spiritual atmosphere within our school community.

We readily acknowledge that much of the dress code is mere institutional preference, yet it is not optional. Students are expected to comply with the code, and parents are expected to monitor compliance before their children leave home. Final authority regarding dress code interpretation rests with the administration.

At school-sponsored activities such as camp, theme park, class parties, and senior trip etc., the modesty aspects of the school dress code still apply. At school-sponsored events involving swimming, boys may not wear “speedo” style swim trunks and girls may not wear two-piece bathing suits, with the exception of modest “tankini” suits.

For formal wear, modesty is equally important. In pursuing modesty, ECA has developed the following expectations as a minimal guide of acceptable dress (for both ECA students and guests): fronts that do not expose cleavage; dresses which come up to at least the middle of the back; no strapless tops; dresses reaching the top of the knee (or longer); and slits that do not reveal the upper leg. If there is a question about appropriateness, please check with the administration prior to the event. Students (and guests) who fail to meet these expectations may be asked to leave the event.

Occasionally the administration will call for a “Casual Day” at school. All aspects of dress code modesty still apply (length of shorts, low cut tops, tank tops, thin straps, etc.); however, students will be permitted to wear t-shirts (non-offensive screen printing is permitted) and warm-up suits.

Repeated violations of the dress code will be handled as described in the discipline section of the handbook. If a dress code violation is due to immodesty, the student will be sent to the office until appropriate clothing can be found. Students will be able to work on class work in the office area until the clothes arrive.

The dress code standards’ chart on the next page is provided as a reference to help clarify some specifics of the dress code policy.

### **PE Uniform**

All students in grades 6-12 are required to wear a standard Physical Education uniform. Uniforms must be paid for in person in the business office. The uniform consists of a shirt & short set - 15.00€. A replacement uniform will cost 18.00 €. The complete P.E. Uniform Policy may be found in Appendix L.

Dress Code Standards			
	Standard	Acceptable	Unacceptable
<b>Shirts Tops Blouses</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Proper fit (not tight)</li> <li>• Any solid color or stripe</li> <li>• Material with a print</li> </ul>	<ul style="list-style-type: none"> <li>• Dress shirts (boys)</li> <li>• Blouses that have sleeves (girls)</li> <li>• Polo shirts</li> <li>• Turtlenecks</li> <li>• Knit shirts</li> <li>• Team jerseys</li> <li>• Dress t-shirts (no white undershirts)</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts or blouses with no sleeves.</li> <li>• Tank tops, thin straps</li> <li>• Muscle shirts</li> <li>• Tops that expose cleavage or midriff</li> <li>• Any graphic or screen printing that is larger than the size of the hand</li> <li>• Holes or stains</li> </ul>
<b>Slacks Pants Shorts</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Proper fit (not tight), worn at waist</li> <li>• Full, Capri, walking shorts (palm width above knee when standing)</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans</li> <li>• Dress slacks</li> <li>• Chinos/khakis</li> <li>• Capri pants</li> <li>• Walking shorts (<b>until SEP 30 and after APR 30</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Excessively baggy/loose-fitting pants</li> <li>• Sweat pants</li> <li>• Jogging pants</li> <li>• Sport shorts</li> <li>• Pants/shorts with frayed edges or holes in them</li> </ul>
<b>Skirts Dresses (girls only)</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Proper fit</li> <li>• Proper length</li> </ul>	<ul style="list-style-type: none"> <li>• Top of the knee when standing</li> </ul>	<ul style="list-style-type: none"> <li>• Skirts above the top of the knee when standing</li> <li>• Slits above the top of the knee</li> <li>• Low-cut front or low-cut back neck lines on dresses</li> </ul>
<b>Outerwear (not including coats)</b>	<ul style="list-style-type: none"> <li>• Proper fit</li> <li>• If hooded, hood is not to be worn in the building</li> </ul>	<ul style="list-style-type: none"> <li>• Sweaters</li> <li>• Vests</li> <li>• Sweatshirts</li> </ul>	
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• Proper fit</li> <li>• Comfortable</li> <li>• Safe</li> <li>• Healthy</li> </ul>	<ul style="list-style-type: none"> <li>• Dress shoes</li> <li>• Sneakers in good condition</li> <li>• Low heels (girls only)</li> <li>• Loafers, Sandals</li> </ul>	<ul style="list-style-type: none"> <li>• Flip flops (beach / rubber / plastic, clogs/clogs)</li> <li>• Slippers</li> <li>• Spike heels</li> <li>• Outdoor boots</li> </ul>
<b>Hair styles</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Neatness</li> <li>• Good grooming</li> </ul>	<u>All</u> <ul style="list-style-type: none"> <li>• Neat</li> <li>• A natural color</li> <li>• Groomed</li> <li>• Out of the eyes</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• Facial hair neat and groomed</li> </ul>	<u>All</u> <ul style="list-style-type: none"> <li>• Hair that is extreme in color and style</li> <li>• Hair that hangs in the eyes and face</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• Hair extreme in length</li> <li>• Untrimmed beards and mustaches</li> </ul>
<b>Jewelry (body piercings)</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Appropriateness</li> </ul>	<u>Girls</u> <ul style="list-style-type: none"> <li>• Double earrings (max)</li> </ul> <u>Boys</u> <ul style="list-style-type: none"> <li>• No earrings</li> </ul>	<ul style="list-style-type: none"> <li>• Nose rings</li> <li>• Body piercings</li> <li>• Earrings on boys</li> <li>• Visible tattoos (permanent or temporary)</li> <li>• Multiple earrings (no more than two)</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Moderation</li> <li>• Appropriateness to indoor setting</li> </ul>	<ul style="list-style-type: none"> <li>• Scarves</li> <li>• Belts</li> <li>• Hair bands (girls)</li> </ul>	<ul style="list-style-type: none"> <li>• Hats</li> <li>• Bandanas</li> <li>• Sunglasses</li> </ul>

## **Drop-off and Pick-up**

The gates and front door to school will be open at 8:55 a.m. Students should arrive in plenty of time to get to their lockers and to class by 9:10.

For traffic flow, cars should enter via the upper gate, and exit via the lower gate. Parents, if it is necessary for you to enter the building (even for a moment), please do not leave your car parked in front of the yellow curb. You may park in the upper lot above the school or along the fence.

All students should be picked up at 4:00 p.m. unless students are involved in clubs or after-school activities. Elementary students will be dismissed to the front of the building with a staff member and must remain there until the parent comes for the child.

Please help us by being prompt in pick-up. If you have an emergency and are going to be late, please call the office.

## **English Language on Campus**

Recognizing that English is our primary instructional language, we expect that while on school grounds and during school-sponsored activities all students will speak only in English. Exceptions to this policy would be when students are attending Spanish or French class or speaking with the school's Spanish or French-speaking staff.

## **Field Trips**

Living near Madrid provides ample opportunity for both elementary and secondary to benefit from a broad range of interesting and educational field trips. All field trips will be scheduled and approved by the administration, and parents will be required to sign the field trip permission form. Expenses for transportation or food related to the field trip will be the responsibility of the parents.

## **Fire Drills**

A loud, consistent ring of the school bell indicates a fire or fire drill. All students should be thoroughly familiar with emergency escape routes and should quickly and quietly leave the building, walking in a single file to the designated area (Front exit – to upper parking lot; End and Back exit – to athletic field). All students MUST stay with their teacher. Fire drills must be taken seriously – disruption or excessive noise will not be tolerated and will result in an RV form.

## **Hot Lunch**

The senior class sponsors a hot lunch program in order to help raise funds for the senior trip. Hot lunches are generally planned for Fridays (two or three times per month), and order forms will be included with the Note Home and should be returned to the office by the date specified. All orders should be in an envelope with correct change. The student's name, grade and the amount enclosed should be written on the outside of the envelope.

## **Leaving During the School Day**



The school operates on a “closed” campus basis, which means that students are expected to remain on its grounds at all times. Starting second quarter, and during lunch only, students in grades 9 - 12 who are on the honor roll and who have written permission from their parents on file in the office, may sign out at the office and leave campus for lunch. Upon return, they must stop by the office and sign back in.

Students in grades K – 11 may not leave campus at any other time during the school day unless under the supervision of a teacher or staff member for school activities (with written permission), or with permission from the office. Seniors may leave campus for lunch and they may leave school for the day following their final class, provided they have parental permission on file in the office. All students must sign out at the front desk before leaving campus for any reason.

### **Lost and Found**

The National Honor Society (NHS) runs the “Lost and Found.” Items left around school or turned in to the office will be placed in the Lost and Found. Students must get an NHS member to accompany them to the Lost and Found to retrieve articles and pay the set fee. Periodically, unclaimed items will be sold after school. For questions regarding the Lost and Found, please contact Merry Davey.

### **Lunch and Lunch Room**

Elementary students will generally have their lunch in their classrooms, where microwaves are available for warming food. Secondary students will have the option to eat lunch in the lunch room or outside (not in the halls or classrooms). Microwaves and a refrigerator are available for student use in the lunch room.

Students may not eat or drink (this includes water bottles) in the library, computer lab, music practice rooms, or science lab area. Water bottles may be used in the classrooms at the teacher’s discretion.

### **Make-Up Work Requests**

If your child is sick and you would like to pick up his/her work, please notify the office by 10:00 a.m. in order to give the teacher(s) sufficient time to get things ready for an afternoon pick-up. Work needed for a planned absence will be sent home as soon as possible after receiving notification of the absence.

### **Note Home**

The ECA Note Home will be sent home via e-mail every Monday. The Note Home includes time-sensitive and important information. Please read it carefully each week. **Any notices to be placed in the Note Home should be emailed** ([assistant@ecaspain.com](mailto:assistant@ecaspain.com)) **or dropped off at the school office no later than 10 a.m. on Monday morning.**

### **Photographs**

Occasionally, group pictures of our students are included on the school’s website or in literature for promotional purposes. If there is a picture of a single student, or only a small group of identifiable students, every effort will be made to secure the parent’s permission for that picture to be used. No permission will be sought for pictures with student faces which are small or unidentifiable. Also, only student’s first names are used in newsletters and web site content to protect identities, and never with a photo of that student.

## **RenWeb**

ECA uses an internet based school records management system called RenWeb. This system allows students, parents, and teachers access to all school grades and assignments wherever there is internet access. Student access is restricted to the student's own files, whereas parents have access to all of their children's files as well as family data. RenWeb uses a secure login procedure that can be accessed through ECA's website.

Go to ECA's website, [www.ecaspain.com](http://www.ecaspain.com). On the left hand bottom of the home page is a button to log into RenWeb. By clicking this button, you are taken to the secure login page for RenWeb. Begin by selecting Parent, Student, or Staff. Your user name is your email address. If this is your first time to use the system, click the link to Create New Account. Your password will be sent to you via email.

## **Respect for Property**

Students are expected to take care of the building and equipment, and to keep the building and grounds neat. Please put trash in the containers! School furniture is not to be marked or defaced in any way. Accidents and actions which involve damage to the building or equipment must be brought to the attention of the administration immediately. Damages will be assessed to the student(s) responsible.

Please demonstrate respect for the property of others. The following are off-limits to students unless they have specific permission from a staff member: office and teacher computers, teachers' desks and offices (including the librarian's desk and office), school phones, the workroom, storage areas, kitchen, teacher's restrooms, art cabinets, and other students' lockers and cubbies. Students should not use the chalkboards, whiteboards, or pianos without the specific permission of the appropriate staff member.

## **Sickness**

If a child becomes ill or injured at school, the parents will be notified. In the event of a medical emergency (if parents cannot be reached by telephone and unless specific instructions to the contrary have been registered with the office), the student will be taken to Hospital Príncipe de Asturias in nearby Alcalá de Henares.

Children who are sick should not be sent to school until fully recovered. ***If your child has had a fever, please do not return your child to school until s/he has been fever-free for 24 hours.***

## **Textbooks, Bibles, and Supplies**

Textbooks supplied by the school are to be kept in good condition. These books must be covered for their protection. **Do not use contact paper or tape** directly on the book cover. The student's name must be clearly printed in ink in the space provided in the front of the textbooks. Students will be held financially responsible for any damage or abnormal wear of ECA textbooks.

NHS sells plastic for covering books at the beginning of the year, and will cover your textbooks for a modest fee.

All students must have a New International Version of the Bible (1984 edition) for classroom use and for Bible memory. Each student will be responsible to provide school supplies such as pencils, paper, calculator, etc.

## ELEMENTARY HANDBOOK

**Elementary Grading scale is found in Appendix A.**

### Camp - Outdoor Education

The academic program includes a camp for three days during the last week of school. Held at a nearby Christian camp, the retreat/camp offers students a chance to learn in an outdoor setting and to be challenged from the Scriptures. The cost of the retreat is included in full-time student tuition. Since the retreat/camp is part of the academic program, all students are expected to attend.

### Discipline

It is our responsibility to help train students in the areas of respect and responsibility. We will endeavor to be consistent, just, and tactful in all of our dealings with students (and parents). Although consequences are often necessary, forgiveness will always be available and extended as we follow the example of our Savior.

All of our school rules reflect the overarching concept of respect for God, people, property, and ourselves. Respect implies a *genuine* concern for others (and their things). Growing in respect is a *process*, not something that happens overnight, thus the motivation for this policy.

Each classroom teacher has designed a system that encourages the above items. This will be explained to you by your child's teacher at the beginning of the year and at Elementary Parent Night.

Bullying of any kind (including verbal and physical abuse) is unacceptable at ECA. Students are expected to treat one another with respect and care. If bullying does occur, all students are expected to tell an adult and know that the incident will be dealt with promptly and effectively. We are a telling school. This means that anyone who knows that bullying is happening is expected to report it to the staff.

### Homework

We believe that the education of the child is the joint effort of home and school. Students spend time at school learning with the guidance of the teacher and time needs to be spent at home working under the guidance of the parents. We believe that the final responsibility for educating the child rests on the home, and we therefore ask parents to cooperate with us in this process.

Homework is a reinforcement of daily work. The teacher may allow the student time in class to begin assigned work, and in some cases, the work will need to be taken home and finished. Students will also need to spend time at home studying for tests, working on projects, reading out loud, memorizing Scripture, etc.

Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. A general rule of 10 minutes per day per grade level is recommended – i.e. 1<sup>st</sup> grade – 10 minutes, 3<sup>rd</sup> grade – 30 minutes, etc.

## **Music Lessons**

ECA students have the opportunity to study band instruments and piano beginning in the 3<sup>rd</sup> grade. All students who take private lessons are required to participate in the semester recitals. (See “Music Instruction” in the Middle School and High School handbook for more information.)

## **Playground Rules**

1. Students may use the balls provided to their classroom. Students are not to use other P.E. equipment. Balls are to be put away after recess.
2. Balls are to be used with caution. They may not be kicked or thrown against the building.
3. Students may not adjust the swings, nor should they stand on or jump from swings. They may not “ride double” or run behind swings.
4. Students may not hit, kick, or push; nor pretend to hit, kick, or push other students.
5. Students may not stand on top of the monkey bars or climb on top of the swing set.
6. Students may not throw rocks or sticks.
7. Tetherballs are to be hit with the hands only.
8. Students must wear helmets while roller-skating, roller-blading, or skateboarding on school grounds.
9. Students must not climb on or hang from the basketball supports.

## **Progress Reports**

Progress reports are designed to provide an indication of how a student is progressing in each area. Progress reports are issued after the first four weeks of each quarter.

## **Report Cards**

Report cards will be issued at the end of each quarter. After each of the first three quarters, the report cards must be signed and returned within one week of being issued.

## **Snack and Lunch**

Elementary students must bring a healthy snack and their own lunch each day. Microwaves are available for student use in the classrooms.

## **Toys**

Toys may not be brought to school from home, unless specific permission is given from the teacher.

# MIDDLE & HIGH SCHOOL HANDBOOK

**Secondary grading scale is found in Appendix B.**

## **Academic Probation**

Any student receiving a grade point average lower than 2.0 or having more than one “F” during any given quarter will be placed on academic probation. A student placed on academic probation will not be eligible to participate in extra-curricular activities during the following quarter. These activities include, but are not limited to, NHS activities, drama productions, weight room use, and after-school clubs. Class-sponsored activities will be exempt from the probation. This status may be reviewed at the midpoint of the quarter by the administration. If adequate progress is noted by the administration, the student may be removed from academic probation.

## **Agenda Books**

All middle school students will be given an agenda book on the first day of school. It is expected that middle school students will use this agenda book to record their assignments, and it will be an integral part of the 6<sup>th</sup> grade study skills class. High school students may buy an agenda book in the Sweet Shop if they so desire.

## **Auditing a Class**

Parents may request permission for their son/daughter to audit a class, however no credit will be awarded for the class, and an audit fee will be assessed by the business office.

## **Awards**

Various awards are given out at the closing Celebration Ceremony on the last day of school. Awards are given to students as deemed appropriate by the staff and administration in areas such as leadership and student service (ACSI and National Merit Scholarship awards), fine arts, perfect attendance, and physical fitness. Teachers will inform students through the course syllabus of the possible standing awards or certificates of recognition to be given at the end of the semester or course in the classroom.

## **Bullying**

Bullying of any kind (including verbal and physical abuse, threatening another student, intimidation, etc.) is unacceptable at ECA. If bullying does occur, students are expected to tell a staff member and know that the incident will be dealt with promptly and decisively, according to the ECA discipline policy (see Appendix D).

## **Camp - Outdoor Education**

The academic program includes a fall retreat for middle school and high school students, known simply as “Camp.” This retreat is held in early September and offers the students a chance to learn in an outdoor setting and to be challenged from the Scriptures. The cost of the retreat is included in the full-time student tuition. **Recognizing the importance of this event in the life of our school, returning students who are not present on the first day of school will be allowed to attend camp, but the parents will be assessed a 100€ late fee per student.**

## **Class Sponsors/Meetings**

All high school classes will be assigned staff sponsors who will be responsible for coordinating class meetings and activities throughout the year. Class sponsors of the junior class will be responsible to facilitate the planning and execution of the Rastrillo. Class sponsors of the senior class will be responsible to facilitate the planning of the senior trip. They will also accompany the seniors on their trip.

Middle school classes will not have individual class sponsors, but they will meet together during class meeting times.

## **Clubs / Extra-Curricular Activities**

Extra-curricular activities play an important part in the lives of ECA students, and there is no limit to the number of extra-curricular organizations to which a student may belong. However, students are urged to carefully consider their time involvement in extra-curricular activities relative to other priorities.

Middle school and high school students who are not on academic probation may participate in extra-curricular activities including middle school activities, Student Council (StuCo), National Honor Society (high school), National Junior Honor Society (middle school), drama productions, and clubs.

Participation in after school clubs is optional, however, when a student decides to become part of a club, regular attendance is expected for the duration of the quarter. Should excessive absences occur, the club sponsor will meet with the student to determine an appropriate solution.

At the invitation of the club sponsor, parents and former ECA students may attend school socials and clubs, but non-ECA students may not attend school socials or clubs without the permission of the administration.

## **Computers / Computer Lab**

The computers in the DMC and Computer Lab are there for use in research and are not to be used for entertainment. Instructions concerning their use are posted. Students must not alter the computer's configuration, menu, icons, or any settings in any way. All students must use flash drives to save their work, unless using attachments through their ECA e-mail account. Headphones may not be used unless under the direct supervision of a teacher.

The computer lab is available for students when not being used by a class, and with written permission from their teacher or study hall monitor. Games may not be played on the computers at any time unless they are educational in nature and authorized by the supervising teacher.

All students desiring to use school computers to access the Internet must sign and agree to abide by ECA's Internet Use Policy (See Appendix J).

Students may use personal laptop computers only with written teacher permission for academic purposes, and all internet access via laptops must be in accordance with ECA's Internet Use Policy.

Failure to abide by established computer/internet guidelines and policies will result in loss of privileges and/or disciplinary action.

## Course Offerings / Graduation Requirements

ECA's normal high school course of study is designed to provide a college preparatory high school diploma. For this diploma the Board of Trustees requires a minimum of 23 credits in grades 9-12 to graduate. Courses that are the equivalent of 5 days a week for both semesters receive 1 credit. Courses that are the equivalent of 5 days a week for half the year receive  $\frac{1}{2}$  credit. Courses that are the equivalent of  $2\frac{1}{2}$  days a week over the course of the year receive  $\frac{1}{2}$  credit. These courses ( $2\frac{1}{2}$  days) will meet on a Monday / Wednesday or Tuesday / Thursday schedule with alternating Fridays (**"Friday M"** (formerly known as "Red Friday" for Monday/Wednesday schedule; and **"Friday T"** (formerly known as "Black Friday" for Tuesday/Thursday schedule)). (Courses are one credit unless otherwise designated). Full-time students must take a minimum of 2.5 ECA credits per semester (equivalent of 5 full class periods). Credits earned through approved ECA offerings (i.e., the alternative P.E. credit or approved on-line courses) count towards this total; credits earned through other means (additional home school classes or alternative schooling systems) may only count towards this total given the written approval of the administration.

At the high school level, and in a case where a core course cannot be offered due to insufficient staff, ECA will cover the cost of a correspondence/on-line course of our choice to be taken at school during the class period identified for that course. The following courses are considered such "core" courses:

- \*English 9, 10, 11, 12
- \*Algebra I, II, Geometry
- \*Biology
- \*World History, US History (or equivalent), American Government

While the administration makes every attempt to ensure that all students have all required classes available to them, from time to time there are inevitable scheduling conflicts. Preference is given in every case to keep students in core classes while making exemptions as needed in non-core required classes.

When a senior is given administrative approval to be exempt from a non-core required class, the amount of credit that would have been earned from that class does not need to be recuperated. For example, ECA requires 1.5 Fine Arts credits for graduation, but if a student were exempted from Humanities (a .5 credit course) he would then only be required to have earned the remaining 1.0 Fine Arts credit for graduation. However, the student would still be required to meet the total number of credits required for graduation (23 for a college-preparatory diploma). Parents will be informed when their student is exempted from a required course. It is the parents' responsibility to verify with colleges whether said exemption might endanger their student's acceptance.

When an underclassman is given administrative approval to be exempt from a course, that credit must be made up if possible within the ECA course offerings. If the credit cannot be made up, the student will still be required to have the total number of credits required for graduation (23 for a college-prep diploma).

ECA's graduation requirements are high enough to allow the student to enter most U.S. colleges with incoming subject requirements. However, the student is responsible to know what the requirements are for the college(s) s/he is interested in attending. If a student falls short of the requirements or fails a core course in the senior year, his/her graduation will be postponed.



The complete listing of the ECA High School Course Requirements for graduation may be found in Appendix H. ECA's Registrar keeps the official record of courses completed and credits earned using the "Blue Sheet", found in Appendix I.

## **Community Service**

In addition to the academic requirements, ECA also requires a minimum of 20 hours of Community Service for each year of high school (grades 9-12) attended at ECA. Ten hours of service must be completed each semester and the corresponding record be given to the office. Up to ten hours of the credit for Community Service may be earned during the summer for the following school year.

Credit for Community Service is earned as the students engage in active participation as they serve their community outside of ECA. Activities may include (but are not limited to) the following:

- Teaching Sunday school or helping with a VBS program
- Serving on a puppet team
- Volunteering to help in the local library
- Helping with the ESL activities in your community
- Picking up trash along the road
- Actively participating in the parents' ministry

All Community Service considered for credit must receive the prior approval of the parents and administration, and parents will be asked to help monitor the service and the hours served. Requests for approval of community service should be submitted in writing or e-mailed to the school office (assistant@ecaspain.com). All community service hours must be completed by May 15<sup>th</sup>.

## **Dancing**

Non-group dancing is prohibited on school property and during school-sponsored activities.

## **Detentions**

Please refer to the corresponding section under "Discipline" below.

## **Discipline**

Students are expected to behave in a way that promotes a positive and safe learning environment, physical well-being, and personal character development. We live in close community with our Spanish neighbors, and it is imperative that our students act in a manner consistent with our Christian values and principles in order to maintain our testimony.

A student's actions and communication should bring honor to himself, to the school, to the community, and to God. Both on and off campus, we expect our students to evidence character that upholds these values.

When a student chooses to violate the rules, a **Rules Violation** (RV) form will be issued to the student to notify him/her of the infraction (the pink copy will be kept by the issuing teacher and the white & yellow copies will be sent home for parent signature (once signed, the parent should keep the white copy and return the yellow copy to the school). The RV forms have



two different sections: one for **minor violations** and one for **major violations** (described below).

**RV – MINOR** violations are issued infractions such as the following:

- Excessive talking in class or study hall
- Disrespectful attitude, words and actions
- Using unauthorized electronic devices during the school day
- Non-compliance with dress code standards
- Being outside of class without a hall pass (keep it visible)
- Chewing gum
- Inappropriate use of the internet (games, e-mail, facebook, etc.)
- Other: \_\_\_\_\_

Consequences for **RV - Minor** violations will generally be administered according to the following guidelines, although the administrators may, at their sole discretion, deviate from this plan and assess some immediate consequences as deemed necessary.

<b>1<sup>st</sup> RV - Minor:</b>	Written warning
<b>2<sup>nd</sup> RV - Minor:</b>	Parents are contacted via phone
<b>3<sup>rd</sup> RV - Minor:</b>	45 minutes morning detention (HS) / Lunch detention (MS)
<b>4<sup>th</sup> RV - Minor:</b>	90 minutes of detention (scheduled by administration) (HS) / 45 minutes after-school detention (MS)
<b>5<sup>th</sup> RV - Minor:</b>	parent conference and half-day, in-school suspension assigned
<b>6<sup>th</sup> RV - Minor:</b>	parent conference and full-day, in-school suspension assigned
<b>7<sup>th</sup> RV - Minor:</b>	parent conference and consequences determined by the administration

Students issued an RV form for a dress code violation may show their RV form to any teacher, so as to verify that the dress code violation has been addressed. (Immodest dress must be dealt with immediately – see dress code).

**RV - MAJOR** violations are issued for infractions such as the following:

- Using improper language or misusing God's name
  - Damaging or defacing property
  - Malicious hitting, kicking, or bullying another student (verbal or physical)
  - Class disruption (where removal from class is necessary)
  - Cheating (also includes a zero on the assignment)
  - Other: \_\_\_\_\_
- Explanation: \_\_\_\_\_

Consequences for **RV – Major** violations will be administered according to the following guidelines, although the administration may, at their sole discretion, deviate from this plan when deemed necessary. (Note: consequences for violations of the drug, alcohol, and tobacco policy will be administered according to that policy.)

Students receiving a RV major slip will be immediately sent to the office, and a call will be made to the parents.

<b>1<sup>st</sup> RV – Major:</b>	45 minutes of detention (assigned by the administration)
<b>2<sup>nd</sup> RV – Major:</b>	90 minutes of detention (assigned by the administration)
<b>3<sup>rd</sup> RV – Major:</b>	Parent conference; 1 day of in-school suspension

**4<sup>th</sup> RV – Major:** Parent conference; 2 days of out-of-school suspension assigned

**5<sup>th</sup> RV – Major:** Consequences determined by the administration

Each ECA student is a representative of our school, and enrollment in our school is a privilege and not a right. Therefore, ECA reserves the right to dismiss any student who consistently dishonors the school in word or deed. Students who do not demonstrate the appropriate attitudes of respect, learning, and cooperation may be asked to withdraw.

Conversely, ECA wishes to encourage those students who are diligent in good behavior. Therefore, any student who does not receive a detention due to RVs and is not tardy to class more than 3 times in each quarter will be honored in a special way. All students will begin each quarter with a clean slate.

### **Detention**

Students will be assigned detentions based on excessive tardies and/or the disciplinary system explained above. Detentions may be assigned before school or after school, as per administrative prerogative.

Students who fail to show up for an assigned detention will be subject to additional penalties as determined by the administration.

### **In-School Suspension (ISS)**

Students will be assigned an in-school suspension based on the disciplinary system explained above or at the discretion of the administration in the event of a serious infraction of school rules or policy.

Students assigned ISS must report to the office by 9:10 a.m. There they will be given their assignments and will be assigned to a designated study area. Students who fail to show up for an assigned ISS will automatically be suspended from school for 2 days.

### **Out of School Suspension (OSS)**

In the event of a serious infraction or continued disobedience following normal disciplinary procedures, the administration may suspend a student from school for a period of 2 days or longer. A conference with the student and parents must precede re-admittance.

In the case of OSS, no daily make-up work assigned or due during the suspension will be accepted. Teachers will, however, accept long-term assignments with no grade penalty.

### **Expulsion**

In extreme cases of improper student conduct or gross negligence of school standards and policies, a student may be expelled from school indefinitely. Consideration for readmission will not occur until the following school year, and then only following a conference of the student, parents, and administration.

### **Eating Areas**

During break time, snacks may be eaten in the hallways by the lockers; however, no open drinks are to be placed in the lockers. During lunch, students must either eat lunch upstairs in

the lunch room or outside the building. Students may not eat lunch in the hallways, on the balcony, in the classrooms (unless staff approval is given) or in the stairwell near the sweet shop. Seniors serving in the sweet shop may eat lunch in the sweet shop, but no more than two at a time.

### **Electronic Devices (including cell phones)**

No form of electronic, personal communication or entertainment devices such as iTouches/MP3s/CDs/Handheld Games/Cell Phones may be used during the bell hours (8:55-4:00). They are to remain off and out of sight all day. Such devices – if seen in possession or used by students, will be confiscated and a fee of 10€ will be assessed to recover them. Headphones/ear pieces may be used only with written permission from a staff member, and for educational purposes only.

In an emergency, cell phones may be used during the day with permission from the office, and only in the office area. Violations to this policy will result in a RV form with corresponding consequences.

### **E-Mail**

All students in grades 6 – 12 will be assigned an e-mail address for school purposes, and they are responsible for monitoring that e-mail account for all school communication. The e-mail account will be set up using the student's first name, period, last name @ecaspain.com (For example, John Smith would receive an address of john.smith@ecaspain.com).

Students will be permitted to access their ecaspain.com e-mail address from school as necessary from the computer lab, so assignments and papers should be directed to that address. Any inappropriate use of the internet or e-mail account will result in loss of privileges and/or disciplinary action.

### **Entertainment**

Discretion should be used in selecting different forms of entertainment. Gambling is not permitted. Violations will result in disciplinary action as deemed appropriate by the administration.

### **Exams**

Exams will be given at the end of each semester for high school students. Exams will extend over a two-day period.

For second semester only, seniors who have a 93% average in any class will be exempt from the exam for that class. Students who take AP exams are exempt from the second semester final in that course.

### **Gum**

Gum may not be chewed in the school building during the school day.

### **Homework**

Homework is a reinforcement of daily work. The teacher may allow the student time in class to begin assigned work, and in some cases, the work will need to be taken home and

finished. Students will also need to spend time at home studying for tests, working on projects, reading, memorizing Scripture, etc.

Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. The following chart should serve as a guideline for average time spent each night on homework:

Middle School	1 – 1½ hours per day
High School	1½ - 2 hours per day

It is understood that students taking AP or Honors level classes will have more homework than the general load.

Should you as a parent find that your son/daughter is expending an excessive amount of time on homework for a specific class, please talk to the teacher to find some resolution. If no resolution is found, please contact the principal.

## **Honor Roll**

Recognition is given to middle and high school students who excel in both academics and conscientiousness (included as part of the academic grade) by placing their names on the Honor Roll each grading period. All courses receiving an academic grade are used in figuring the GPA and are weighted by the number of class hours per quarter.

ECA standards for Honor Roll are quite challenging and therefore require extra diligence in order to qualify. To be on the Honor Roll, a student must be enrolled full-time and earn a minimum of an “A” average (3.6) and have no grade below “B+”.

## **Internet**

ECA offers a reliable internet connection to staff and available to students for specific purposes. All students must agree to abide by ECA’s Internet Use Policy, found in Appendix J.

## **Junior-Senior Banquet**

While the school will collaborate by reserving a date on the school calendar, the JSB is not a school-sponsored event as ECA has no administrative oversight or responsibility for this after-school activity. Questions or concerns regarding JSB should be directed to students or parents of those planning the event.

## **Laptops**

The computer lab is equipped with various laptops for monitored student use within the lab. Secondary students may also use personal laptop computers only with written teacher permission for academic purposes, and all internet access via laptops must be in accordance with ECA’s Internet Use Policy. No personal laptops are to be configured to access the ECA wireless network unless specific permission has been granted by the administration, and that access is to remain strictly confidential.

## **Late Assignment Policy**

All class assignments are due at the beginning of the class period on the assigned date unless the teacher specifically instructs students otherwise.

Each teacher will clearly state their late assignment policy in their course syllabus.

Students who do not have all work submitted by the end of the quarter will receive an incomplete. All incompletes must be remedied within one week of the close of the quarter. Any work not submitted within one week of the close of the quarter will receive a zero.

## **Lockers**

Each student is assigned a locker to use for storing books and other school items. The student's name must be placed in the name holder and be visible at all times. Lockers are to be kept clean and orderly, and will be checked periodically by the administration or homeroom teacher. The administration has the right to search lockers or any school property at any time with or without the student's knowledge. Students should not place anything on the outside of their lockers (unless approved by the administration). Clips are provided on each locker for correspondence. Magnets may be used inside the lockers (no tape, please). Nothing should be placed on top of the lockers.

## **Music Lessons**

ECA students have the opportunity to study band instruments and piano beginning in the 3<sup>rd</sup> grade. Voice lessons are available at the high school level as well. The following guidelines have been established in order to make the most of this learning experience.

Learning a musical instrument requires daily practice. A student will not progress or remember fingerings etc., from one week to the next without consistent practice. Each instrumental and piano music student is expected to practice at least one half hour on five different days weekly (two 15-minute segments daily are permissible in some cases for younger students, but those practicing band instruments should practice in half hour increments because warm-up time is essential). One and a half hours of practice time weekly is required for voice. Students who do not practice as required may not be permitted to continue with lessons.

Students are expected to be faithful in lesson attendance and to remember to bring music, their practice record and instrument (if applicable).

Lesson absences are considered excused only if the student is ill or is otherwise legitimately excused from school that day. Please communicate with the music instructor if you are going to miss a music lesson for any reason.

## **P.E. Optional Credit**

Students (9th – 12th) who participate in one full season of a coached sport may be eligible to receive .5 P.E. credit (.25 per semester), during one year of high school. Students must be willing to complete the entire season of the sport.

In order for credit to be earned, the following steps must be taken:

1. Parents must request this option in writing from the school (prior to the start of the semester) naming the sport, duration of the season of competition, and anticipated hours per week of practice and/or games.
2. Following approval from ECA, parents are responsible to log the actual hours spent in practice/competition during the season, and following the season submit this signed log to the ECA registrar.

3. At the conclusion of the season, parents must obtain a signed letter from the head coach confirming student participation on the team, and this letter must be submitted to the ECA registrar.

Understanding that many sports do not begin (or have tryouts) until mid-September, students will be expected to attend P.E. at ECA until approval has been given for the optional credit.

All students will be expected to do the fitness testing at the beginning of the school year and participate in Field Day, regardless of this optional credit.

## **Plagiarism Policy**

To plagiarize is "to take (ideas, writings, etc.) from (another) and pass them off as one's own" (Webster's New World Dictionary, 1982). Students at times unintentionally, but other times deliberately, plagiarize in their schoolwork. ECA views plagiarism as a serious offense. Therefore, for high school students, the following consequences will be the result of plagiarism:

- 1st offense - Rewrite the assignment; only half credit will be given for the rewritten assignment and a conference will be required with the student, parents, and principal.
- 2nd offense - A zero will be given on the assignment, and the student will receive an in-school suspension for one day. The rewritten assignment will be due the day the student returns to class.

Any additional offenses will be dealt with on an individual basis with increasing severity.

In a case where the assignment must be rewritten, the student will fail the class for the quarter if the rewrite is not completed.

The listed "offenses" (i.e., first, second) apply to all the student's classes. For example, if a student plagiarizes for an English book report and then later plagiarizes on a science report, that is the second offense. For this reason, the administration is to be informed of all cases of plagiarism, and offenses of plagiarism will carry over from year to year as a part of the student's permanent record.

## **Progress Reports**

A student's progress may be checked on RenWeb at any time. (Parents and students can access this information through the RenWeb link on ECA's website. You will have to enter your email address and create a password. For further information, please contact the office.) Mid-quarter, as noted on the calendar, is an excellent time to check your student's progress since each course's grades should be up to date.

## **PSAT, ACT, SAT**

The PSAT is administered each October at ECA. ECA requires all juniors to take the PSAT, and strongly encourages all sophomores to take the exam.

The SAT and ACT are administered at the American School of Madrid (not at ECA). It is expected that one or both of these exams be taken during the spring of the junior year. It is the responsibility of the student to register for the SAT and/or ACT, and registration can be done on-line ([www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org)). Test dates, school codes, and registration deadlines are posted at ECA. Please contact the guidance counselor ([guidance@ecaspain.com](mailto:guidance@ecaspain.com)) if you have questions regarding college testing.

## **Relationships**

### **Parent – Teacher**

We desire open, frequent communication with the home. We will endeavor to contact parents when we note important things (both successes and struggles). Should parents have questions or concerns, please come to us. All concerns should be communicated according to the procedure outlined in Matthew 18. If concerns involve a teacher or staff member, please schedule an appointment and share those concerns with that individual. If resolution is not apparent, then request an appointment with this individual and an administrator. In many cases it is beneficial to have the student present as well.

### **Teacher – Student**

All of our relationships must be characterized by respect that is honoring the other person above ourselves (Rom. 12). Our attitudes communicate the respect we have as well. We desire to demonstrate integrity and respect toward our students, and we expect respect and obedience from them because it is honoring to the Lord, and because of our position of authority that is in place in the school setting.

### **Student – Student**

Developing strong, healthy friendships among students is strongly encouraged at ECA. To build strong relationships they must learn how to be devoted to one another in brotherly love, how to honor others above themselves, how to resolve conflict, and how and from whom to seek support or counsel (Rom. 12:10).

Purity is not a guardrail to keep us from falling over the edge into what we know is wrong, but rather a direction in which we walk. Honoring each other means being careful not to give poor testimony to those around us. The boundaries that the individual sets in advance protect him/her from misunderstanding and allow him/her freedom to act in a manner pleasing to God. To aid students in maintaining their personal purity, ECA has set a boundary requiring that, during the school day and while on school-sponsored activities, students refrain from public displays of affection (including an inappropriate type of hugging, inappropriate touching, handholding or kissing) towards members of the opposite sex.

Should a faculty member become concerned with a particular relationship/friendship (between students), s/he will talk with the student(s) involved and will encourage them to talk with their parents to determine appropriate boundaries and parameters. Faculty contact with parents will be made if there is no student response to the concerns shared.

If a student has a conflict with another student, s/he too should follow the principles of Matthew 18 by going directly to his/her friend – not anyone else – and talking through/addressing the issue. If resolution is not apparent, a person in authority should be added to the discussion (parents, teacher etc.).

Bullying of any kind (including verbal and physical abuse) is unacceptable at ECA. Students are expected to treat one another with respect and care. If bullying does occur, all students

are expected to tell an adult and know that incidents will be dealt with promptly and effectively.



## **Report Cards**

Report cards will be issued at the end of each quarter. Report cards may also be viewed on RenWeb.

## **Senior Privileges**

Given the fact that very soon our seniors will be on their own, the certain privileges are extended to them in their final year at ECA to provide an environment for responsible decision making prior to graduation. With privileges come responsibilities. If these privileges are abused, they may be removed for a specified period of time. A complete listing of the senior privileges may be found in Appendix M. This document must be signed by the student and both parents before senior privileges may begin.

## **Senior Trip**

Each year, the senior class has the privilege of taking a class trip where 5 days off of school will be given at the end of the year. This is a culmination activity for the students. Part-time students are eligible to attend the senior trip and will be held to the same behavioral standard as full-time students (see Appendix K for the required fees). The general location of the trip must be decided upon and approved by the administration by November 15.

The senior class will be responsible to fund their own trip, and only the senior class has permission for fundraising during the school year (unless exceptions are made by the administration.) Fundraising may begin on May 1 of their junior year. All planning and fund raising must be done on the student's own time, not during class time (except for helping with hot lunch for no more than 10 minutes on a rotating basis.)

Additional information regarding the senior trip may be found in Appendix M.

## **Student Council (StuCo)**

The ECA student council is a service organization that represents the student interests in the school and bears the responsibility of facilitating an atmosphere of open communication between the student body and the administration. The StuCo is also responsible for helping to plan special events such as Camp, Big-Little Sib Day, and various parties and activities throughout the year. Elections for the offices of President, Vice-President, and Secretary will be held in the spring, in accordance with the StuCo Constitution.

A faculty advisor(s) will be assigned to work with the student council at the beginning of the year.

## **Student Service**

Student Service is an opportunity for students to minister to the school community in a practical way, and for high school students, this service is reflected on their cumulative transcript. The student does this type of student service during the school day, usually during a study hall or at lunchtime. Students may volunteer to serve as elementary teacher assistants, library assistants, and school office assistants. Students may propose other assignments for student service to the administration as well.

Volunteers should consult with the guidance counselor if interested in a regular student service assignment. Student Service will be evaluated by a supervising staff member, based on participation, attitude, willingness, faithfulness, neatness, etc. The student will receive a

pass – fail academic grade/credit (which includes a conscientiousness component) on the report card and permanent record.

## **Study Halls**

Students are expected to use their study hall time effectively under the supervision of the assigned staff member. Unless specific arrangements have been made beforehand with the study hall supervisor, students assigned a study hall are expected to be there (with the exception of seniors, who with permission may report directly to the senior lounge). Lateness to study hall counts as an unexcused tardy to class.

### **Study Hall Guidelines:**

- Be prepared.
- Refrain from talking.
- Refrain from eating food, candy, or gum.
- Remain in your seat unless given permission to move to another area.
- Follow the rules of the study hall monitor.

Students may use the computers in the computer lab during study hall if the lab is not being used by a class and they have written permission from their study hall monitor.

## **Suspensions / Expulsions**

Please refer to the corresponding section under “Discipline” in the middle and high school section of this handbook.

## **Telephone and Photocopier**

Students may use the school phone only by permission of a staff member. Each local call is 50 céntimos and must be paid for at the time of the call. Calls to cell phones are 1€.

Only staff and approved students may operate the photocopiers. The cost is 5 céntimos per copy for personal copies.

## **Testing**

"Testing" refers to all classroom tests, quizzes, exams, and standardized tests.

There is to be absolutely no talking during testing. If you have a question, raise your hand and wait until the teacher recognizes you and tells you what to do.

Cheating on a test will result in an immediate zero for the test, as well as the issuing of an RV-major form (and its accompanying disciplinary measures).

## **Youth Group**

For the last several years there has been a Thursday afternoon youth group (known as “AYG”) and they have traditionally met at the school building. While ECA is thrilled to see such a group meeting regularly and we allow use of the facility, this youth group is not a school-sponsored event as ECA has no administrative oversight or responsibility for this after-school activity. Questions or concerns regarding the youth group should be directed to students or parents of those participating in the group.

## **Weapons**

Weapons or their facsimiles (except as approved by the administration) and explosives are prohibited on school property and during school-sponsored activities.

## **Webpage ([www.ecaspain.com](http://www.ecaspain.com))**

ECA will make every reasonable effort to keep photos and information current on the ECA website. However, should you notice that information is not current or you have other suggestions on how to improve our "face" on the web, please contact [webmaster@ecaspain.com](mailto:webmaster@ecaspain.com).

## **Withdrawal from Classes**

At the high school level, withdrawal from a particular class once it has begun is not encouraged. Should this become necessary (in extenuating circumstances), a conference with the principal, teacher, and parents is required.

- A student withdrawing within the first two weeks of class in any given semester will receive no grade, credit, or penalty.
- A student withdrawing after two weeks will receive a WP (withdrawal passing) or a WF (withdrawal failing) based on the student's current grade in the course.
- After four weeks, the semester must be completed.

Students who withdraw from classes that are required for graduation are responsible to make up that credit. If appropriate courses cannot be scheduled at ECA, the credits will need to be completed via some other means, at the parents' expense.



## **APPENDIX DOCUMENTS**

*All ECA appendix documents are listed in alphabetical order*

### **Appendix A**

#### **Academic Grading Scale (elementary)**

##### **Grade 1**

O	= Outstanding
S+, S, S-	= Satisfactory for Grade Level
N	= Needs Improvement

##### **Grades 2 – 5**

A+	=	98 - 100
A	=	93 - 97
A-	=	90 - 92
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	69
D	=	66 - 68
D-	=	65
F	=	0 - 64
I	=	Incomplete

##### **For All Elementary:**

Music, physical education, computer, and art will be graded using the O, S+, S, S-, N scale detailed above.

For elementary *Character Growth and Development* grades, the O, S+, S, S-, N scale will be used.

## **Appendix B**

### **Academic Grading System (secondary)**

#### **Academic Grading Scale (Grades 6 – 12)**

A+	=	98 - 100
A	=	93 - 97
A-	=	90 - 92
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	69
D	=	66 - 68
D-	=	65
F	=	0 - 64
I	=	Incomplete

#### **Conscientiousness Grades**

The conscientiousness grade will be included in the student's overall grade for the quarter. Teachers will indicate in the class syllabus how conscientiousness will be incorporated into the overall grade.

## **Appendix C**

### **Alcohol, Drug, and Tobacco Policy**

ECA strives to provide a safe and healthy environment for our students. Our position is that the use and abuse of certain substances is detrimental to the health and the well-being of the individual and is incompatible with the belief that our bodies are the temple of the Holy Spirit.

#### **Use of Alcohol, Drugs, and Tobacco**

With this in mind, ECA will maintain a high standard for its students. Its standards for the use of tobacco and illicit drugs, and consumption of alcohol are as follows:

Tobacco—According to Spanish law, it is illegal to purchase tobacco products until the age of 18.

Illicit drugs—According to Spanish law, it is illegal to sell and distribute illicit drugs.

Alcohol—According to Spanish law, it is illegal to consume alcohol outside of the home until the age of 16.

ECA students are to comply with the Spanish law. In order to maintain a consistent standard, all students are to do so from the time they enter ECA until they leave (even after the age of 16), which means refraining from the purchase of tobacco products, consumption of alcohol outside of the family context, and the distribution of illicit drugs. In addition, ECA students are not to be in possession of illicit drugs and are to refrain from using tobacco products.

#### **Substance Abuse**

For purposes of this policy, substance abuse is defined as any use of tobacco or any illicit drug, or the misuse of prescribed or over-the-counter drugs, or misuse of alcohol following legal and/or family guidelines.

Any time a student is involved with substance abuse, the primary concern must be for the student's health and freedom from dependence on illicit substances.

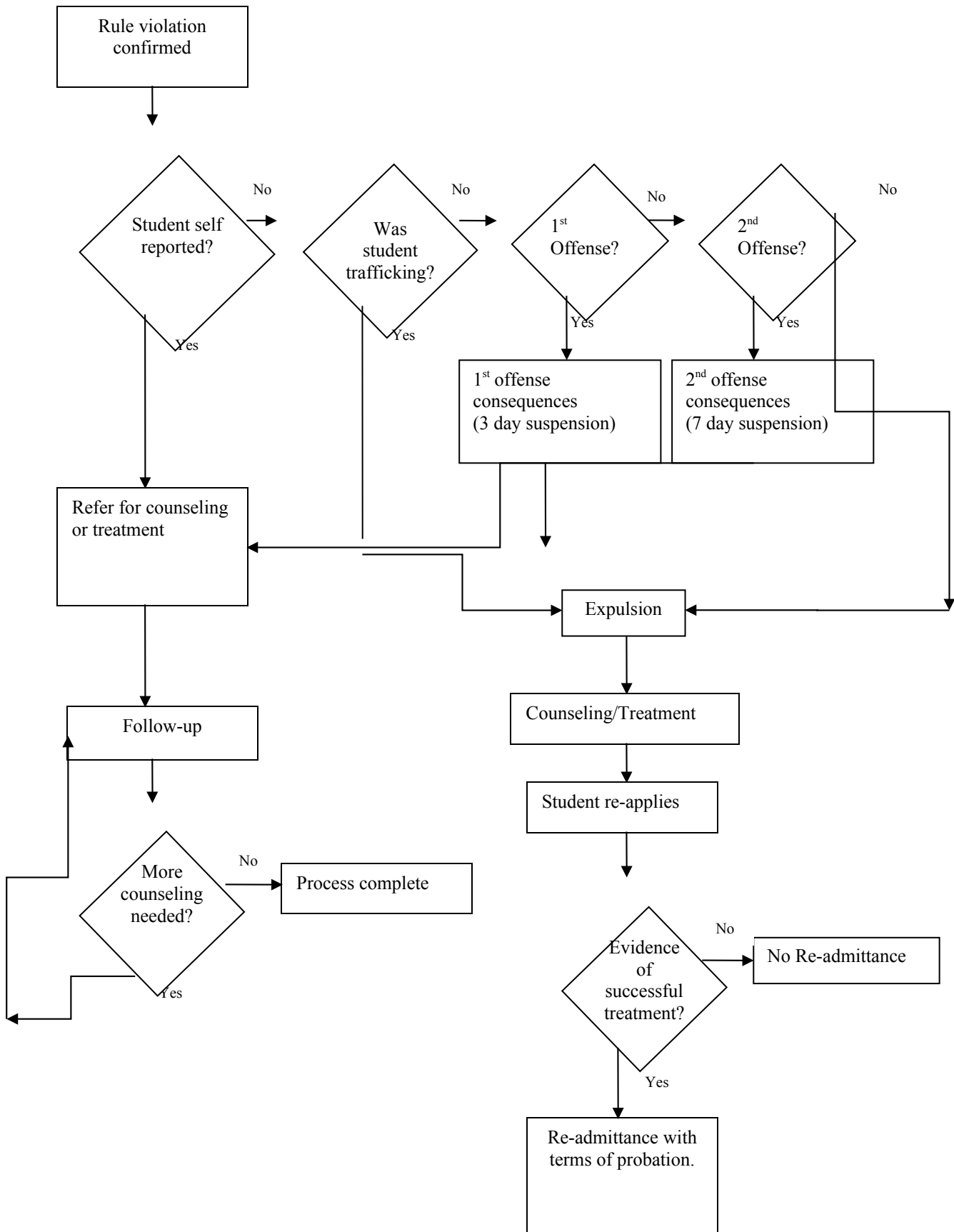
Any student who self-reports substance abuse will be referred to a qualified counselor or treatment center in consultation with the parents. Once treatment has started, the administration will follow up to ensure that satisfactory progress is being made. As long as the treatment provider or counselor is satisfied that progress is being made, no further action will be taken. If the student discontinues treatment and substance abuse continues, the consequences set forth below will be imposed.

#### **Consequences**

1. If it is determined that a rule violation has occurred, the student involved will receive one of the following consequences:
  - a. First offense: Suspension for 3 school days
  - b. Second offense: Suspension for 7 school days
  - c. Third offense: Expulsion
2. During a suspension the student:

- a. will receive zeros for any daily homework assigned during the suspension. A long-term project due during the suspension can still be submitted for credit.
  - b. will not be permitted to participate in any extra-curricular activities, clubs, or school-sponsored events.
3. In addition to the above consequences, it is expected that parents will arrange for counseling and/or treatment for their child.
4. If it is determined that the student was trafficking illicit substances, the result will be expulsion from the school. Trafficking is defined as providing illicit substances to others, whether selling, distributing, or sharing.
5. At the time of any expulsion, the parents will be informed that in order for their child to be considered for re-admittance to ECA they must obtain professional counseling for the student, and at the time of application for re-admittance must present evidence from the counselor that progress is being made by the student.
6. After an expulsion, re-admittance for the following school year will be at the discretion of the administration and will be on a probationary basis.
  - a. The terms of the probation will be determined by the administration and explained in a letter to the student and his/her parents.
  - b. The goal of the probation is to provide counsel and accountability for the student and to facilitate his/her re-integration into the school community.
7. Members of the Student Council and National Honor Society are considered student leaders and should be held to the highest standards. Therefore, any student members found to violate the terms of this policy will be banned from these organizations for the semester in which the offense occurred. Consideration for re-admittance to such member organizations will be determined by the administration.
8. The accompanying flow chart is intended to illustrate the policy and procedures related to substance abuse by students.

# Flow Chart for ECA's Alcohol, Drug and Tobacco Policy





## **Appendix D**

### **Anti-Bullying Policy**

#### **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at ECA. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

#### **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures.
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber all areas of internet ,such as email & internet chat room misuse Mobile threats by text messaging & calls Misuse of associated technology , i.e. camera & video facilities

#### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

#### **Objectives of this Policy**

- All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

#### **Signs and Symptoms**

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine

- is unwilling to go to school (school phobic)
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated

### **Procedures**

1. Report bullying incidents to staff.
2. In cases of serious bullying, the incidents will be recorded by staff and referred to the principal.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
5. An attempt will be made to help the bully (bullies) change their behavior.

## **Appendix E**

### **Bell Schedule**

<b>Monday – Thursday Schedule</b>			<b>Friday Schedule</b>		
			Chapel Period	9:10	9:55
Period 1	9:10	10:02	Period 1	9:58	10:42
Period 2	10:05	10:55	Period 2	10:45	11:29
Break	10:55	11:02	Break	11:29	11:36
Period 3	11:05	11:55	Period 3	11:39	12:23
Period 4	11:58	12:48	Period 4	12:26	1:10
Period 5	12:51	1:41	Lunch	1:10	1:39
Lunch	1:41	2:14	Period 5	1:42	2:26
Period 6	2:17	3:07	Period 6	2:29	3:13
Period 7	3:10	4:00	Period 7	3:16	4:00

## **Appendix F**

### **Child Protection Policy**

#### **POLICY ON MORAL PURITY**

The nature and mission of ECA requires that its staff members (including Board, employed and missionary personnel) and students relate to others on a basis of trust. These relationships call for personal holiness, integrity, and sensitivity toward others in the spirit of Christian love. As a Christian school, ECA recognizes the Bible as the final authority for all of life, and staff members commit themselves to positively and fervently promote the cause of Christ and to avoid that which will hinder it. We do, however, recognize that this is a fallen world and acknowledge the reality that sexual misconduct in this organization and by its staff members and students is possible.

The Bible's final authority includes matters relating to moral purity. Therefore, all staff members and students are expected to act according to Biblical standards of purity. This includes sexual faithfulness within marriage and sexual purity for those not married. The Biblical mandate for sexuality is one man with one woman within the marriage bond as set forth in Scripture (Genesis 2:24). The Scriptures clearly state that adultery, premarital sex and homosexual behavior are sin (Deut. 5:18; Lev. 18:22; 20:13; I Cor. 6:9-11; I Thes. 4:3-7; Rom. 1:24-27).

If a staff member (including Board, missionary or employed personnel) violates the Biblical mandates regarding sexual purity as referred to in 5.3.2 (i.e. adultery, premarital sex, homosexuality, etc.), that person will be subject to immediate removal and possible dismissal from ECA. (FB 02/09)

ECA is committed to providing a work, learning, and growth environment in which all staff members and students are treated fairly and with respect, and are free from harassment and intimidation.

#### **Definitions: Sexual Harassment**

"Any unwanted or inappropriate sexual attention is sexual harassment... It is one-sided and unwelcome." (From Everything You Need to Know About Sexual Harassment by Elizabeth Bouchard, Rosen Publishers, New York, page 21). The victim as well as the harasser can be of either gender. Sexual harassment may be further defined in the following terms:

- A.**                Verbal Harassment (epithets, derogatory comments or slur with a sexual implication) Examples: sexually explicit jokes, comments about a person's anatomy or dress, etc., with a sexual implication
- B.**                Physical Harassment (assault, impeding or blocking movement, or any physical interference with normal movement directed at an individual) Examples: inappropriate touching, pinching, patting, brushing against, etc.
- C.**                Visual Harassment (derogatory or sexually inappropriate posters, cartoons, drawings or letters) Examples: displaying sexual pictures, staring at another person's anatomy, etc.

- D.**                    Sexual Favors (unwanted sexual advances) Examples: propositioning an individual, making threatening reprisals after a negative response to sexual advances, etc.

#### Plans for Prevention

- A.    ECA condemns any conduct under the definition of sexual harassment and will investigate and seek to resolve all complaints. Every effort will be made to protect the reputation of all those involved.
- B.    Staff members and students are expected to adhere to modesty in dress and demeanor.
- C.    Orientation for staff members will include awareness information on abuse and harassment as potential problems.
- D.    Every staff member will read and sign the policy on moral purity, sexual harassment and child abuse. A copy will be distributed to each staff member at the beginning of the year and, as evidence that they have read and understand the policy will kept on file in the school office.
- E.    Orientation for middle school and high school students will be held annually with separate sessions for boys and girls. It will include awareness information on abuse and harassment as potential problems and positive ways to treat members of the opposite sex.
- F.    Every middle school and high school student must annually sign the Parent/Student handbook form, which will include a brief statement regarding the policy on moral purity, sexual harassment, and child abuse.

#### Procedure for Handling Complaints

- A.                    Complaints and accusations of sexual harassment should be reported to the headmaster. (If the staff member, student or parent feels the headmaster is involved in any way, the Board president is to be notified.)
- B.    All complaints and accusations will be investigated promptly by the headmaster. All relevant facts, including the context in which the alleged incident occurred, will be evaluated in determining whether the action does, in fact, constitute a violation of this policy. The headmaster will involve the appropriate parents when a complaint is received.
- C.    All information that relates to such a complaint or accusation shall be kept absolutely confidential among the individuals directly involved in the process.
- D.    Staff members and students are expected to cooperate fully in the investigation of a complaint or incident that might involve sexual harassment. Anyone who conceals information or knowingly provides false or misleading information will be subject to disciplinary action, up to and including dismissal.
- F.                    Any staff member or student found to have engaged in sexual harassment will be subject to disciplinary action, based on the facts and circumstances of the particular case. Such action will be determined by the headmaster and the Board president, and may include counseling, a reminder of this policy, and issuance of

a warning in writing. Depending on the frequency or severity of the behavior, dismissal may be appropriate. Where disciplinary action is taken, a record is kept in the headmaster's confidential file. Depending on the extent of corrective or disciplinary action, parents of students and/or mission leadership will be involved.

## **POLICY ON CHILD ABUSE**

### Definitions: Child Abuse

Child abuse is criminal behavior whether it is violent or non-violent. Realizing that child abuse occurs in all demographic, racial, ethnic, socio-economic and religious groups, ECA deems it necessary to present a policy for prevention of, as well as procedures for dealing with any form of child abuse.

Child abuse is a general term to describe inappropriate, immoral, and/or unethical behavior by an adult towards a minor of 18 years or younger, or of one child towards another child where there is a difference in power based on age, intellectual, or emotional capacity. Child abuse is recognized under four categories:

- A. Physical Abuse - inflicting physical trauma with the conscious or unconscious intention of hurting, controlling, or subduing a person.
- B. Emotional Abuse - threats, intimidation, acts of injustice or indignity by verbal and/or physical means.
- C. Sexual Abuse - physical and/or emotional sexual stimuli or acts of an individual with or without consent, when the person is considered to be outside the limits of normal sexual rapport. It includes touching and non-touching offenses.
- D. Neglect – failure, refusal or inability to provide care, instruction, food, clothing, basic medical service, and shelter so as to seriously endanger the well-being of an individual.

### Plans for Prevention

ECA will maintain strict guidelines for its staff members and students in order to reduce the risk of potential child abuse situations. These guidelines include the following:

- A. Careful screening and selection of faculty and employees with regard to any history of child abuse.
- B. Required orientation for staff members about child abuse and its prevention.
- C. Required reading and signing of the policy statement, which will be kept on file.

**Precaution** Staff members and students are advised to use discretion and care when involved in any one-on-one situations. Careful reporting/feedback on any questionable or inappropriate behavior should be made in writing to be given to the headmaster or president of the Board.

## Procedure

- A. When a staff member, student, or anyone closely associated with ECA becomes suspicious or has knowledge that a student at ECA has been abused (inside or outside the school setting), that person must immediately document and communicate all facts relevant to the suspected abuse to the headmaster. Then he/she will keep careful, confidential documentation of the entire situation from the first indication of a problem. It is the responsibility of the headmaster to inform the parents and to work as quickly and sensitively as possible. Absolute confidentiality must be observed among the individuals involved.
- B. ECA will take all accusations of abuse seriously, with an attitude of respect and belief, and will try, if at all possible, to protect the identities of the alleged victim(s), the accused, and their families.
- C. Upon receiving a report of actual or suspected abuse, the headmaster will immediately initiate an investigation to determine the veracity of the report.
- D. The headmaster, in consultation with the president of the Board and other appropriate authority (e.g. leader of the mission organization for which the accused is a member), will determine if the accused will be removed immediately from contact with children, or any situation where potential abuse may occur, and if the accused will be re-assigned or suspended during the investigation period. They may also consult with local law enforcement authorities.
- E. If there is a lack of facts from the alleged victim and an absence of acknowledgement by the accused, the headmaster will determine whether or not to investigate the possibility of other victims, realizing the potential risk both to the children and to the accused.
- F. If evidence indicates the accused is guilty, whether that person admits or denies the allegations, the headmaster will discreetly try to determine if there are other victims. The headmaster will contact the parents of other children who have had or might have had contact with the accused, and without naming the accused, will attempt to determine whether such children have experienced abuse or know of other victims.
- G. The Board President, headmaster, and mission authorities will seek appropriate legal counsel.
- H. ECA will create a crisis team that will be prepared to deal with the situation if needed. The crisis team will include, if possible, a counselor, a designated staff person, and a representative from the mission organization of the alleged victim and a representative from the mission organization of the alleged offender, with both genders being represented. ECA will attempt to offer competent professional care and assistance to all victims and their families as determined necessary by the crisis team. ECA will work in conjunction with the mission agency involved in order to determine what appropriate legal authority should be contacted. Confidentiality will remain a high priority.
- I. If it is determined that the accusations are false, the accused - under the guidance of the headmaster, may return to the ministry where he/she was when the accusations began.

- J. If it is determined that the accusations are false, the one making the accusation will be subject to severe disciplinary action, including expulsion or dismissal.
- K. If it is determined that the accusations are true, beyond reasonable doubt, the accused will be dismissed from ECA and the appropriate law enforcement authorities will be notified. ECA will show sensitivity and concern for the spiritual and emotional welfare of the individual dismissed. It will be the responsibility of the mission organization for which the individual is a member to provide further discipline and counsel.
- L. If the accused is never determined guilty while the alleged victim's testimony remains unchanged, the accused will remain under the close supervision of the headmaster for such time as deemed necessary.



## **Appendix G**

### **Emergency Procedures**

#### **FIRE DRILL/EVACUATION PROCEDURES**

- When the fire alarm sounds, all occupants must leave the building immediately. Everyone (staff, students & visitors) must vacate the building *according to the plan* and remain outside until permission is given to return.
- Staff members should take their grade book (or class roster), a pen, close all windows, turn off all lights, and close the door.
- Go immediately to the designated assembly area and wait for further instructions. Assemble with your class/teacher and remain quiet and calm. Horseplay will not be tolerated.
- Once outside, staff are responsible to account for all students under their supervision when the alarm sounds. Report any missing persons to a member of the administration.
- Do not return to the building for any reason until permission is given.
- Individuals with disabilities requiring assistance during an evacuation should be guided to the nearest stairwell. *However, Sometimes it is safer to stay in place!* If all exits from a floor are blocked, go back to your room, close the door, seal cracks, wave something out the window, and shout or phone for help.

#### **LOCKDOWN**

The purpose of lockdown is to limit exposure of students and staff to a dangerous intruder. No one should be moving in the halls or outside the building during lockdown and noise should be kept to an absolute minimum. When lockdown is necessary an announcement will be made over the P.A. system to “Lock down the campus.” The following steps are to be taken:

- Lock all exterior doors
- Lock all interior doors (from the hallway)
- Lower all window shades
- Cover the windows in the doors with posterboard.
- Move away from exterior windows and out of sight from the window in the door.
- Students should be directed away from the door and are to sit quietly.
- Remain quiet and turn off any audio/visual equipment
- No one should leave the room where they are until instructed to do so.

#### **SHELTER IN PLACE**

The purpose of “sheltering in place” is to limit exposure of students and staff to an environmental threat originating outside the building. **When it is necessary to shelter in place an announcement will be made over the P.A. system to “Shelter in place.” The following steps are to be taken:**

- Close all exterior windows and doors
- If some rooms become contaminated before the windows can be closed those rooms should be evacuated and the interior doors closed. Towels or coats should be put at the bottom of the door to contain the contamination.
- No one should leave the building until instructed to do so. If someone needs to be admitted to the building for their safety the door should be opened for the minimum possible amount of time.

## Appendix H

### High School Course Requirements for Graduation

<u>CORE COURSES</u>	<u>REQUIRED COURSES WHILE AT ECA</u>
<p><b>ENGLISH</b> (4 credits required)            *English 9, 10, 11 (+), 12 (+)</p> <p><b>MATH</b> (3 credits required)            *Algebra I            *Geometry            *Algebra II            Pre-Calculus            Calculus (#)</p> <p><b>SOCIAL STUDIES</b> (3.5 credits required)            *World History            *US History (or equivalent)            *American Gov't. (+) (.5 credits)            Comparative Government (+) (.5 credits)</p> <p><b>SCIENCE</b> (3 credits required, including one lab science)            Environmental Science            *Biology            Chemistry            Physics (+)</p> <p>+ May be taken as Honors level (5.0 scale)</p> <p># May be taken as Advanced Placement (AP) level (6.0 scale)</p>	<p><b>BIBLE</b> (2 credits required – .5 per year)            Bible 9, 10, 11, 12</p> <p><b>FINE ARTS</b> (1.5 credits required)            May include choir, band, art, or other fine arts classes as offered.            9, 10, 11, 12, (.5 per year)            Humanities / Senior Seminar 12</p> <p><b>FOREIGN LANGUAGE</b> (2 credits required)            French I, II, III            AP French (#)            Spanish I, II, III, IV, and Spanish Literature (#)</p> <p><b>PHYSICAL EDUCATION / HEALTH</b>            (1.5 credits required – .5 for 3 years)            Health 9            P.E. 10, 11</p> <p><b>ELECTIVES</b> (<i>Varies year to year depending upon staff availability and scheduling</i>)            Art            Automotive Maintenance            Band/Choir            Computer Applications            Leadership Development            Life Skills            Industrial Arts            Music Theory and Technology            NILD Therapy            Practical Math            Welding            Woodworking            Yearbook</p>

## Appendix I

### “Blue Sheet”

Grade	English (4 credits required)	Credit	#
	*English 9		
	*English 10		
	*English 11 (+)		
	*English 12 (+)		
	<b>Total Credits</b>	<b>0</b>	

Grade	Foreign Language (2 credits req.in same lang.)	Credit	#
	<b>Total Credits</b>	<b>0</b>	

Grade	Math (3 credits required)	Credit	#
	*Algebra I		
	*Geometry		
	*Algebra II		
	Pre-Calculus		
	Calculus (#)		
	<b>Total Credits</b>	<b>0</b>	

Grade	Fine Arts (1.5 credits required)	Credit	#
	*Humanities (.5)		
	<b>Total Credits</b>	<b>0</b>	

Grade	Social Studies (3.5 credits required)	Credit	#
	*World History		
	Spanish History		
	*U.S. History		
	*Amer. Govt. (.5) (+)		
	Comp. Govt. (.5) (+)		
	<b>Total Credits</b>	<b>0</b>	

Grade	P.E. /Health (1.50 credits required)	Credit	#
	P.E. 9		
	P.E. 10		
	P.E. 11		
	P.E. 12		
	<b>Total Credits</b>	<b>0</b>	

Grade	Science (3 credits required)	Credit	#
	Environmental Science		
	*Biology		
	Chemistry		
	Physics (+)		
	<b>Total Credits</b>	<b>0</b>	

Grade	Miscellaneous	Credit	#
	<b>Total Credits</b>	<b>0</b>	

Grade	Bible (required while at ECA)	Credit	#
	Bible 9 (.5)		
	Bible 10 (.5)		
	Bible 11 (.5)		
	Bible 12 (.5)		
	<b>Total Credits</b>	<b>0</b>	

**Total Credits: 0**  
(Required for graduation - 23 credits)

1 credit:	5 days/week for a year
.5 credit:	2.5 days/week for a year or 5 days/week for a semester

\* Core classes

(+) May be taken as “Honors”

(#) May be taken as Adv. Plcmnt

## **Appendix J**

### **Internet Use Policy**

Evangelical Christian Academy believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

1. a wealth of additional resources for reference and research,
2. consulting with experts in a variety of fields,
3. learning to conduct searches, evaluate resources, and locate relevant material, and
4. interacting with up-to-date primary sources.

In order to assist students in learning how to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

1. a reliable connection that is protected by filtering software. Filtering blocks sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
2. supervision of students while they are using the Internet.
3. training for students that clearly spells out what is appropriate and what is inappropriate. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print.

Only students who have a signed agreement (by both students and parents) will be allowed to use the Internet independently. Expectations will be clearly spelled out, and students will be aware of what constitutes a violation.

Note: Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. If the student does not have a signed agreement, he/she may request the information from the teacher or librarian as time permits.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with, on the Internet. I agree to follow Evangelical Christian Academy's rules. I will strive to apply Philippians 4:8 to my electronic communication. "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."*

The Internet user is held responsible for his/her actions when using the Internet and any action done under his/her login name. A student must be logged in under his/her own name to access the Internet. Unacceptable uses of the network will result in an RV form and/or the suspension or revocation of these privileges. Some examples of unacceptable use are:

1. using the network for any illegal activity
2. using the network for accessing any pornographic or otherwise inappropriate sites
3. using the network for financial gain or initiating any financial transactions degrading or disrupting the equipment or system performance. Any security problem must be reported to the administration and not shared with other users.
4. accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission
5. gaining unauthorized access to resources, including attempting to get around the filter installed on a computer with Internet access
6. invading the privacy of individuals including reading mail that belongs to others without their permission
7. posting personal communications without the author's consent or posting information containing information not meant to be made public
8. posting rude or inappropriate messages
9. downloading viruses or attempting to avoid virus protection programs
10. violating the spirit of the Evangelical Christian Academy's Mission Statement
11. any type of chat or instant messaging or postings for social purposes (School projects can be sent to and from home with the supervision of the teacher.)
12. obligating ECA in any way – financial or otherwise
13. disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
14. inappropriate use of resources resulting in plagiarism
15. playing games, other than teacher approved educational activities
16. watching YouTube, movies, or other similar video sites for entertainment purposes.

By signing the consent and waiver form, the student agrees to abide by these guidelines. The student and parent (or guardian) must sign after they have discussed these rights and responsibilities together.

The Internet user and his/her parents must understand that s/he uses the Internet at his/her own risk. Considering the provisions mentioned above, ECA cannot assume responsibility for:

1. the reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. costs that the students incur if they request a product or service for a fee
3. any consequences of disruption in service that may result in lack of resources
4. privacy of electronic communications.

The administration reserves the right to investigate possible misuses and to monitor any communication that comes through ECA computers.

## **Appendix K**

### **Part-Time Student Policies**

ECA is pleased to be able to offer courses and services to families with children enrolled as part-time students (PTS). PTS are those enrolled in fewer than 5 credit hours per semester.

Given the special status of PTS, ECA sets forth the following guidelines to clarify the understandings and expectations:

#### **APPLICATION & GENERAL INFORMATION**

1. Prospective PTS must complete all the enrollment documents required of full-time students as listed on the ECA website. Once all required documents have been submitted, registration fee has been paid, and new student testing has been completed and evaluated, the completed file will be reviewed by the Admissions Committee to determine if the student will/will not be accepted.
2. PTS are expected to comply with all rules and regulations as set forth in the Parent Student Handbook.
3. PTS will be linked with the grade associated with their age / grade in school. As such, PTS will be invited to attend all class meetings and grade-level activities of their peers.

#### **ATTENDANCE**

1. PTS are expected to be on campus only during the time of their assigned classes. They may not come early nor linger late unless permission has been granted by the administration.
2. PTS must sign in and out at the front desk in the office each time they come onto campus.

#### **FINANCES**

1. PTS families will be assessed the full annual capital fee (200 euros per family) as established by the board.
2. PTS will not be required to pay the annual class fee of 75 euros, but will be assessed the annual activities fee. However, should the PTS elect to go on the senior trip, the parents of the PTS will be required to pay into the senior class fund the established annual class fee for all years that he/she has been a PTS at ECA.
3. PTS will be permitted to attend camp (elementary or secondary) but parents will be charged for this activity.
4. Parents of PTS may choose courses in which to enroll their child(ren), and the corresponding tuition will be assessed based on the number of credit hours enrolled. Specific costs will be calculated by the Business Manager.

## **SERVICES & ORGANIZATIONS**

1. Special services such as Discovery and ELL may be available to PTS, but only after priority consideration has been given to all full-time students. As such, PTS enrolled in these programs during one year will not necessarily be guaranteed a place in these programs the following year.
2. PTS will be issued a library card and may check books out from the library as desired.
3. PTS may attend all after-school clubs and StuCo activities.
4. PTS will not be considered for admittance into National Honor Society (NHS) and may not serve as an officer or class representative on the Student Council (StuCo).

## **SENIOR TRIP & GRADUATION**

1. PTS will be permitted to participate in the senior trip and therefore will be held to the same high standards of behavior and cooperation as full-time students. The parents of the PTS will be required to pay into the senior class fund the established annual class fee for all years that he/she has been a PTS at ECA.
2. PTS may be granted permission to dress in red and “walk with their class” at graduation, but only if all course work for HS studies has been completed. Requests for such must be made in writing to the administration by APR 15th of their senior year.
3. ECA will not grant diplomas to PTS.

***\*The administration reserves the right to modify any policies and/or procedures regarding PTS as necessary.***

## **Appendix L**

### **ECA PE Uniform Policy**

All students in grades 6-12 are required to wear a standard Physical Education uniform. This policy has been established for the following reasons:

- ✓ To increase active class time and reduce time spent on dress code issues
- ✓ To assist in making clear team distinctions in conjunction with the use of colored pinnies
- ✓ To assist with good personal hygienic practices
- ✓ To avoid indecent exposure caused by clothing that is too tight or too short
- ✓ To improve personal safety
- ✓ To increase school spirit and encourage the sense of community and belonging

Uniforms must be paid for in person in the business office, and then picked up in the PE office by the end of the first week of school.

The uniform consists of:

- A. Shirt & short set (required) - 15.00 €. A replacement uniform will cost 18.00 €.
- B. Athletic sweat suits may be worn over the uniform provided they are appropriately sized, in good condition, and the PE shirt is visible at the neck.
- C. Athletic shoes that tie or have Velcro straps are part of the uniform. Shoes such as deck shoes, sandals, hiking boots, dress shoes, and athletic shoes without laces that do not give proper support will not be allowed for safety reasons. Skate shoes (i.e. DC's, Vans, Chuck Taylors, etc) will not be permitted. The skate shoes that are in style are made for the sport of skateboarding; they are not made for running during physical education classes. The shoe is made with a flat sole for traction and strong construction in the "ollie" area (skateboarding skill). The biggest problem with the skate shoes are the lacing options that allow the shoes to fly off when the child is running, jumping, kicking, walking and basically doing any type of physical activity.

Additional requirements:

- Athletic socks must be worn.
- Jewelry is not to be worn.
- Please purchase a solid stick deodorant to keep in the school locker.
- It is expected that each student take his/her clothes home weekly to be laundered.

Students who come to class without their uniform or only partially in uniform will not be allowed to participate but will be required to complete a non-participation worksheet to ensure they receive the instruction that is given during the class. They will receive a zero for participation.



## **Appendix M**

### **Senior Supplement**

Covered in this document are the following topics:

- 1. Senior Trip**
- 2. Senior Privilege / Pass**
- 3. Senior Lounge**
- 4. Study Halls**
- 5. Off-Campus Privilege**
- 6. Hot Lunches / Class Shirts**
- 7. Personal Computers**
- 8. Sweet Shop**

#### **1. SENIOR TRIP**

Each year the senior class has the privilege of taking a trip in the spring of the senior year. The purpose of the trip is to serve as a capstone experience for the class to enjoy themselves and their classmates for a concerted amount of time as they conclude their time at ECA; it is also an opportunity for the class to learn outside of the classroom as they experience new places and activities.

1. The senior class may take up to five school days for their trip, after senior exams, as scheduled on the school calendar.
2. Planning is of utmost importance. In order to help facilitate this the following guidelines are to be followed:
  - a. The general location of the trip must be determined by November 15<sup>th</sup>, although no specific set location is required. The location is decided by the students and approved by administration.
  - b. The budget for the trip will be presented to the administration for approval by February 1.
2. A spiritual component should be included in the trip.
3. The senior class sponsor and trip chaperone(s) will be approved by the administration. The class is responsible to pay all expenses for one class sponsor for every 8 students.
4. The senior class will be the only class allowed to raise funds for their class during the school year, and they will be responsible to fund their own trip. (Fundraising may begin May 1<sup>st</sup> of their junior year.)
5. All planning and fund raising must be done on the student's own time, *not during class time*, except for helping with hot lunch for no more than 10 minutes on a rotating basis.
6. At least 10% of the total funds available for the trip will be given to a charitable cause prior to departure on the trip. A class gift to the school is one suggestion. Any funds remaining after the trip will be given to the school.

## **2. SENIOR PRIVILEGE / PASS**

During free periods seniors are not required to attend study halls - but may opt to go to the senior lounge, library, outside, or other designated area as long as they are not a distraction to the learning environment.

## **3. SENIOR LOUNGE**

A portion of the balcony in the chapel has been designated as the Senior Lounge. This area is reserved for seniors, a place where they can come during free time or study halls to **sit, chat, or do homework.**

- The seniors may paint, decorate, and rearrange the senior lounge to their liking – but all painting changes must have approval from the administration. Decisions regarding decoration should reflect good taste bearing in mind that the Lounge is also a part of the school facility. All expenses for such will be assumed by the seniors or their class.
- Any posters/pictures should be fixed to the wall with sticky-tac.
- Noise must be kept to a minimum, as there are often other classes in the balcony and chapel.
- No personal laptops or electronic devices may be used in the lounge.
- No students are allowed on the roof/terrazza outside the senior lounge.

## **4. STUDY HALLS**

Seniors are not required to report to study halls, but may go to the senior lounge, library, or other designated area – as long as they are not a distraction to others in or around the building. The learning environment of our school must be maintained. Sound travels easily, especially in the nice weather when the windows are open. No swinging, playing tether ball, soccer, Ping-Pong, foosball, singing, playing guitars etc. is allowed during “study hall” time.

Any senior with a D or below in any class at the end of mid-quarter or quarter will be required to report to study halls until the next quarter or mid-quarter evaluation. At that time, if all grades are C or above, the senior study hall privilege will be reinstated.

## **5. OFF CAMPUS PRIVILEGE**

Students who have no more classes for the day may leave campus provided they have written permission from their parents on file in the office and they have signed out in the office.

All seniors are free to leave campus during the lunch hour, provided they have written permission on file in the office.

- Seniors may leave campus during the start of the lunch period, but must return promptly before the end of the lunch period. Students must sign in and out at the office.

## **6. HOT LUNCHES / CLASS SHIRTS**

The seniors (and their parents) offer hot lunches to the school approximately two times per month. The senior parents (in collaboration with the seniors and the class sponsors) will be responsible for coordination of scheduling, putting the announcement in the Note Home, collecting the cash, purchasing the supplies, preparing and cleaning up the hot lunch. A cash advance may be made from the Business Manager in order to purchase food and supplies for the hot lunch.

Seniors may wear their class shirts on every hot lunch day and on other special occasions as approved by the administration.

## **7. PERSONAL COMPUTERS**

Seniors are permitted to bring their laptops to school but they must abide by the guidelines found in ECA's Acceptable Use Policy. Laptops may be used in classrooms and in the computer lab (not in the Senior Lounge), but only with permission from the teacher.

## **8. SWEET SHOP**

The Sweet Shop is both a service to our school and a primary means for generating income to help fund the senior trip. Store hours are daily during lunch and after school. Stocking and staffing the Sweet Shop is the responsibility of the senior class, as well as all cleaning of the Sweet Shop area behind the counter. Seniors may come to the Sweet Shop during study halls to bag sugar or cocoa but noise must be kept to a minimum.

Receipts for purchases for the Sweet Shop should be turned in to the Business Manager, and reimbursement will be made from the senior class fund. Proceeds from the Sweet Shop should be counted regularly and turned in to the Business Manager for a bank deposit. At any time the class sponsors may request a balance statement from the Business Manager in order to verify the balance and plan for the year.

## **Appendix N**

### **Volunteer Policy**

#### **A. Non-instructional Volunteers**

1. A Non-instructional volunteer may be a parent or an outside volunteer who works directly or in-directly with students or in the school building (office, library, shop, kitchen, etc.). Parent Volunteers, Teacher's Aides and Administrative Helpers are types of Non-instructional volunteers.
2. All non-instructional volunteers will be required to complete a Volunteer Information Profile (if working directly with students) and a Volunteer Interest Form prior to beginning volunteer service.
3. There will be no financial remuneration given to the volunteer for assistance rendered.
4. The Principal will assign volunteers to their responsibilities, and will be responsible to evaluate them in consultation with the staff member to whom the volunteer is assigned.
5. Non-Instructional Volunteers are expected to conduct themselves in a professional manner.

#### **B. Instructional Volunteers**

1. An Instructional Volunteer is someone who works directly with students in the learning environment (i.e. elementary specials, MS/HS electives, music lessons, substitute teachers).
2. All instructional volunteers will be required to complete a Volunteer Information Profile (which includes permission for a background check, agreement with the Statement of Faith, and some additional questions) and a Volunteer Interest Form prior to beginning volunteer service.
3. There will be no financial remuneration given to the volunteer for assistance rendered.
4. The Principal will assign volunteers to their responsibilities, and will be responsible to evaluate instructional volunteers in consultation with the staff member to whom the volunteer is assigned.
5. Instructional Volunteers are expected to conduct themselves in a professional manner, in keeping with the "professional conduct of instructional personnel," section 3.6.

## **VOLUNTEER PROCEDURES (Non-Instructional)**

Mission Statement: The mission of the Volunteer program at Evangelical Christian Academy is to serve as partners with administrators, teachers, and staff in equipping our students for life.

### Purpose:

- Provide an organizational structure through which parents and volunteers work with administrators, teachers, and staff to achieve the spiritual and educational objectives of the school.
- Provide standardization and coordination of communication efforts.
- Support teachers and staff by meeting their needs and expressing gratitude for their service.
- Encourage and stimulate parental participation in the life of ECA.
- Welcome new families and facilitate their transition into the ECA family.
- Comply with accreditation standards.

### Volunteer Coordinator

The secretary in the front office functions as the Non-Instructional Volunteer Coordinator.

### Volunteer Guidelines

#### Accounting

All accounting should be handled through the administrator/teacher authorizing the event you are coordinating.

- Please use the utmost discretion when handling cash.
- Make sure two people are present when handling cash.
- Keep paperwork to document any money spent or in your possession.
- All money collected should be submitted to the Business Manager as soon after the event as possible. A receipt will be issued for all money submitted.
- If a cash box is needed for an event, contact the Business Manager at least one week in advance. Please specify the type of change you need (i.e., lots of 50 centimos)

#### Communication

- All activities and events should be approved by the principal at least 2 weeks in advance.
- Volunteers should communicate openly and frequently with teachers.
- For the sake of confidentiality, please do not give out any contact information other than that provided on the school directory. Also, when e-mailing groups of people, please use the blind carbon copy (BCC).

#### Events and Parties

- All parties must be approved by the principal, and teachers will communicate times for the parties.
- The following parties for the Elementary grades do not have to be approved: Thanksgiving, Christmas, Valentine's Day, Easter, and End of the Year.

- If you need to reserve specific room for parties or events, see the Business Manager at least 10 days before the event, and please put your request in writing.
- Please be sure rooms are left clean after each party. This includes sweeping, trash pick up, trash disposal and/or cleaning of tables and desks.

#### Classroom Volunteers

- Exemplify the highest moral character, behavior and leadership, adhering to strong standards of ethics and integrity.
- Model Christ-like behavior at all times (behavior, vocabulary, and attitude); set a good example for students to follow.
- Keep ECA personnel informed of your questions and concerns regarding your interactions with students.
- Will be instructed as to “duties” by the classroom teacher.
- Comply with ECA’s Child Protection Policy.

#### Drivers

- All drivers for field trips or off-campus activities must have a Spanish driver’s license (or equivalent valid license recognized in Spain) and proof of insurance in the car when driving students in your personal vehicle.
- All students must use seatbelts and booster seats if under 150 cm.
- Must comply with all Spanish driving laws (including vehicle occupancy limits).
- Exemplify the highest moral character, behavior and leadership, adhering to strong standards of ethics and integrity.
- Model Christ-like behavior at all times (behavior, vocabulary, and attitude); set a good example for students to follow.
- Keep ECA personnel informed of your questions and concerns regarding your interactions with students.
- Comply with ECA’s Child Protection Policy.

#### Screening and Check-In/Out

For the safety of our students, any volunteer who works directly with students or with money must complete the screening process.

- Complete a volunteer application and turn it in to the School Office.
- When you arrive at the school to volunteer, please sign in at the front office.
- When your volunteer time is complete, please sign out at the front office.

## **VOLUNTEER PROCEDURES (Instructional)**

Mission Statement: The mission of the Volunteer program at Evangelical Christian Academy is to serve as partners with administrators, teachers, and staff in equipping our students for life.

### Purpose:

- To assist elementary teachers in the “specials” area when no other teacher is available to assist (P.E., Art, Music, Computer, Spanish, etc.)
- To provide special electives at the MS and HS levels.
- To be a substitute teacher when necessary.
- To provide music lessons.

### Volunteer Guidelines

#### Handbooks

- All instructional volunteers must read the Parent/Student Handbook and sign a statement to this effect.
- All instructional volunteers must read the Faculty Handbook and sign a statement to this effect.

#### Communication

- All activities and events should be approved by the principal at least 2 weeks in advance.
- Volunteers should communicate openly and frequently with teachers.
- For the sake of confidentiality, please do not give out any contact information other than that provided on the school directory. Also, when e-mailing groups of people, please use the blind carbon copy (BCC).

#### Classroom Volunteers

- Exemplify the highest moral character, behavior and leadership, adhering to strong standards of ethics and integrity.
- Model Christ-like behavior at all times (behavior, vocabulary, and attitude); set a good example for students to follow.
- Keep ECA personnel informed of your questions and concerns regarding your interactions with students.
- Will be instructed as to “duties” by the principal or headmaster.
- Comply with ECA’s Child Protection Policy.

#### Screening and Check-In/Out

- Complete a volunteer application and turn it in to the School Office.
- When you arrive at the school to volunteer, please sign in at the front office if you do not have a dot on the board.
- When your volunteer time is complete, please sign out at the front office if you do not have a dot on the board.

## Evangelical Christian Academy Volunteer Information Profile

The purpose of this application is to help ECA provide a safe and secure environment for our students. The application is to be completed by individuals who will be **working directly with students** in an instructional or non-instructional role.

### **PERSONAL INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

Código Postal \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth (mm-dd-yyyy) \_\_\_\_\_

Social Security Number (required for background check) \_\_\_\_\_

DNI \_\_\_\_\_ Type of Drivers License / expiration date: \_\_\_\_\_

CPR Certification or Other Medical Training? \_\_\_\_\_

### **APPLICANT VERIFICATION AND RELEASE**

I recognize the Evangelical Christian Academy (ECA) is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

**I authorize ECA to conduct a criminal background investigation. I have completed the criminal background check form posted on [www.ecaspain.com](http://www.ecaspain.com) and am submitting it with this profile.**

I have read the Volunteer Manual, the school handbook, ECA's Statement of Faith, Faculty Handbook (for Instructional Volunteers Only) and the Child Protection Policy, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return to the school office.*

*This form will be kept confidential as we recognize the information is sensitive.*





## VOLUNTEER INTEREST FORM

Parent's Name \_\_\_\_\_

Student's Names \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

The best way to contact me is: ☐ Home Phone ☐ Cell Phone ☐ Work Phone ☐ E-mail

The best time to contact me is: ☐ Day ☐ Evenings

**Please check any of the following opportunities in which you would like to participate:**

**ELEMENTARY ONLY:**

- ☐ Class Coordinator – assists the teacher in planning parties, snacks, and special events
- ☐ Teacher's Aide – assists the teacher with cutting, gluing, making photocopies, etc.
- ☐ Attending Class Parties (in school)
- ☐ Lunch Duty
- ☐ Recess Duty
- ☐ Sending Items for Class Parties (in school)

**ALL LEVELS:**

- ☐ Attending and Assisting with Field Trips
- ☐ Helping in the office (answering phones, making copies, etc.)
- ☐ Assisting with Field Day
- ☐ Sending items for Class Projects
- ☐ Concert Preparation (food)
- ☐ Concert Preparation (decoration)
- ☐ Library Aide

**FOR INSTRUCTIONAL VOLUNTEERS ONLY:**

For what position are you interested in volunteering?

- ☐ elementary music ☐ elementary P.E. ☐ elementary art
- ☐ elementary computer ☐ elementary Spanish – level \_\_\_\_\_
- ☐ MS/HS Elective – which one? \_\_\_\_\_
- ☐ Substitute Teacher – grade level? \_\_\_\_\_
- ☐ Music Lessons – which instrument(s)? \_\_\_\_\_

Please explain your experience for each volunteer position that you have checked above.

Do you have a college degree? \_\_\_\_\_ Please list the college name, degree and date of graduation.

**FOR INSTRUCTIONAL VOLUNTEERS ONLY:**

Please give a brief account of your salvation experience.

What are you currently doing in Spain?

**FOR ALL VOLUNTEERS:**

**I enjoy the following types of activities:**

- ☐ Organizing People and Events
- ☐ Desktop Publishing
- ☐ Decorating for Receptions and Parties
- ☐ Preparing Food for Parties
- ☐ Photography
- ☐ Other \_\_\_\_\_

**Hobbies/Interests:** \_\_\_\_\_

**I am available to help:**

- ☐ Days – during school hours
- ☐ Evenings/Weekends – outside of school hours

*In order to provide a safe and secure environment for our students, Evangelical Christian Academy requires that volunteers who have direct contact with students complete a Volunteer Information Profile as well as this Volunteer Interest Form.*



Evangelical Christian Academy  
Calle La Manda, 47  
28816 Camarma de Esteruelas (Madrid)  
Phone: 91-886-5003 Fax: 91-886-6419

#### PHOTO RELEASE FORM

All photographers taking photographs on Evangelical Christian Academy (ECA) property or of ECA events must obtain a signed release form from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph. Crowd scenes where no single person is the dominant feature are exempt.

These rules govern photographs intended for use in any ECA publication of a marketing or a public relations nature, such as newsletters, brochures, promotional items, or other such material. Releases also must be obtained for photographs used on the Web.

#### Photo Release

Date \_\_\_\_\_

I hereby grant Evangelical Christian Academy (ECA) permission to interview me and/or to use my likeness in photograph(s) /video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by ECA, in perpetuity, and for other use by ECA. I will make no monetary or other claim against ECA for the use of the interview and/or the photograph(s)/video.

Name (print full name) \_\_\_\_\_

Signature \_\_\_\_\_

Relation to subject (if subject is a minor) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Telephone \_\_\_\_\_



August, 2011

Dear Seniors and Parents,

Congratulations! You are either a senior or the proud parent of an ECA senior! Either way, I anticipate a great year together!! ☺

The Senior Supplement pages included in this Handbook (**see Appendix L**) are designed to provide additional information regarding specific privileges and responsibilities during the senior year at ECA. These privileges are extended in an environment for responsible decision-making prior to graduation. Obviously if privileges are abused they can be modified or revoked for a time.

Please read through the Senior Supplement and return the signed form to the office by **Monday, SEP 5, 2011.**

It is our desire to make this the very best year ever for our seniors. We will do all we can to help make it happen.

Thank you all for your partnership. Should you have questions please do not hesitate to contact me.

In Christ,

Scot Musser  
Headmaster

-----  
(Please detach and return to the office.)

**I have read the Senior Supplement and agree to uphold the standards set forth.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I give my son/daughter permission to leave campus for lunch and he/she may leave campus after the last class of the day.**

\_\_\_\_\_ YES

\_\_\_\_\_ NO

Comments or questions:



## Statement of Agreement – Signature Form Handbook / Internet Use Policy

***Please sign and return this page to the school by September 16, 2011.***

***The entire handbook is on-line at [www.ecaspain.com](http://www.ecaspain.com) (under ECA-Parent Links)***

### **Student Section**

Parent/Student Handbook and Appendix Documents - I will be responsible for the information contained in the ECA Parent/Student Handbook and Appendix Documents, and I agree to follow the rules and guidelines therein - both the letter and spirit with which they were written.

Internet - I agree to follow the rules and guidelines as set forth in ECA's Internet Use Policy.

I understand that if I violate the rules and trust of the school, my privileges may be revoked and I may face other disciplinary measures.

Student's Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent Section**

Parent/Student Handbook and Appendix Documents - I will be responsible for the information contained in the ECA Parent/Student Handbook and Appendix Documents, and I agree to support the school by helping my son/daughter follow the rules and guidelines therein - both the letter and spirit with which they were written.

Internet - As a parent or legal guardian of the student signing above, I have read ECA's Internet Use Policy and grant permission for my son or daughter to access the Internet.

**It is assumed that you would like your son or daughter to have Internet access for research and other specific assignments unless otherwise indicated, in which case alternate instructions must be given in writing to the school.**

Parent's/Guardian's Name (print) \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_