



ECA

Emerald Christian Academy

2018-2019 Handbook

Welcome to Emerald Christian Academy

As you begin this year of your education, this handbook will introduce Emerald Christian Academy to you and answer any questions that you may have. The information can serve as a valuable guide in planning your educational program. We hope that this school year will be both an enjoyable and valuable experience for you. ~Administrative Staff

EDUCATIONAL PHILOSOPHY

Emerald Christian Academy is passionate about educating each child through the collaborative effort of parents and teachers being empowered by the Holy Spirit to restore the image of God in the soul, while providing an opportunity for students to accept Jesus Christ as their Savior. The Staff and School Board believe that each student is unique and of inestimable value and therefore stress the holistic development of the child through the dedicated use of scripture, nature and advanced educational methods, for the purpose of developing Christian citizenry.

OBJECTIVES

It is the primary aim of Emerald Christian Academy to provide opportunity for students to accept Jesus Christ as their Savior, to allow the Holy Spirit to transform their lives and to fulfill the commission of preaching the gospel to the entire world. In order to accomplish this, students are educated to:

- apply fundamental Seventh-day Adventist Christianity to today's society
- enhance their daily walk with Christ through daily devotion
- inspire a sense of dedication and commitment to service
- establish behavior patterns in harmony with natural laws governing physical, mental and spiritual health
- broaden and intensify the use of tools and knowledge
- become increasingly independent in gaining understanding and making decisions based on accumulated knowledge
- develop attitudes of discrimination among values
- develop the aesthetic nature with an accent on the fine and beautiful things of life

Spiritual Commitment:

Emerald Christian Academy upholds the beliefs of the Seventh-day Adventist Church and welcomes those who will cheerfully endeavor to live in harmony with the principles of the school.

Non-Discrimination Policy:

Emerald Christian Academy admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic

origins, in administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

ADMISSION STANDARDS

In order for Emerald Christian Academy, as a church-based institution, to maintain the ideals and objectives established by the governing board, the following admission qualifications have been established:

Admission:

Acceptance is based upon a student's ability to benefit from the school's philosophy and curriculum. Testing may be done to determine admission.

Mutual Agreement:

By registering at Emerald Christian Academy, the students and parents/guardians agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year, both on and off campus. If a student repeatedly refuses to comply with school policy, he/she may be asked to withdraw.

Application Process for Current Students:

1. Complete a re-enrollment form
2. Make financial arrangements
3. Clear any academic probation

Application Process for New/Transfer Students:

1. Schedule an Education Consultation with principal
2. Complete an online application
3. Once notified of acceptance, complete the online enrollment process
4. Make financial arrangements

Students in PreK, Kindergarten and First Grade:

Children entering PreK must be 3 years old by September 1st and potty trained. Children entering kindergarten must be five years old by September 1st, and students beginning the first grade must be six years old by September 1st. A birth certificate must be presented for verification of the date of birth. *There is a limit of four 3 year olds in PreK.

Immunizations:

All applicants should be in good health. All students must have an up-to-date Oregon State Department of Health Certificate of Immunization with the current requirements before being admitted to school. Students who have incomplete immunization records will be excluded from school after receiving notice from the Lane County Health Department stating non-compliance.

GENERAL INFORMATION

Emerald Christian Academy is a Christian educational training school founded in 1948, by Springfield Seventh-day Adventist church members residing in Pleasant Hill, Oregon. The school is sponsored by the following Seventh-day Adventist Churches: Eugene, Eugene Korean, Eugene Spanish, Fall Creek, Pleasant Hill, and Springfield. The school board is comprised of members of these churches.

School Hours:

School begins at 8:10 am and dismisses at 3:15 pm, Monday through Thursday, and concludes at 1:15 pm on Friday. Half-day PreK will dismiss at 11:30 pm. Dismissal on a minimum day is at 12:15 pm and minimum days will be announced in advance.

Students are expected to leave the school grounds within 15 minutes of when their classes end and after-school responsibilities are completed. **Students not picked up by 3:30 pm will go with the teacher that is on duty that day. There will be a sign in the office window to let you know what teacher your student is with that day. If you are late it will be your responsibility to find that teacher and your student(s).**

Office Hours:

The office staff is available to serve students, parents, and guests from 8:00 am to 3:30 pm Monday through Thursday and from 8:00 am to 1:30 pm on Friday.

Weather Information:

Watch KEZI Ch. 9, KVAL Ch. 13, KMTR Ch.16 or listen to 1250, 93.1, 89.7, 1120, or 590. They will broadcast information concerning school closures or delayed starts due to bad weather conditions. **Emerald Christian Academy will post its own closure and delay information.** Current information may also be found at www.FlashAlert.net or on ECA's web page at: www.emeraldchristianacademy.org or on Facebook. Information will be posted by 6:30 am. Additional means of communication will be noted in the *Roadrunner Review* which is sent via your email.

Roadrunner Express:

ECA publishes a weekly parent newsletter called the *Roadrunner Express*. It is emailed to all parents on Fridays. * Update the office with any email changes.

CURRICULUM

Although the curriculum followed by Emerald Christian Academy is similar to that offered at public schools, religious emphasis is placed in all subject areas. **Bible classes are an integral part of the curriculum of every grade.**

In grades kindergarten through eighth students receive instruction in Bible, reading, writing, math, spelling, language arts, social studies, science, art, music, physical education, and computer skills integrated through-out.

The classes in ninth and tenth grades are departmentalized so that the student may develop more of the study techniques which will be used in higher education. This method enables the student to establish goals, assume responsibility, and understand concepts more thoroughly. It involves purposeful homework, more mature attitudes, and a greater sense of achievement.

The following is the typical program of a student in grades nine and ten:

- **ODD YEAR:** Algebra I, Bible, Physical Science, English, Physical Education/Health, Geography or World History and Music.
- **EVEN YEAR:** Geometry, Bible, Biology, English, Physical Education/Health, Computer Literature, and Music.

Every effort is made by faculty and board to harmonize the school curriculum for continuing education at other high schools, senior academies and beyond to higher education. If the program for grades seven through ten is successfully completed, the student will have no difficulty in attaining junior standing in a four-year high school.

High School Course Outline

Health

This course is designed to introduce students to the concept of wellness. The course's aim is to give the students an awareness of various aspects of healthful living, such as mental, emotional, physical and spiritual. The course is designed to empower the students to integrate this awareness into their lives and take responsibility for their health.

Computer

This course introduces the students to general computer literacy and will help to develop specific computer application skills. The computer literacy component includes history, terminology, ethics, Internet, hardware design, and usage. Software application topics may vary but include word processing, spread sheeting, and some of the following: image editing, desktop publishing, and video editing.

Physical Science

This course will introduce students to the three major sciences: biology, chemistry, and physics. Development of knowledge competencies and critical thinking skills will be emphasized through class work, lectures, projects, laboratory experiments, and field trips.

Biology

This course is designed to introduce the students to the fundamentals of structure and functions of living things. Areas of study are relevant to the modern research in Biology. The course will cover but not limited to the following topics: cell structure and reproduction, genetics, microbiology, ecology.

English: 9th grade

This course is designed to expand students' skills in the areas of reading, writing, speaking, vocabulary, grammar, and mechanics. The literature includes a broad exploration of multiple genres and time periods with focus on analysis of work's structure, theme, tone, and purpose. In the components of this course, students write multiple formal essays, learn research skills and MLA style formatting with a beginning research paper.

English: 10th grade

This course is designed to aid the students to become perceptive readers and effective writers. All facets of language arts – listening, speaking, reading, and writing will be covered. This course will predominantly focus on literature by reading and creating literary texts drawn from a wide range of historical, social, cultural, and personal contexts. The significance of ideas and the distinctive qualities of texts will be analyzed through detailed textual study. The study of language in use – grammar, mechanics, sentence structure, and usage will be incorporated in this course as well. A strong emphasis is placed on assisting students to expertly write, to analyze, explain, and express a particular point of view all in relation to the literature being explored.

Geography

This course focuses on the physical and cultural characteristics of the Earth. Students will learn about how geographers view the world, major world events which have occurred in the past, along with different regions and their cultures. They will also learn the location of various countries and oceans located on Earth. Using geographic methods students will learn how to compare and analyse landforms, climates, and natural resources, as well as cultural, political and economic characteristics. Students can expect to do research projects and presentations, take tests and quizzes, as well as complete various homework assignments.

World History

The course is designed to examine the events and timelines in the history of the human race beginning with the early civilization. The course will explore the growth and expansion of the Western Civilization and its interface with the other world cultures. In the course of study the students will be introduced to the connections between ideas, technology, geography and the global human development, comparing past developments and modern days issues.

Bible I

This course is designed to explore the God's existence, His character, and His interactions with humans. The course of this class the students will be challenged with the questions such as: Who is God? How can we have a relationship with Him? How does he deal with sin?

Bible II

This Bible class is designed to provide students with opportunity to personally encounter Jesus and to learn how to live after God's own heart. Through close look at the lives of different Biblical characters the students will be able to see how God pursues His people. The students will learn about serving others through the example of the early church recorded in the books of Acts and discover what God wants to share with us through the life and ministry of Jesus.

Algebra 1

Algebra 1 is designed to give students a foundation for all future mathematics courses. The fundamentals of algebraic problem-solving are explained. Students will explore: foundations of Algebra, solving equations, solving inequalities, an introduction to functions, linear functions, systems of equations and inequalities, exponents and exponential functions, polynomials and factoring, quadratic functions and equations, radical expressions and equations, and data analysis and probability. Throughout the course, Common Core standards are taught and reinforced as the student learns how to apply the concepts in real-life situations.

Geometry

Geometry has been designed to focus on one of the sections of the Common Core State Standards, namely Geometry. Students will demonstrate the ability to investigate, interpret, and communicate solutions to mathematical and real world problems using patterns, functions, algebra, and geometry. Students will be expected to share in the cooperative problem-solving process, utilize a graphing and/or scientific calculator on a daily basis, and practice critical reading skills.

Prerequisite: Successful completion of Algebra 1. Successful completion of this course is a graduation requirement.

CURRICULUM Highlights

Physical Education:

All students are required to participate in P.E. and such activities as planned by the instructor unless a written excuse from a doctor is presented.

Emerald Christian Academy students are known as the "Roadrunners." Although the roadrunner is a cute little bird, and serves as our mascot, it more appropriately depicts our desire to run and be active. As such, the P.E. department and board have scheduled a long distance running event (5K). Our P.E. program focuses on running in order to prepare for these events. Other sporting events are also included.

Bible Highlight

Bible is taught at all grade levels through age-appropriate curriculum. Emerald Christian Academy's curriculum has been developed by the Seventh-day Adventist Church and is Bible-based and Christ-centered.

Students in the primary grades learn character-building lessons from the stories of the Bible. Scripture memorization is a part of the learning. Bible classes for students in the middle and upper

grades are more issues focused. **Students are invited to see Jesus as a loving friend and an important part of their daily life.**

Music Highlight

A variety of music experiences, including private piano and instrument lessons, is offered. Elementary music classes, band, and choir give opportunity for participation in several school programs. The ECA Choir and Band give off-campus performances including church services. These are required performances. The lower grade choir (K-4) will have one or more off campus and two on campus required performances.

Field Trips:

Each class is encouraged to take a number of field trips each year. These trips are planned to provide enrichment and serve as a valuable learning resource for the instructional program. In some instances a small fee may be necessary to defray expenses. These trips are well planned and have specific itineraries. Buses are used to transport students, whenever possible. Parent's cars are used only if they meet State and Conference guidelines for insurance.

- Proof of Insurance
- Copy of Driver's license
- Background check

Field trips will be announced in advance of the activity date. However there are times the Pleasant Hill SDA Church is used as an extension of the school campus and students walk to the church by crossing Zephyr Way. This is not considered a field trip that needs advanced notice.

Assemblies/Chapels:

As a part of the total curriculum of Emerald Christian Academy, assemblies are held weekly. They vary in nature and include religious, cultural, and entertainment programs. Twice a year there is a week of spiritual emphasis during which daily assemblies are held.

ATTENDANCE

The State requires daily attendance and strict punctuality. The only legal excuses for school absences are illness of the student or death in the family. By law, absences due to family vacations, school visitations, or removing a student from school early for reasons other than illness are not excused absences. Whenever known ahead of time, written permission for tardiness or absence should be sent to the office. In case of illness, please call the school office by 8:30 A.M. on the day of the absence. Any other case of absence or tardiness must be followed by a note of explanation to the teacher upon the child's return to school. Doctor and dental appointments, whenever possible, should be made for vacation periods or after school hours.

When students are kept out of school for reasons other than illness, proper arrangements should be made beforehand through the office and the student's teacher(s).

The educational program at Emerald Christian Academy involves continuity of instruction, class participation, practical learning experiences, and study. To encourage this ECA has adopted the following policy.

This policy applies to each quarter. Since no differentiation is made between excused and unexcused absences, they will both be referred to hereafter simply as absences.

- Three tardies equal one absence.
- The parent/guardian will receive a letter when the student has four absences per quarter.
- The parent/guardian will be requested to attend a teacher, principal, student meeting when the student has seven absences per quarter.
- Upon accumulating ten absences in one quarter, the student may be asked to withdraw from school. (Maximum allowed by law)
- If a parent wishes to take a student on a family vacation, this request must be made, well in advance of the vacation, through the Administration and their homeroom teachers. The school records will reflect unexcused absence. However, pre-arranged absences are favorable with collaboration with the teachers. A student being allowed to make up work is left entirely up to the discretion of the teacher.
- If a student has perfect attendance for the full school year, recognition will be given. Perfect attendance means no tardies and no absences.

Volunteers:

Volunteers are welcomed and needed at Emerald Christian Academy. The school is indebted each year to parents and friends of ECA who donate their time and skills to building and grounds upkeep, media center, fundraising, field trip assistance, classroom learning activities, social events, fitness days, hot lunches and much more. Those interested in volunteering should contact the school office for more information about these rewarding opportunities. A completed volunteer form and a background check are required for all volunteers.

Home and School Association:

The Home and School Association is a formally organized group comprised of parent volunteers, staff members, and church members. This auxiliary organization seeks to strengthen the school program by bringing families together in a variety of ways throughout the year.

Student Insurance:

Each student is covered by an accident policy which cares for reasonable medical bills resulting from an accident on school property. This insurance is secondary to a family's health insurance plan. Any accident must be reported to the teacher and to the office immediately to qualify for insurance coverage. Claim forms are available in the school office.

Child Abuse and Neglect:

According to Oregon law, all school teachers and staff members who have reasonable cause to believe that any child with whom they come in contact within their official capacity has suffered abuse or that any adult with whom they come in contact within their official capacity has abused a child, must report or cause a report to be made to the appropriate officials. **Emerald Christian Academy adheres to this legal requirement.** Oregon's Senate Bill 379 now requires education providers to train all employees on how to prevent, identify, and report suspected child abuse and to make this training available to parents and children. **Emerald Christian Academy will adhere to this legal requirement.**

Asbestos:

The Emerald Christian Academy facility has been examined by a certified asbestos inspector and this report is kept on file in the school office for those wishing to review it. The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It is inspected at periodic intervals to ascertain any change in the material.

FINANCIAL PLAN

Enrollment Fee:

There is an enrollment fee for all returning students and new students. We offer an early enrollment at a discounted price. Early enrollment will be from mid-January to mid-March. The early enrollment fee is \$50 per student. After mid-March the enrollment fee will be \$150 per student.

Tuition:

Tuition payments may be made over a twelve-month period or a ten-month period. The 12-month period will begin in July and the 10-month period begins in August. If the yearly tuition is paid in full by September 15 a pre-payment discount applies.

Financial Agreement:

Before a student is enrolled in school, the registration fee must be paid and the parent or guardian must accept financial responsibility for the student by signing an agreement. Any special arrangements must be submitted in writing and approved by the Finance Committee.

Other Fees:

TEXTBOOKS

A nominal textbook fee is included in the entrance fee. If textbooks are not returned at the end of the school year, students will be charged a new book price.

MISCELLANEOUS

While a concerted effort has been made to include all fees in either tuition or entrance fees, there may be occasions when it will be necessary for students to bring money to school for events such as ASB activities and field trips.

Discounts:

MULTI-CHILD DISCOUNT

A \$20 monthly discount is given for each additional child.

CONSTITUENT DISCOUNT

A \$30.00 per month (\$300.00 per year) discount is given for students whose parents or guardians are members of, Eugene, Eugene Korean, Fall Creek, Pleasant Hill, Spanish, Storyline, or Springfield Seventh-day Adventist Churches.

PRE-PAYMENT DISCOUNT

A \$150.00 per student discount for Kindergarten, \$200.00 per student discount for grades 1-10 is given for tuition and fees paid in full for the school year by September 15.

Due to the uncertainty of economic conditions, all charges listed are subject to change if deemed necessary by the school board.

Financial Aid:

Those needing financial aid for tuition may apply for assistance through FACTS. Parents should apply early so that registration will not be held up. **The school office must have written verification of all arrangements before the registration process can be completed.**

Collection Policy:

A primary goal of the school board is to operate on a sound financial basis. It is also a goal of the board to keep all children in school who wish to attend Emerald Christian Academy.

In accordance with these goals, Emerald Christian Academy expects all accounts to be paid when due – 30 days net. Any accounts past due will carry a late charge of 1.5% per month.

Those with accounts more than 30 days past due must make immediate arrangement for payment or discuss a payment schedule with the finance office. **Any student whose account is more than 60 days delinquent may be asked to withdraw unless other arrangements are made.**

Before a student may register and enter school, all accounts from the previous school year must be paid or arrangements made with the finance office. Students transferring in from other schools need to have financial clearance from previous school prior to acceptance. Grade reports, diploma and records of any student or former student with an outstanding account will be withheld.

School Property:

Students will carefully use and maintain school property. They are expected to pay for damages they cause to school equipment, supplies, and property. Students will be charged for lost supplies or equipment.

ECA students in grades 5 to 10 will be assigned lockers. Each student will need to bring his or her own lock if they wish to secure their locker. Lockers remain the property of the school and are subject to searches authorized by the school administration. Locker displays should be in harmony with behavioral guidelines. Students are urged to keep their lockers clean at all times, no food items should be stored for long periods of time, nor should candy, costly items such as phone, iPad, or cash be stored in the locker. Students are not allowed to share lockers with others. All changes in lockers must be made with the permission of the principal.

Students may not ride bicycles, skateboards, skates, rollerblades, hee-lies, or motorbikes on school premises.

The school cannot assume liability for students who are injured as a result of playing in unauthorized areas or outside the direct supervision of an authorized adult.

Students, who gain unauthorized or illegal entry into the school building or grounds, or into any room through the use of pass-keys, lock-picking, or entry through a window, will be disciplined.

Cell Phones & Personal Electronic Devices:

The proliferation of cell phones and personal electronic devices is causing legal, ethical, safety and privacy issues. Due to these concerns, **students may not use cell phones or other personal electronic devices** at school for the hours they are in attendance on campus, in route to and from school on ECA school buses or at school sponsored activities. These devices include, but are not limited to, cell phones, pagers, PDA's, radios, CD players, MP3 players, iPads, iPods, iPhones, gaming devices and personal computers. Any exceptions for specific educational purposes require prior authorization from the teacher.

Failure to comply with this policy will result in the following discipline: Any unauthorized electronic device used at school or on the school bus will be confiscated. 1st time: Parent will pick up device. 2nd time: Suspension. 3rd time: Suspension. 4th time: Continued enrollment reconsidered. The device's contents may be reviewed by the teacher or principal, who must report some types of communication to the appropriate law enforcement agency. The device will only be returned to a parent/guardian.

All student cell phones and electronic devices brought to school must be turned off and secured by the student in backpack. The school and school personnel are not responsible for any personal electronic devices brought on campus.

Students will not be called to answer the phone except in the event of an emergency. Parents should refrain from calling their student during school hours. **Arrangements for personal or after-school activities should be made before coming to school.**

Personal Property:

Personally-owned electronics, gaming devices or other personal toys are not permitted during school hours or on school-sponsored activities unless specifically approved for the event by a staff member. **Unauthorized use of these items by a student may result in them being taken from the student and retained until retrieved by the student's parent.** The school does not assume responsibility for damage or loss of personal property left on school premises. The school discourages students from bringing large amounts of cash to school. Any outside computer software is not permitted to be used on school computers without teacher's permission. (See Computer Policy)

Firearms and Weapons:

Students are prohibited from bringing any firearm, knife, or other weapon to school or to a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays or draws any weapon or any object which can be mistaken as a weapon, or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.

Weapons include but are not limited to the following: fireworks, firearms, air-soft guns (real or imitation), all knives, (including pocket knives), sling shots, cigarette lighters, and matches.

Search and Seizure:

Emerald Christian Academy reserves the right to search student lockers, desks, or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

Medications:

Any student who is required to take medication during the school day that is physician-prescribed may be assisted by designated school personnel if the school receives:

1. A written statement from the physician detailing the time schedules, amount, and method by which the medication is to be taken, and
2. A written statement from the parent or guardian of the student indicating their desire that the school assist the student in matters set forth by the physician's statement.

The prescribed medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of the prescription, the name of the person for whom the drug is prescribed, the name of

the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

The school will not administer non-prescription drugs, including aspirin or Tylenol, without a signed authorization from a physician stating that the student may receive non-prescription medication.

Student Illness:

Students with communicable/infectious diseases as defined by the State Health Division will be excluded from school attendance until they are no longer contagious/infectious. Common minor conditions such as a mild runny nose, ringworm, or cold sores are not a reason for school exclusion. A child with a fever must stay out of school until the fever has been gone for 24 hours. A child with vomiting or diarrhea must stay out of school until vomiting and diarrhea have been gone for at least 24 hours.

Children on antibiotics for a contagious condition such as pneumonia, strep throat, or pink-eye may return to school once they have been on antibiotics for 24 hours. The school may require a physician's statement before allowing a student with a contagious disease to return to school.

Administrative policies for dealing with communicable-infectious diseases will be formulated, periodically reviewed, and communicated to students and their families as necessary.

Secure Campus:

ECA implements a secure campus policy. Visitors, including parents, need to check in at the office before entering the school campus during school hours. Students may not leave the school grounds at any time during the school day unless signed out in the office by a parent or guardian. Examples include medical, business, or legal appointments and illness. It is the school's goal to ensure student safety by knowing who is on the campus and by monitoring our campus with our camera system the whereabouts of students.

Classroom Video/DVD Viewing for Education/Entertainment:

Students will be required to have a permission slip signed by parents in order to view any program with a rating of PG or more.

Student Guest:

Students bringing guests must obtain administrative approval at least two days prior to the visit. Visitors shall abide by all school regulations. Loitering on or around the school is forbidden by Oregon State Law.

Grading System

The school year is divided into four nine-week periods. At the end of each period, progress evaluations are made and a grade report is prepared. The following grading system is used in grades three through ten:

A 94 %	C 74 %
A- 90 %	C- 70 %
B+ 87 %	D+ 67 %
B 83 %	D 60 %
B- 80 %	D- 55 %
C+ 77 %	F 0

A – Superior	D – Below Average
B – Above Average	F – Not Passing
C – Average	I – Incomplete work*

*As a general rule two weeks will be allowed to change an incomplete to a passing grade. If this is not done the student will receive an “F.”

First and third quarter grade report cards are available at parent-teacher-student conferences and the school mails second and fourth quarter grade report cards to parents.

Parents are welcome to check on their student’s progress at any time by logging onto Renweb or by contacting the teacher.

Final grades are given in grades one through eight at the end of the year, at which time students in these grades either pass or fail a subject for the entire year. It is important for the student to note that failure to receive a passing grade in any three major subjects may necessitate repeating the entire year. If only one or two subjects are not passed, the student may be asked to satisfactorily meet those requirements during the summer in order to advance to the next grade. Besides scholastic achievement, the mental, physical, and social development of each student will be a determining factor in his or her grade placement. All summer school work will be reviewed prior to re-admittance.

Grade Point Average:

In grades three through ten students are assigned a letter grade based on their performance in each class. Points are assigned as follows: A=4; B=3; C=2; D=1; F=0. The grade point average (GPA) is determined by dividing the total number of points earned by the total number of credits taken.

It is important for a student to maintain his or her GPA at a satisfactory level because the GPA is one of the main factors considered when determining eligibility for OSAA sports program, Yearbook, Mission Trips, ASB Activities and class officers.

It is recommended that students who wish to take private music lessons during the school day be careful to maintain at least a “C” average in all major subject areas.

Special Recognition/Honor Roll/Star Citizen:

Emerald Christian Academy values excellence in citizenship and in academic achievement; therefore the school chooses to give special honor to those who distinguish themselves in these areas.

Homework:

Homework is given to students to aid in their intellectual development and to foster independent study habits. All students should be prepared to spend some time each night studying. Homework may be in the form of reading, written work to be handed in or of material to be studied for a quiz or other class activity.

Students should learn to organize their study time and make every effort to develop good study habits. Parents can support a child’s interest in life-long quality learning by encouraging good study habits and providing a learning environment in the home.

Academic Probation:

If a student receives a mid-quarter grade point average below 2.0 the parents will be contacted in writing by the principal and/or teachers, and the student placed on academic probation. If academic improvement is not evident on completion of the quarter the student may be asked to seek alternative schooling arrangements.

Academic probation is taken very seriously. When a student is on academic probation, their participation in OSAA sports, Club organizations, Yearbook, Associated Student Body, Mission Trips, ASB Activities, and Class offices ends. A student is restored to these activities once they have raised their GPA to the required 2.0 average.

Parent, Teacher, and Student Conferences:

Getting together and discussing the progress of your student is vital to a successful academic career. Therefore conferences are scheduled on a school-wide basis twice during the year so that teachers, parents and students may confer on the student’s progress. These conferences are held after first quarter and again after the third quarter. Student attendance is required at conferences as

attendance is taken and conference days are counted as school days. Additionally, studies show that students who participate with their parents and teachers to evaluate their progress tend to perform better and have higher academic achievement. Parents are strongly encouraged to attend P/T Conferences to work with the teacher to plan for the success of their student. Parents are also expected to reiterate the plans discussed with the teacher to their student.

Conferences can be arranged at other times as well by the request of the parent, student, or teacher. To provide optimal use of classroom time, parent-teacher conferences should be held outside school hours.

BEHAVIOR STANDARDS

Emerald Christian Academy's mission is for every student to learn to love God, value learning, and serve others. The purpose of the behavioral guidelines is to help students fulfill the three aspects of the mission statement and to provide opportunity for the student to develop in the areas of self-discipline and decision making. The intent of this policy is to foster appropriate student behavior, not the punishment of students.

Students at Emerald Christian Academy are expected to know that proper order and discipline are necessary for good work in school. Students are expected to show respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen.

It is the hope of the administration and faculty that the students of Emerald Christian Academy will, of their own will, conduct themselves as good citizens. Such conduct would include Christian kindness and courtesy toward all, a positive attitude toward ECA and the principles for which it stands, and a deep commitment to do one's best in every task.

Special privileges are contrary to good school spirit and good sportsmanship. Consequently, no student should feel that the regulations of the school do not apply to him or her, but rather should lend his or her influence toward helping fellow students fit into the program at Emerald Christian Academy.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Whenever, in the judgment of the faculty, a student's connection with the school is no longer profitable to himself or to other students, that student may be asked to sever connection with the school although no overt act has been committed.

For violation of any one of the following basic behavior standards at school or on any school related activity, a student is liable for immediate suspension of a day or more. The number of suspension days is at the discretion of the principal, which depends on the severity of the incident and history of discipline of the student. Violations of a more serious nature may result in dismissal from school.

- Undermining the religious ideals of ECA or the spiritual faith of an individual student.

- Participating in bullying, hazing, initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student. (This includes cyber bullying.)
- Using profane language, possessing or displaying obscene literature or pictures, or indulging in lewd conduct or suggestions.
- Using or possessing tobacco, narcotics, alcoholic beverages or harmful drugs in any form.
- Gambling or possessing playing cards or other gambling devices.
- Stealing, any form of cheating, willful deception, or dishonesty (see cheating policy).
- Entering locked facilities, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys.
- Tampering with school lights, wiring, or unauthorized use of fire alarms.
- Possessing or using knives, firearms, firecrackers, or incendiaries of any kind.
- Unauthorized access to computer accounts and passwords.
- Showing disrespect or insubordination.
- Possession of reading materials or recordings not in accordance with the high standards of the Seventh-day Adventist Church, as determined by the administration. (This includes Cell phones, IPODS, MP3 Players, PSP's, etc.)
- Improper conduct involving persons of the opposite sex or same sex.
- Participation in any off campus activity which affects behavior and/or attitude while at school. (Facebook, Instagram, Snapchat, Twitter, Texting, etc.)
- Leaving the campus for any reason without permission or going to an unauthorized part of campus without approval and proper supervision.

*The school reserves the right to review any student violation of state or federal law and, if it is deemed necessary, take disciplinary action up to and including suspension or dismissal.

Each student is expected to follow all the regulations of the school, written or announced, and to give prompt attention to the directions of the school personnel. Regulations adopted and announced by the faculty during the school year are as binding as those printed in the calendar/handbook.

By enrolling a student at ECA, parents automatically agree to pay all damage and/or replacement expenses when property belonging to the school, personnel, or other students is damaged either through carelessness or intentional destruction.

GENERAL CONDUCT GUIDELINES

Classroom:

The following guidelines will assist the teacher and the students in the development of good citizenship:

- Students should bring notebook, pencil, paper and correct textbook to each class. They should not have to leave the room to go to their locker for these materials.
- Courtesy to the teacher and to other students is expected at all times.
- If the teacher corrects a student for any reason, the student is to receive the correction in a courteous manner, and if, in their opinion, the correction is unjust, they may discuss it with the teacher privately after the class is over.
- When the teacher corrects any student, other students are not to interject themselves into the situation, regardless of how unfair they think the correction is. They may discuss the situation with the teacher privately after the class is over.

Students are expected to follow classroom rules as laid out by the teacher.

Cheating Policy--School-wide

1. Students are expected to maintain academic integrity at all times. Emerald Christian Academy does not approve of students:
 - a. Doing other's work
 - b. Using aids that are not teacher approved
 - c. Using other's works as their own; this includes copying another student's work and plagiarism (copying word for word without citing sources)
 - d. Copying from others or supplying answers
 - e. Using notes during a test when not allowed
 - f. Sharing homework when the instructions are to work alone
 - g. Turning in a paper as your own when it is copied partly or entirely from other sources without giving proper credit
 - h. Using computers or other electronic devices in a dishonest way
 - i. Talking/disturbing during an exam
2. Consequences for cheating may include but are not limited to:
 - a. Zero grade on the assignment
 - b. Notification to parent
 - c. Parent Conference
 - d. Academic Contract
3. Second Infraction:
 - a. All of the above and
 - b. The appropriate curricular committee will be notified and will consider further discipline
 - c. The student will be suspended from 1 to 3 days

- d. Parents will be notified in writing
 - e. The report will become part of the student's file
4. Third Infraction:
- a. All of the above and
 - b. The student will be suspended from 1 to 4 days and may be subject to expulsion

Sexual Harassment

Sexual Harassment is defined as any unwelcomed sexual advance or request, and other conducts of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes. The target of harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or multiple occurrences. Examples include: touching or manipulating body parts, being forced to kiss someone or coerced to do something sexual, making suggestive or sexual gestures, looks, comments, or other noises, spreading sexual rumors or making sexual propositions, pulling another's clothes or your own clothes off, drawing pictures or writing notes about someone in a sexual context, etc. –this includes anything pertaining to social media.

Drug Policy

Emerald Christian Academy believes in and promotes a drug-free environment. Any student found to be distributing, selling, sharing or offering drugs of any kind (prescription medications, illegal substances, and alcohol, tobacco, or look-alike substances) will be asked to withdraw immediately. Law enforcement will be consulted. In cooperation with the home, church, law enforcement, and community, the school operates an intervention program to help students remain free of all controlled substances, tobacco, and alcohol. The voluntary intervention program is available to students who may be engaged in drug related activities and are seeking help.

Additional Behaviors Subject to Disciplinary Action (the intention of this list is to be a general guide as to what is appropriate or not appropriate on our campus):

1. Willfully defying the cheating policy
2. Academic non-performance
3. Truancy and/or excessive unexcused tardiness and absences
4. Acts disrupting the learning environment and school activities.
5. Chewing gum in class or on campus
6. Improper use of technology on campus
7. Tampering with the fire alarm (may result in a fine from the fire department)
8. Damage to/defacing of school or private property
9. Committing and unauthorized entry or presence in unsupervised rooms
10. Theft/robbery/extortion or receiving stolen property
11. Inappropriate display of affection
 - a. Kissing
 - b. Holding hands

- c. Tickling
 - d. Long Hugs
 - e. Touching for extended time (such as keeping hand on leg)
 - f. Draping legs over each other
 - g. Slapping
12. Sale or distribution of a controlled substance
 13. Use or possession of a controlled substances including alcohol and tobacco, especially continued behavior after attempt to assist the student has failed
 14. Sale of look-alike substances representing drugs or alcohol
 15. Willfully defying the valid authority of school personnel or willfully violating school policy.
 16. Intentionally causing serious injury to another, not in self-defense
 17. Intentionally threatening or intimidating school personnel or students, causing reasonable fear of life or well-being or materially disrupts the school environment.
 18. Possession of dangerous object, firearms, or imitation/toy weapons at school or school activates
 19. Committing an obscene act or engaging in habitual profanity or vulgarity
 20. Harassment sexual or otherwise, of other students or school employees. Harassment can be spoken, written, physical, and or distributed through electronic means.
 21. Sexual assault or battery
 22. Sexual misconduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission or the Seventh-day Adventist Church
 23. Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
 24. Violation of the principals and values of Seventh-day Adventist Christian beliefs

Disciplinary Action/Behavior Consequences

Unacceptable or inappropriate behavior will result in one or more of the following consequences (depending on severity and the discipline history of the student and depending on if the student was already on probation):

1. Verbal Warning – student receives a verbal warning from the teacher or administration
2. Communication with parents – parents informed through a phone call or email regarding misbehavior
3. Student Conference – A conference held with the parent or guardian in person or by phone with one or more school officials regarding student behavior. The student or a pastor may or may not be involved.
4. Detention / On-campus Suspension – student may be removed from one or more classes, but will remain at school in a supervised location.
5. Students may not return to classes until parents are notified and the issue resolved. Student may be detained for disciplinary reasons after the close of the school day.

6. Probation – a student may be placed on probation for a period of time to determine if the student has made significant changes that will allow him/her to remain at the school.
7. School Alternative Program – a student may be temporarily assigned to an alternative program by the principal or designee. The alternative program could include a reduction in the school day, temporary independent study, or another alternative that is short of suspension from school.
8. Off-Campus Suspension – a student may be suspended off campus for a serious offense or when other means of correction have failed to modify a student’s behavior. Parents will be notified of the suspension within twenty-four hours and a letter sent as a written confirmation.
9. Expulsion – a student may be expelled. The student shall be notified that he/she is being suspended for up to 10 school days and that he/she is being considered for expulsion. Parents shall be notified by phone within twenty-four hours of the suspension and of the recommendation for expulsion.
10. Appeal – the student, or the student’s parent or guardian, has the right to appeal a suspension and or expulsion. Appeals of a suspension will be heard by the faculty of Emerald Christian Academy. The suspension may have been served, but if the suspension is overturned on appeal to the faculty, all reference to the suspension will be removed from the student’s record. Expulsions may be appealed to the School Board Executive Committee. If the expulsion is overturned, all reference to the expulsion will be removed from the student’s record.

Lunch Time:

Students in grade K through 6 are expected to eat their lunch in the provided lunchroom, unless otherwise directed by the homeroom teacher. Students in 7th -10th grade may eat in the lounge if supervision is available. If no supervision is available then they are expected to join the 5th & 6th grade students. Before a student leaves their lunch area they are expected to make sure they leave their area clean and all garbage is thrown away. All students need to stay in their specified area until the bell rings. Students should remain with their class or where there is supervision by a staff member.

Natural Disasters:

In the event of natural disasters, students should follow the directions given by the teacher.

Emergency/Fire Drills:

Emergency drills are conducted at regular intervals throughout the school year. Students are expected to participate in these drills and to follow drill instructions as specified by a staff member. One continuous sound of the school bell indicates a fire drill or a fire in progress. Students should remember that although they may think that this is “only a fire drill,” it could be a real fire in which case students’ lives are at stake.

When the signal sounds, students should proceed outside to the playground area. Please note the specific area to which your grade will go during the fire drill. All should leave the building without

running or talking. Having reached the assigned spot, students will wait quietly while the teacher takes attendance. When the signal is given, all may return to the building.

During fire drill students in grades five through ten will report to the area assigned to their homeroom regardless of the class in which they are when the signal is given.

Teachers will advise students of any alternate route which may be used during a fire if the usual route is not available.

School Building:

Students are to conduct themselves at all times in a manner consistent with a refined home. Loud talking, running in the halls, scuffling anywhere in the building, or any conduct of a boisterous nature, is always out of order, and disruptive to ongoing classes and office business.

PLAYGROUND AND GYMNASIUM GUIDELINES

General

- Students are to remain in the specified play area during recesses or recreational periods.
- All staff members are to be obeyed.
- If you need to leave the play area, you must ask permission of the supervising staff member.
- Gymnastics and tumbling activities may be done only with direct teacher supervision.
- Please do not chase, tackle, trip, hit or roughhouse anyone.
- Do not lift or carry any other student.
- The gym and playground are off limits before and after school hours, except during supervised times.
- It is always expected that students show Christian sportsmanship.

Gym

- The stage area is off limits at all times unless specifically authorized by teacher on a case by case basis.
- Unless otherwise instructed, only basketballs, volleyballs, soft nerf-type balls and soft playground balls are allowed for gym play.
- Balls are not to be dribbled, kicked, or thrown in the hallways.
- Unless as part of an organized P.E. game, balls are not to be kicked.
- Play equipment is not to be taken into the restrooms.
- Do not play on or with the volleyball standards, or basketball backboards or supports.
- Be careful not to hit the lights, ceiling tiles, or curtains with balls.
- Please do not whip or swing the jump ropes.

Playground

- Do not climb or sit on the backstop or fence.
- Do not play or talk loudly near classroom doors.
- Be careful not to hit windows or walls with balls.
- Only one student at a time on the slides. Do not climb up the slides—always use the ladder. Sliding must be done frontwards, feet first. Do not put rocks or sand on the slides.
- Do not throw sand, gravel, rocks or other hard material.
- Skateboards/in-line skates/heelies are not allowed at school at any time.
- Hardballs may not be used.
- Do not twist, jump out of, or run between swings.
- Do not play with fallen debris, such as sticks or branches, in the fields or playground.

STUDENT ORGANIZATIONS

The Associated Student Body and the organization of classes, Big Brother and Big Sister, and Student Clubs are designed to allow students an opportunity to lead out in a constructive way in planning activities. Qualities of leadership are encouraged in this way.

Associated Student Body:

All students in grades five through ten are members of the ASB. The ASB officers may include a president, vice-president, religious vice-president, social vice-president, cultural vice-president, treasurer, and sergeant-at-arms.

These officers plan activities for the Associated Student Body. The success of this organization is dependent in a large measure on the enthusiastic support of the student body.

Qualifications for ASB, and Student Officers:

The student offices are divided into two groups: major offices – president of the ASB or any class/club, and yearbook editor; and minor offices – all other offices. OSAA participants have the same requirements as those holding a minor office.

Students must have at least a 2.5 GPA and satisfactory citizenship to hold a major office. Students must have at least a 2.0 GPA and satisfactory citizenship to hold any other office or participate in clubs.

Any student holding any office who does not continue to maintain the required GPA may be asked to forfeit his/her office. Students, who do not maintain desirable citizenship, as determined by the staff, may lose their office at any time. **The GPA will be evaluated at the middle and at the end of each quarter.**

Class Organization:

The chosen officers of grades five through ten will participate in the leadership of fund raising activities and planning of ASB activities and trips. There will be a staff sponsor that will supervise and

guide the ASB officers with their meetings, planning, and activities. Class officers should bring their requests to their class sponsor, who will in turn bring them to the administration if necessary.

Big Brother/Sister:

At the beginning of the school year, older students in grades six through ten are matched with a younger student in grades K through 5. These pairs of Big Brother/Sister, Little Brother/Sister are kept all year long and special activities and chapels are scheduled where they can be together. This is an excellent mentoring opportunity for both the older and younger student. This is also a great opportunity for recognizing birthdays and holidays.

Yearbook:

ECA's yearbook is produced and published by students. It is released during the spring of each school year. Participation in this activity holds to the same requirements as Sports or ASB/Class officer.

Sports Participation Policy:

ECA recognizes the importance of academics and athletics working together. Students who participate in school-sponsored on or off-campus sports must have and maintain a minimum 2.0 GPA, with no individual class grade below a C-.

Students who participate in on or off-campus sports must have clearance from each teacher from whom they have a class. This clearance must indicate whether the student is current with his/her assignments. Coaches will hold students accountable to show eligibility. Students who have been ill on the day of the game will not be allowed to participate, due to school liability issues.

Unless otherwise announced, students who participate in off-campus sports must be in 6th grade or above.

SCHOOL BUS SERVICE

Bus routes include the Creswell, Dexter, Eugene, Fall Creek, Lowell, Pleasant Hill and Springfield areas. Route schedules are available in the school office. Snow routes: not all stops will be used on snow routes. They will include 1-2 stops on the route, not all of the stops will have service during this time. It will be the parent's responsibility to get their student to these stops. Snow route stops will be noted on the bus route schedule.

School buses are carefully regulated by the State Department of Education to insure safe transportation. Pupils transported in a school bus are under the authority and responsibility of the school bus driver.

Bus drivers are in charge of students while transporting them and shall have full authority to assign seats, enforce bus regulations, and deny transportation privileges when deemed necessary.

Students are to:

- Remain seated at all times
- Not engage in loud talk
- Keep all articles and parts of the body inside the bus
- Not wear athletic footwear with cleats or spikes
- Not throw articles of any kind in or from the bus
- Help keep the bus clean
- **NOT** use cell phones or other personal electronic devices while on the school bus. If brought on the bus they will be placed in basket at the front of the bus and returned when the bus has reached its destination.

2. No student will be allowed to exit the bus at a location other than his/her regular stop, except by written permission from his/her parent or guardian.

3. Students are to obey any additional rules the bus driver determines are necessary to maintain a safe and comfortable riding environment.

The driver's responsibilities are to pick up and let off the student at the bus stop and maintain a safe riding environment. Parents and students should be aware of the bus stop times and be prompt. If parents cannot meet the bus, arrangements must be made with the office. The student will remain on the bus and be brought back to the school where parents may pick them up. The bus driver's responsibility BEGINS and ENDS at the bus stop.

ECA's Bus Service is for school related activities only, and is only available for students enrolled in the school. Students wishing to bring a friend or relative to school for a day must use alternative transportation.

Bus service is a privilege. Any student who disregards bus guidelines may be denied this service. Students and parents can expect camera monitoring as part of this bus service. The principal reserves the right to enforce bus guideline infractions based on video review.

GILBERT MEDIA CENTER

The Gilbert Media Center is a central part of Emerald Christian Academy. It is a memorial to the Educational and Pioneer spirit of Archie and Margaret Gilbert, who so generously donated time and funds to build and expand ECA. Furthermore the center serves not only as a source for learning materials, but also as a research center for individual study and personal projects. In addition, it is set aside as a place where students, teachers, home-scholars, and friends may read for pleasure. Books, periodicals, and audiovisuals are available. There are also computers for locating materials and doing research.

Media Center Guidelines:

1. In consideration of all using the center, students should enter quietly, refrain from talking aloud, and keep whispering to a minimum.

2. Books are checked out for two weeks.
3. Returned books should only be placed in the book drop (not on the circulation desk) on or before the date due.
4. Most books may be renewed one time only. Popular, new, or reserved books may not be renewed.
5. Reference materials (encyclopedias, atlases, etc.) shelved behind the circulation desk are to be used only in the library except by special arrangement with the Librarian. Students should ask for assistance from the library staff when needing this material.
6. The person who checks out a book is responsible for it. Replacing damaged or lost books is costly. The replacement fee is the cost of the book plus \$3.00 for processing.
7. Fines are not charged for overdue books; however, the student is not allowed to take out other books until the overdue book is return or paid for.

“Trust in the LORD with all your heart, and do not rely on your own insight. In all your ways acknowledge him, and he will make straight your paths.”--Proverbs 3:5-6

Computer Acceptable Use Policy:

The purpose of this policy is to present guidelines for the acceptable uses of the computer resources of Emerald Christian Academy. It is not intended to be a definitive list of prohibited behaviors. Any activity that is not in accord with the spirit or intent of this policy is not acceptable. In all aspects this policy will only clarify existing school policy and is not meant to replace it.

Access:

Any student who is in current good standing with regard to the Acceptable Use Policy and any other person having a valid user account on the network may access the computer resources of ECA. Students who have computer privileges suspended or revoked may not log on to any computer at ECA unless a specific and temporary exception is made by the classroom teacher and the network administrator. Student access is restricted to regular school hours and supervised study hall times. Students may not use the computer lab before or after school unless under the direct supervision of a staff member. Each person's user account is only to be used by them. Users must log on to the system and must log off correctly and completely when their task is completed. Any user allowing unauthorized persons to log onto the system via their user account is subject to the revocation of their user account. Students obtaining unauthorized access to computer accounts or passwords may be subject to immediate suspension and/or dismissal.

Printers:

Students may freely access the default printers for the computers they are using, or any printer that is installed on their computer (except for fax printers). Students may not connect to any network printer that is not installed on their computer. Printer usage is to be restricted to school work.

Permission to print files that are not related to any assigned project may be granted by the teacher in charge, or the network administrator. In case of color printers, or nonessential printing, a fee may be charged.

Usage:

Students may use the educational resources on the network in accordance with the copyrights of those resources. The following uses of the computer resources are strictly forbidden:

- Copying or modifying any program on any computer.
- Installing any program on the hard drive of any computer.
- Deleting any program, or any file not belonging to you personally.
- Modifying other peoples' work without their express consent.
- Copying, downloading, broadcasting, or distributing any files with content that is not in harmony with the standards of the Seventh-day Adventist Church or containing material that may harm the reputation of any person.
- Violating state or federal laws, including but not limited to plagiarism, copyright violations, libel.
- Modifying any hardware or desktop setting on any computer, or permanently changing default settings for the programs they are using.
- Renaming, hiding, or moving any resources.
- Attempting to bypass the school filter.
- Eating or drinking while using the computer.

Internet:

Internet access is provided as an educational resource. Student access to the Internet is conditional and directed by the teacher. Students who are not using the Internet as assigned by the teacher are in violation of our computer policy.

The following additional restrictions apply to the use of the Internet.

- Sites containing obscene or pornographic content are prohibited.
- Sites advertising or glorifying the use of illegal drugs, alcohol, or tobacco are also off limits.
- In keeping with the school's policy on radios, IPODS, MP3 players etc., students are restricted from accessing the web sites of musical artists and listening to them via the Internet unless under the supervision of the music teacher. Students may not record music files and store them on the hard drive of any computer.

- Students may not participate in cyber bullying.
- Students may not use the Internet for any illegal purpose, or for financial gain.
- Students may not use Internet chat rooms, unless the rooms are set up by the teacher and used for school discussion.

Internet users and parents of Internet users must realize that while Emerald Christian Academy is able to partially control access to some of the materials on the Internet, it remains the responsibility of the user to determine the accuracy and propriety of the material they encounter on the Internet.

“It is easy to get our priorities confused. But reading Matthew 6:33 always helps me get my priorities in order. It can help you too.” ---Kevin Johnson, NBA

DRESS GUIDELINES

Our dress guidelines proceed from a twofold perspective. The one, and most critical perspective, is that of Biblical principles. The other, less specific perspective is that of believer preference. All personal dress and appearance of boys and girls should reveal character in the individual, in harmony with the Christian life. Careful consideration given to simplicity, appropriateness, modesty, neatness and health is essential when considering acceptable standards of dress or appearance at Emerald Christian Academy.

Principle 1 – Modesty: 1 Peter 3:3-4. Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfolding beauty of a gentle and quiet spirit, which is of great worth in God’s sight.

Principle 2 – Appropriateness: A different type of clothing would be worn for picnics, physical education, and work than would be worn in the classroom. Modesty will regulate type of material and style of clothing. Neatness should be noticeable in the clothing worn as well as in the grooming.

The school administration and staff strive to be fair and understanding as they deal with students in matters of dress. We ask that students aim to look “professional”, for their age. That would warrant the statement “they are sure a well-dressed young gentleman or young lady”. The guidelines given below should be used as school wardrobes are planned.

- **Shoes:** are to be worn at all times, unless permission is given otherwise. For safety reasons roller shoes and flip-flops are not allowed. Sandals exposing the toes should not be worn on the playground or during running activities. High heeled shoes should not exceed 3”.
- **Shirts:** sweaters, and sweatshirts that are neat and clean may be worn to school. Shirts with long tails are to be tucked in unless worn as an over shirt. Shirts and tops should not be tight-fitting, low-necked, sheer, or expose the midriff. If a student has to constantly pull at their shirt, the shirt is inappropriate. Students may wear pull-over shirts which have no collar, mock turtleneck, turtleneck, and polo-style shirts. Underwear style tee shirts, tank tops should not be worn alone but may be worn under another shirt or sweater, shirts with offensive slogans or

logos, or advertising something against the Christian lifestyle (movies, Tv shows, music, or trends) are in-appropriate school wear.

- **Skirts:** should be worn at least knee length when standing. Tight-fitting skirts are not appropriate. Skirts that come to the mid-thigh or longer may be worn with leggings.
- **Pants:** Only pants or jeans that are modestly cut and in good condition, may be worn. Pants with holes or distressed jeans are not acceptable. Leggings by themselves are not acceptable, they may be worn under a shorter skirt (see above).
- **Jewelry:** Simple jewelry (stud earrings only, nothing that dangles) of a modest nature may be worn. Jewelry is not to be worn during church performances.
- **Makeup:** Natural looking makeup is acceptable. Heavy eyeliner, mascara, and bright or dark lipstick is not acceptable. Nail polish is okay if it is a soft tone. Black and bright colors are not acceptable.
- **Hair:** should be neat, clean, and well-groomed. Extreme styles should be avoided. What is considered extreme may vary from culture to culture and time to time, so it would be difficult to say exactly what hairstyles are too extreme for everyone. So how do you know whether a hairstyle is “extreme”? Ask yourself, “Why am I doing this?” If you’ve gone out of your way to give yourself unusual hair color(s), length(s), and styling solely for the purpose of “making a statement” or getting attention, then you may have gone to the “extreme” referred to in “For the strength of Youth”. Do church leaders ask you to avoid extremes just because they want you to look plain and ordinary, without any style or personality? Of course not, they’ve given this counsel because your appearance says something about you. “Through your dress and appearance, you can show that you know how precious your body is. You can show that you are a disciple of Jesus Christ. Extreme hairstyles might overshadow this message.
- **Hats:** are not acceptable classroom attire. If hats are worn outside of the classroom they must be worn as intended such as with the bill facing forward.
- **Shorts:** may be worn through October and starting in April. Shorts must be hemmed, in good condition and extend to the mid-thigh when seated. Shorts designed for athletic wear may not be worn in the classroom.
- **P.E. attire:** may include tee shirts, sweat pants, and modest shorts. ECA requires a P.E. uniform. P.E. attire and/or the P.E. uniform is to be worn only during P.E. class and intramural times, not in the classroom.
- **Band and Choir:** members will wear designated uniforms at the discretion of the Music Director. The above dress code is still in effect for Sabbath performances. No jewelry should be worn at performances. It is strongly recommended that band students wearing a skirt make sure that it goes past the knees when seated.
- Clothes that detract from the educational environment will not be allowed. (If a child has to constantly pull up their pants they either need a belt or a smaller size.)
- Staff members do not always notice infractions to the dress code the first time or right away. Just because no one said anything the first time you wore something does not mean that it is okay to wear.

- Students that do not follow the dress code will be asked to change it if possible. If they do not have another option available at school, then they will be asked to call a parent to arrange a different option. Students will miss class until the problem is solved.

Banquet Attire

1. Girls Attire

- a. No strapless attire
- b. No Spaghetti straps
- c. Straps of dress must be 3 fingers in width
- d. No cleavage, underwear, or gaps in fabric that will allow these things to be viewable at any time.
- e. No tight fitting attire
- f. No sheer or slits on the midriff or on skirts above the knee
- g. Skirts must be fully lined
- h. Back of gown must not fall below the natural bra line
- i. Length must go to the knee naturally, not only when pulled down

2. Boys Attire

- a. Church suits are appropriate
- b. No tight fitting clothing

How to Settle Disagreements

Parents, staff, and students are expected to make every effort to live in peace and to resolve disputes and any controversy or claim with each other. (See Matthew 18) Remember that the way your student may have perceived something is not necessarily what the teacher meant by it. If you are concerned then please ask the teacher or staff member for clarification.

Conflict Resolution Steps

1. Contact the teacher and schedule a meeting before or after school.
2. If the parent and the teacher cannot come to a resolution, contact administration to meet with both teacher and parent.
3. If administration, teacher, and parent cannot come to a resolution, contact your school board chairperson and schedule a meeting.
4. If school board chair person, administration, teacher, and parent cannot come to a resolution, contact your Superintendent.
5. All parties should be conscious of the following:
 - a. Always start your conversations with prayer (silent or together) and ask for the leading of the Holy Spirit.
 - b. Uphold the civility code of using polite, reasonable, and respectful behavior. If one or both sides are unable to do this, agree to stop the conversation and reschedule after some time to decompress (a few days to a week).

- c. Listen objectively to the other sided. There are always two sides to every story.
- d. Exercise caution concerning inappropriate sharing of problems; this spreads a feeling of discontent and suspicion to others who are not involved or may not know all sides of the situation. It is damaging to all involved and is not biblically encouraged.
- e. Be aware of places of conversations; negative “parking lot” discussion is harmful to the school climate and will not help resolve the issue.
- f. Be careful not to adopt others’ issues as your own. Let your experience with another be independent from others’ experiences.
- g. The school will diligently work with all involved to address a conflict/problem and to find a positive solution for the best of the student.

The school board and staff members reserve the right to make changes in school regulations. Any regulation adopted during the year and announced to student has the same effect as those published in this bulletin, which is also available on the website. An effort will be made to notify parents of these changes.