

EL CAMINO ACADEMY SERVANT-LEADERS

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# *High School Handbook*

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# *El Camino Academy Student Handbook*

Working closely with the parents, our desire is to love, encourage, and challenge each student to be the person God wants him/her to be.

## **I. INSTITUTIONAL FRAMEWORK**

### **A. PURPOSE OF HANDBOOK**

Cooperation in following the guidelines is expected and will help make the school year run smoothly. This handbook is revised annually, so we welcome suggestions from all parents, students, and teachers for improving our school. At any time, observations may be written, signed, and turned in to the school office. Results and input from surveys or forums are also considered. Any changes to policy will be announced in the Bulletin and posted on the website and RenWeb.

### **B. SCHOOL DESCRIPTION**

Established by a group of parents in 1980, ECA is an interdenominational, Pre-K – 12, Christian, English-speaking school with almost 20 different missions represented and families from over 80 different Christian churches. All graduates receive a high school diploma of international recognition. All Colombian students and foreigners who desire also work toward the Colombian *bachiller académico* diploma. ECA has been a member of the Association of Christian Schools International (ACSI) since its founding, and accredited by ACSI since 1999. In 2011 the Colombian government recognized ACSI as an international accrediting institution. The school has been accredited by the Colombian Secretary of Education by Resolution #1593 since May 30, 2003. ECA is an active member of OBED, a Colombian association of Christian schools. School colors are navy blue and gray, and the bulldog is the mascot.

### **C. MOTTO AND KEY VERSE**

Motto = **TRAINING FOR LIFE**

Key Verse = *Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.*  
Deuteronomy 6:5-7

### **D. YEARLY THEMES**

The next 3 years we are focusing on LOVE: Living Ot God's Values at ECA following these themes:

<b>H</b>	<b>Honor</b>	2011-2012
<b>I</b>	<b>Integrity</b>	2012-2013
<b>S</b>	<b>Service</b>	2013-2014

## E. VISION STATEMENT

El Camino Academy (ECA) is a God-centered, multi-cultural, educational community that prepares responsible thinking and acting servant-leaders who will impact their world through relationships with God and others.

## F. MISSION STATEMENT

Based on God's character and a Biblical worldview, ECA prepares its students and community by:

- Providing a personalized and well-balanced, quality U.S. education with English as the primary language and Spanish as a strong emphasis
- Instilling the importance of discipleship, service, and respect for all peoples
- Presenting opportunities for taking God's glory to the world.

## G. CORE VALUES

- Our primary calling is to love and honor God as our highest authority.
- Our priority is to serve evangelical missionary families.
- We are a community of evangelical Christians, where each student has at least one parent who professes a personal relationship with Jesus Christ as Lord and Savior.
- We recognize parents are primarily responsible to raise and educate their children and encourage them to fulfill this role.
- We have a commitment to a completely Christian staff and faculty.
- ECA is a personalized academic community that fosters the pursuit of:
  - ✦ A personal relationship with Jesus Christ and an experience of God's love
  - ✦ An ongoing discovery of God's truth
  - ✦ A lifelong love for intellectual and cultural development
  - ✦ An awareness and cultivation of individual giftedness
  - ✦ A respect for all people and cultural sensitivity
  - ✦ A small, intimate discipleship environment
  - ✦ An ability to use at least two languages
  - ✦ An awareness and appreciation of society which compels action
  - ✦ A desire to build relationships and community.

## H. DOCTRINAL STATEMENT

- We believe the Bible is the Word of God and is divinely inspired, without error in the original manuscripts, and authoritative in matters of fact, faith, and practice.
- We believe in one God, eternal and holy, existing in three persons: the Father, the Son, and the Holy Spirit.
- We believe in the deity of Jesus Christ, who was born of a virgin and lived a sinless life. We believe in His sacrificial and substitutionary death on the cross as the means of reconciling man to God, in His bodily resurrection, and in His ascension to the right hand of the Father. We await His personal, future second coming in power and glory.

- We believe that by nature man is a sinner and as such is in need of salvation. Without Christ, man is doomed to eternal punishment and separation from God.
- We believe that salvation is exclusively by grace through faith in the atoning work of Jesus Christ. It is a free gift from God that leads to repentance from sin and results in a personal and vibrant relationship with God.
- We believe in the ministry of the Holy Spirit through whom the Christian can live a holy and upright life in service to God and man.
- We believe in the forgiveness of sins, the resurrection of the body, and eternal life.
- We believe in the spiritual unity of the Church, the Body of Christ, which exists among all who have put their faith in Him.

## I. PHILOSOPHY OF EDUCATION

### 1. General Objectives

- To assist parents in providing for the spiritual, social, emotional, physical, and intellectual needs of their children (Luke 2:52)
- To provide a program of formal education to meet the needs of the children of Christian families in a manner that is relevant to the present society as well as that in which they will eventually live
- To provide this education at a moderate cost

### 2. Biblical Principles (Proverbs 2:1-6)

- All instruction is to be permeated with God's Word (Deuteronomy 6:4-9), which is the standard for all spiritual, ethical, intellectual, and social training, as well as the guideline for a disciplined life.
- Biblically-based education reflects the glory of God. His glory should be revealed through the Christian teacher who leads the student to interpret and integrate God's truth in his/her study through carefully selected materials and methods.

### 3. Description of the Teacher

- Committed Christian who reflects the spirit of Christ (Hebrews 13:7)
- Models Christ-like character and so demonstrates the reality of God's truth
- Academically competent
- Guides the student in the study of God's truth as revealed in His creation, His incarnate Word, and His written Word
- Incorporates teaching methods that adapt to each student's learning style (1 Thessalonians 2:11)
- Ever-learning and ever-growing in his/her academic disciplines, skills, and knowledge through personal study (2 Timothy 2:15)
- Committed to help each student incorporate God's truth into his/her life

### 4. Qualities of Instruction

- Integration of biblical principles into all academic disciplines and into all relationships (2 Timothy 3:16)
- Correlation of theoretical knowledge to fundamental life experiences (Proverbs 14:18)
- Acquisition of information through available resources, with training in critical analysis based on biblical principles (Proverbs 18:15)
- Cultivation of interest in and appreciation of vocations associated with the student's academic strengths, so s/he may be better able to implement God's plan for his/her present and future ministry (2 Timothy 1:6)

## J. SPECIFIC OBJECTIVES

Each child is a whole being rather than several parts; therefore, his/her spiritual, emotional, social, physical, and intellectual needs must be considered in the formulation of goals, objectives, and curriculum. The goal of ECA is to help each student meet the following objectives:

### 1. Spiritual (2 Timothy 3:16-17)

- Realize that God is active in all aspects of life (Isaiah 42:1-5)
- Realize s/he is a sinner in need of grace and forgiveness (Romans 3:23)
- Encounter Jesus Christ in a personal way as Savior and Lord (John 20:28-29)
- Acknowledge that God is not only a loving Father concerned with all aspects of his/her life, but also that God's holiness requires his/her reverence and awe (1 Peter 1:15-16)
- Believe the Bible is the Word of God and is divinely inspired, without error in the original manuscripts, and authoritative in matters of fact, faith, and practice (2 Timothy 3:16)
- Gain biblical knowledge that will support spiritual experience and allow for spiritual growth (2 Timothy 2:15)
- Apply biblical knowledge to life experiences (1 Timothy 4:11-16)
- Realize the lost condition of people without Jesus Christ, and be involved in opportunities to share God's love because of faith in Jesus Christ (Matthew 9:36-38)

### 2. Emotional (Psalm 100:3)

- Have a biblical basis for a realistic self-image that includes recognition and acceptance of weaknesses as well as strengths
- Develop the capacity to give and receive love
- Recognize, understand, and express emotions in appropriate ways
- Develop the ability to choose proper responses, and to demonstrate the fruit of the Spirit in life situations

### 3. Social (Romans 12:10)

- Accept who s/he is in Christ Jesus as a basis for relating to other people

- Choose attitudes and standards of behavior that promote kindness and sensitivity toward others and reflect moral integrity
  - Appreciate and respect Colombia, as well as the country(ies) of his/her cultural origin
4. Physical (Romans 12:1)
- Accept his/her physical self as s/he has been created
  - Understand and care for his/her body as the temple of the Holy Spirit
  - Develop his/her physical potential and skills
  - Enjoy a wide range of sports and physical activities
5. Intellectual (Deuteronomy 6:4-6)
- Develop intellectual curiosity
  - Primarily, develop the communication skills of listening, reading with understanding, speaking, and writing in English
  - Also, develop the communication skills of listening, reading with understanding, speaking, and writing in Spanish
  - Master basic mathematical skills
  - Search for truth in an atmosphere of encouragement and acceptance
  - Identify God-given abilities and develop them
  - Participate in activities that will prepare him/her to live a godly life in a changing world
  - Develop the ability to think critically by interacting with appropriate information and solve problems

## K. ENGLISH USE

The ECA community strives for excellence in English. Therefore, all students and designated ECA personnel are expected to use English in all possible situations on school grounds, and English must be used in all classes except Spanish classes to take advantage of the unique opportunity to practice English in real-life situations.

## L. PEI

ECA's PEI (*Proyecto Educativo Institucional*) is a legal document that delineates the direction, priorities, and logistical framework of the school. This document is updated regularly and is available for any member of the ECA community to read. The Colombian government requires that what ECA actually offers reflects the stated goals in the PEI. The emphasis of ECA's PEI is character formation, service, leadership development and bilingualism.

Part of the PEI is the *Sistema Institucional de Evaluacion de los Estudiantes* in accordance with Decree 1290 from April 16, 2009 and this document is available in its entirety on the ECA website. Relevant excerpts are included in this handbook.

## M. STANDING COMMITTEES

1. Directive Council / Consejo Directivo

The Directive Council is formed by the Director, two parents, two teachers, one senior student, one alumnus, and one representative of the community chosen by the Board. The parents, teachers, and the student are elected in their respective areas. This council meets monthly during the school year and deals with policy and decisions dictated by Colombian law.

2. Academic Council / *Consejo Académico*

The Academic Council is formed by the principals and coordinators and one elected teacher from each major academic area. The Academic Council meets at least monthly and focuses on evaluating and improving the curriculum according to legal guidelines and academic needs. They also evaluate the overall performance of the students and the school and make decisions to assure the continual improvement of the academic program.

3. Consulting Council / *Consejo Consultivo*

The Consulting Council consists of a teacher, a 12<sup>th</sup> grade student, two parents, and one person from the business sector. This council meets at least once each semester and helps prepare students to enter society as productive citizens.

4. School Relationships Committee / *Comité de Convivencia*

The School Relationships Committee consists of a teacher, an elected student, a parent, the Director, and a staff member. This council meets at least once each quarter to enhance interpersonal relationships within the ECA community.

5. Interdisciplinary Committee

The Interdisciplinary Committee consists of the principal, the main teacher, and other faculty who work closely with the student. The principal may choose to invite the ELL specialist, the Learning Center specialist, the language therapist, the psychologist, the nurse, the counselor, the chaplain, the small group leader, the coach or any other staff member to support the process of evaluating and planning steps to help students who struggle academically or behaviorally. The committee meets at least once a quarter, usually after progress reports or report cards have been distributed. After each meeting the principal is responsible for assuring that an official record is filed.

6. Environmental Committee / *Comité Ambiental Escolar - CAE*

The Environmental Committee consists of an academic administrator, a non-academic administrator, a parent, a General Services staff member, teachers from different academic areas, and various student representatives. This committee meets at least once each semester in an attempt to involve the whole educational community in the School Environment Project (PRAE/ *Proyecto Ambiental Escolar*) as far as planning, implementing, and evaluating ECA's efforts to improve and care for the environment. Another function of the CAE is to propose pro-environment programs and projects that meet the social service requirement.

Each grade level chooses one student representative to participate in a student Environmental Committee which meets monthly. The responsibility of the student rep is to support projects and programs that improve the environment and to communicate expectations and opportunities for involvement to their respective grade levels.

7. Student Advocate / *Personero*

A 12<sup>th</sup> grade student elected by the student body during the first month of each school year is responsible to promote the rights and responsibilities of the ECA student body according to the Student Handbook and the Colombian Constitution.

8. Parent Council / *Consejo de Padres*

All parents are part of the *Asamblea* which meets at least bi-annually and in August chooses the Parent Council which is made up of at least two representatives per class, and when possible an alternate. The representatives from the Parent Council to the *Consejo Directivo* are chosen in the first parent meeting held in August to comply with *Decreto* 1286 of April 27, 2005. The Parent Council motivates parents from each grade level to participate in ECA activities and to support ECA with their prayers.

9. PTF Coordinating Committee

In August the *Asamblea* ratifies the PTF Coordinating Committee which is formed annually by volunteer parents and representatives of teachers and administration. The PTF Coordinating Committee supports the parent reps and organizes PTF activities and projects.

## N. PARENT / TEACHER FELLOWSHIP

All parents and teachers are automatically members of the Parent/Teacher Fellowship (PTF) which has as its purpose to encourage parent-teacher communication and parent involvement at ECA. This involvement benefits students, teachers, and parents. General objectives include:

- Promote interaction and fellowship among the parents.
- Mobilize families to pray for ECA teachers and give them moral support and practical help.
- Motivate parents to grow in their role as active participants in their child's development
- Provide educational/recreational opportunities not available in the regular curriculum.

Traditional events that PTF supports include:

Back-to-School Picnic in August  
Open House in September  
Fall Festival in October

International Festival or Ministry  
Fair in the spring  
Parent Educational Workshops  
throughout the year

Parent representative responsibilities include:

1. Encouraging and coordinating parental involvement in PTF activities and fund-raising projects.
2. Coordinating a minimum of one parent prayer meeting per semester where the focus is prayer and sharing issues pertaining to the class and ECA.
3. Ensuring that appropriate issues are discussed in class prayer meetings.
4. Being a communication channel between parents and ECA and assuring that concerns are directed to the appropriate authority... all communication should be based on biblical principles (Matthew 18).
5. Serving as the contact point for the teacher– someone s/he can call for support and/or practical help.
6. Inviting the teacher to your home and encouraging other families in the class to do the same.
7. Celebrating the teacher's birthday in elementary and when possible in secondary.
8. Coordinating parental involvement in the class per teacher request.
9. Attending three PTF rep breakfasts (August, January, and May) to share ideas, pray, and receive input on school events and needs.

In accordance with the school mission statement, class reps' work must reflect discipleship, service, and respect for all. This labor does not imply any power position. On the contrary, any parent can take initiatives that enhance the class, and the class reps serve as suitable channels, in a non-exclusive way, to discuss and implement initiatives with the class.

#### O. PARENT SERVICE POLICY

ECA wants parents to be as involved as possible in the education of their children. Many opportunities to serve are available, including being a substitute teacher, tutor, teacher's aide, library assistant, office helper, maintenance aide, PTF classroom representative, field trip chaperone, member of various committees, special speaker, etc. If interested in being involved, contact the office.

##### Family Involvement Accountability System

Since all families agree to be actively involved in the educational process when they enroll their children in ECA, an accountability system encourages active fulfillment of this stated goal and rewards those who are active in their child's school world.

The system consists of tallying involvement or attendance points to amass 30 points for the first child and 5 more points for each additional child before April 20 each year. Parents who work full time at ECA, single parents, and those not at ECA the full year have reduced requirements. Below is a chart of some of the planned events or service opportunities and their corresponding points. Attendance will be taken at school events and turned in to the Events Coordinator. Any committee head or parent rep is responsible for turning in points to the school office within a week of the event s/he coordinates.

SERVICE OPPORTUNITIES	POINTS
Committee meetings	1 per hour

Campus work days	1 per hour
Dining with teacher	variable
Helping, subbing or speaking in classes	variable

EVENTS	POINTS
Opening picnic	3 per parent
Prayer meetings / Open House	3 per parent
Parent Teacher Conferences	2 per parent
Educational Workshops	2 per parent
Attending sporting events	1 per parent
Attending Chapel or other special events like <i>Día del Idioma</i> , International Festival, Christmas Program, spring play, etc.	1 per parent

Any points earned after reaching the goal will not be recorded since the family will already be receiving the full discount and there is no need to keep track after that. Obviously, we highly encourage continued school involvement even after receiving the needed points. Official points will be kept at school, but all parents are encouraged to keep track of their own points to help verify any inconsistencies and contact the Events Coordinator with questions about specific point counts. A point tally will be included in the first three report cards of the year until the necessary points have been earned.

All parents who earn the expected points during the year for attendance at school events or involvement in school will be exempt from the Complementary Parent Activities Fee (\$300.000) which is part of the May bill. This fee covers extra paperwork and logistics involved in activities with parents, but ECA covers the cost of these scheduled events when parents participate and tally up their necessary points. Partial point totals will receive partial credit toward this fee with each point earned bringing a proportionate reduction.

#### P. SCHOOL / HOME COMMUNICATION

ECA uses RenWeb, an Internet-based system, to have open communication lines, and parents are expected to log on at least twice a month to check student grades, homework postings, and other pertinent information. To get a personal password, all parents must log in to [www.RenWeb.com](http://www.RenWeb.com), click ParentsWeb Login, enter **ELCAM-COL** for the School ID, and enter their e-mail address registered at ECA. Any parent can see his/her child's grades, attendance, library records and homework assignments on RenWeb.

Email messages will also be sent regarding teacher concerns, behavior incidents, as well as weekly school announcements or bulletins. All families are responsible to read and respond appropriately to the information in the bulletin. Parents are expected to check email at least weekly and advise the office if they are not receiving the weekly bulletins.

A small free ad may be run for 1 week in the classified section of the weekly Bulletin, by request of any ECA family or staff. Ads should be e-mailed to [bulletin@eca.edu.co](mailto:bulletin@eca.edu.co), with "Bulletin Ad" in the subject line. All ads must be submitted at least 3 school days before publication.

Any poster or notice for a special must be approved by the school office before posting it.

All students receive an ECA student planner for keeping track of homework and all students should use it for their personal organization and for noting assignments. The ECA student planner is a way to communicate daily as needed for school concerns between elementary and MS teachers and parents.

Teachers want to work with parents, so when there are concerns or questions, parents should take the initiative to call and leave a message at school or send an email, if the student planner is not enough or is not being checked. All teachers have an ECA email (firstnamelastname@eca.edu.co – e.g., [SarahJones@eca.edu.co](mailto:SarahJones@eca.edu.co)) so they can be contacted that way. A scheduled appointment enables both parents and teachers to prepare for discussions of major concerns.

## II. ADMISSIONS

No student or family will be discriminated against due to race or ethnic background. Admissions will be open from the first school day in January for the school year that starts in August until spots are filled. Students must enter before the 3<sup>rd</sup> week of each semester, unless they bring transfer grades or have special permission from the administration. If there is a question of where a student belongs, placement will be based on English ability, previous academic records, testing, as well as age. All students are on academic and behavioral probation their first year.

To be admitted to ECA, every family must meet the following requirements:

1. At least one parent must agree to the ECA Doctrinal Statement and Family Agreement. The other parent must not be opposed to the standards and teachings of ECA. A pastoral recommendation must be submitted.
2. An enrollment application and financial requirements must be completed. Requested materials must be submitted, including recommendations, past school reports, pertinent test results, and a current physical examination. A *Paz y Salvo* must be submitted from the previous school if it was a private institution.
3. A home visit by the school psychologist may be required.
4. Both parents must have a satisfactory interview with the Admissions Coordinator.
5. Parents need to give evidence that the student will benefit from the educational and other services offered by ECA.
6. To enter Pre-Kinder, a child must be 4 years old by September 1, and to enter Kindergarten, a child must be 5 by the same date.
7. Students must meet ECA's established English requirements.

## III. SCHEDULE, ATTENDANCE, and SCHOOL CLOSURE

### A. SCHEDULE

The school office is open Monday through Friday, 7:00 a.m. to 5:00 p.m.

For students, school hours are 7:40 a.m. to 3:00 p.m. All students should plan to arrive 15 minutes before school and should be picked up promptly at dismissal. Secondary students have eight 45-minute periods.

Students must have special permission to stay past 3:30 p.m., and must sign out with the guard. All teams or groups that meet regularly after school must have signed permission slips on file. Parents who consistently pick up children after 3:30 will be charged a supervision fee. After the third late pick-up each quarter, the supervision fee may be activated.

## B. ATTENDANCE

In order for each student to gain the most from school, s/he must be consistent in attendance. Absences hinder learning, usually have an adverse effect on grades, and cause extra work for teachers and students. Other activities should be scheduled outside school hours whenever possible. Students who miss more than 8 days in a semester or 18 days in a school year will usually be required to make up time missed. Each report card will note the number of tardies and the number of absences for the quarter. Partial absences (of a period or more) may be included in the absence total.

Attendance records are available on RenWeb, updated daily. Parents who think there may be an error in attendance have 48 hours within which to respond to the discrepancy.

### ABSENCES, TARDIES and EARLY DEPARTURES

1. Tardiness: Students should be in the room ready for class when the starting bell rings. Students who arrive after that time are considered tardy. If a student has to leave class without legitimate cause, a tardy may be given. If a tardy is not pre-arranged or approved, it is unexcused. If a student is on a school van that arrives late, s/he will be considered excused. Students not on school vans who arrive later than 80% of the school vans usually receive an unexcused tardy.
2. Pre-arranged: When a student will miss all or part of a day, parents are to notify the office (phone call, email, note or filled-out form from the website or from the office) at least 24 hours (more for longer absences) before the planned absence, late arrival or early departure, explaining the reason of the expected schedule change. Medical appointments, legal paperwork, crises, and family or mission obligations are usually considered excused pre-arranged absences. Secondary students must return the completed form to the office before the absence or it is generally not excused. A student's grades should be high enough to allow the absence and the student should not have an excessive number or pattern of absences when requesting a pre-arranged absence.

Parents are encouraged to consult their child's teacher(s) before making definite absence plans. ECA requests that families abstain whenever possible from making vacation plans that conflict with school days. Absences due to vacation will be unexcused.

3. Excused: If a student will unexpectedly miss all or part of a day, the parents should notify the school office the day of the complete or partial absence before 9:00 a.m. by a phone call, by a note, in person, or by an e-mail sent to [attendance@eca.edu.co](mailto:attendance@eca.edu.co). The fact that a student does not ride the van does not qualify as parent notification for an excused absence. Messages may be left on the answering machine (ext. 101) 24 hours a day. Reasons must be unforeseen and legitimate, or the absence may be marked as unexcused. Validity of excuses will be determined by the administration. Non-prearranged, non-emergency excused absences are limited to a maximum of one per semester for unexpected family or personal reasons. Students with more than five absences per semester generally do not receive excused absences for non-emergency reasons. Tiredness is not an excuse for a full day absence.
4. Partial Day Absences: Students will be credited with a half day of school if they are present for 2 to 6 periods in a day.
5. Unexcused: An unexcused absence, tardy or early departure is any absence that is not communicated to the office before 9:00 a.m. the day of the absence, that does not meet the criteria for excused absences or that should have been pre-arranged, but was not.
6. Excused from PE: In order for a student to be excused from participation in PE class, a note from a parent, nurse, or doctor must be sent to the school office or given to the PE teacher. If the student will miss more than five PE classes, a note of explanation from the student's doctor must be turned in to the PE teacher to be considered excused. Make-up work for PE can be either acceptable physical activity validated by a parent or teacher, or approved written work.
7. Consequences for Unexcused Tardies and Absences:
  - a. Parents will be notified of unexcused absences and tardies to school by email.
  - b. Unexcused tardies to school in Elementary result in a daily consequence.
  - c. Every three unexcused tardies to school or tardies to each class in Secondary result in a demerit. Each quarter begins a clean record.
  - d. If a student is at school and does not report for class, four demerits will be given for skipping class.
  - f. Upon receiving the second unexcused absence in a quarter, 2 demerits are usually given.
  - g. Normally students must be present at least a half day (4 periods) to be able to participate in extracurricular activities.

## C. SCHOOL CLOSURE

If 4 or more school days are missed in a school year for any reason (security, water problems, etc.), they will be made up according to a Board-approved plan.

### School closing procedure

1. The Director of Operations, in communication with the guard, will advise the Director of any conditions that might make travel to or presence at school or school functions dangerous or unadvisable (road conditions, water supply, public order, etc.).
2. The Director and Board president will make a decision by 5:30 a.m. if school will close for the day.
3. The Director will activate the staff and family phone chain and an email notice will be sent to all staff and family. The Transportation Coordinator will inform the route drivers. Parents can also check the website for updated information.

## **IV. ACADEMICS AND AWARDS**

### **A. ACADEMIC PROGRAM**

All ECA students receive a US-recognized diploma upon completing the requirements for 8<sup>th</sup> grade and 9<sup>th</sup> – 12<sup>th</sup> grades. Students who meet Colombian standards also receive a *Basica Secundaria* diploma at the end of 10<sup>th</sup> grade, and a Colombian *Bachiller Académico* diploma at the end of 12<sup>th</sup> grade.

For non-native Spanish speakers, leveled Spanish classes are offered. The intention is to help each student understand, speak, read, and write Spanish and take advantage of future Spanish opportunities. The ideal is to prepare a non-Colombian graduating senior to take the Advanced Placement Spanish language test to receive U.S. college credit.

### **B. INTERNET USE POLICY**

Students will have the opportunity to enhance their learning through:

1. Interacting with a wealth of resources for reference and research, including up-to-date primary sources.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals regarding areas they are studying.
4. Learning to conduct searches, evaluate resources, and locate relevant materials.

In order to assist students in correct Internet use, the school will do everything possible to ensure that students access resources appropriately. This includes providing:

1. Supervision while the Internet is used.
2. Training that explains what is and is not appropriate. Clear expectations will be posted and instructions given regarding what constitutes a violation.
3. General instructions about what is available on the Internet, how students can find what they are looking for through searches, how to save, and how to print.

4. A screening system which blocks sites with little or no educational value, as well as sites that allow access to inappropriate material.

Internet access is a privilege, not a right. ECA does not guarantee internet access to students' personal devices such as laptops and iPod Touches, because this generally constitutes unsupervised use. All Internet users 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 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 ECA'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."*

A user of the ECA network and Internet is held responsible for his/her actions and reactions whenever using the network or Internet. Unacceptable use will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. Using the network for illegal activity
2. Using the network for financial gain or initiating any unauthorized financial transactions
3. Vandalizing the data of another user
4. Invading the privacy of individuals including reading mail that belongs to others without their permission
5. Using an account owned by another user without that user's permission
6. Posting personal communications without the author's consent or posting information containing details not meant to be public
7. Posting rude or inappropriate messages
8. Using or viewing Internet sites with inappropriate graphics, language, content, or values
9. Forwarding e-mails with inappropriate stories, jokes, or graphics, or any mass forwards
10. Social/recreational use of any website during class time except under teacher's direct instruction
11. Using memory space inappropriately including downloading and saving music, pictures, or videos unnecessarily or illegally
12. Circumventing the school's Internet blocking system
13. Using ECA resources to watch, play or copy pirated material

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C. HOMEWORK

Homework is given to establish the habit of studying at home, to grow in responsibility, to practice and apply skills learned in the classroom, and to participate in activities that further challenge one's abilities.

## 1. Study Guidelines for Students

- a. Set a definite time and place for study and choose conditions that help you focus.
- b. Write all assignments including instructions carefully in the student planner. Make sure the assignment is clear before leaving school for the day.
- c. Follow all instructions carefully. Reading the instructions before starting usually saves time later.
- d. Organize long-term assignments and work on them progressively so they can be completed within the time allotted. Do not put off these assignments until the day before they are due. Study a little each day for upcoming unit or chapter tests.
- e. Do not be afraid to ask for help from your teachers (at school) or your parents (when you are home). They should not do your homework, but they often will be able to help explain it or give suggestions. Friends can be good resources to clarify, but should not do your homework for you.
- f. All work should be complete, neat, well-done, and on time.
- g. All students should use a New International Version (NIV) English Bible for school assignments since the NIV is the school-adopted version.

## 2. Homework Schedule

The schedule below gives an idea of what to expect. If any student is spending much more or much less time on his/her assignments, keep a record of time spent per subject for several days and contact the teacher(s) involved to discuss the situation to determine the best course of action at home and/or at school. Students generally do not have out-of-class assignments for specials (PE, drama, music, art, etc.). All students are expected to read regularly, above and beyond homework minimums.

Expected homework time each night for those students who are at grade level academically and at grade-level English fluency:

Pre-K and Kinder:	10 - 30 minutes
1 <sup>st</sup> – 4 <sup>th</sup> :	30 - 60 minutes
5 <sup>th</sup> – 8 <sup>th</sup> :	1 - 2 hours
9 <sup>th</sup> – 12 <sup>th</sup> :	1 - 3 hours

## 3. Late Homework

If an elementary student is unable to complete a homework assignment, a note or email from the parents should be sent to the teacher or written in the student planner stating the reason for the incomplete work. The teacher may still count it as a late assignment. Usually students will be expected to finish the assignment during break or recess the following school day or the next night at home. In secondary, major projects will be graded down 10% each school day they are late. No assignment may be turned in for credit after the quarter deadline except under very special circumstances. Daily assignments will not be received late for passing credit except under special circumstances.

#### 4. Make-Up Work

It is the student's responsibility to find out what work was assigned during the time s/he was absent. Assignments are generally posted on RenWeb. If a student fails to make up work missed within the time allotted, s/he will receive a failing grade for that work. Three weeks after each quarter is the maximum limit for completing any missing assignments.

Work or projects turned in late, or quizzes or tests that are missed due to an unexcused absence or tardy, are marked down 10% each school day they are late. Students are expected to take missed tests the day they return after an unexcused absence, and all work that was due the day of the unexcused absence should be turned in the following day. Any daily work due or assigned the day of the unexcused absence may be received late but not for passing credit.

For excused absences, a student is allowed up to 2 school days to do makeup work for each day missed, unless other arrangements are made with the teacher. For example, if a student is absent for 3 days, the work assigned during that time is due the 6<sup>th</sup> school day after the student returns to school. Whenever possible, arrangements should be made with the teacher so the student can try to keep up with his/her work during the absence. Students are expected to take scheduled tests given the day they return, and to turn in work that was due when they were gone, unless special arrangements have been made. Any assignment, project, or test not completed during the allotted time will receive a failing grade. At the end of a quarter, this time frame for make-up work may be accelerated.

For pre-arranged absences, the student is usually expected to complete work that will be due during the absence either prior to the absence or to turn in the work immediately upon returning to school. The teacher(s) or administration will decide which arrangement is appropriate when the absence is approved. Students must communicate the first day back with teachers regarding any assignments that were newly given and then agree on a reasonable due date.

#### 5. Standard for Work

- a. Neat: standard-size (8½x11) white or yellow lined paper, written in pencil or blue/black pen, with straight (non-ripped) edges.
- b. Style: legible cursive is the norm for grades 4-6 on all written work. Legible handwriting is required for grades 7-12, and major papers and projects generally need to be typed.
- c. The student's name and due date should be in the upper right-hand corner of the paper while the title, description, or page number, should be on the top line.
- d. Teachers have freedom to make adjustments, but these are the normal ECA guidelines. Work that does not meet these standards need not be accepted, or may be accepted for less credit.

### D. GRADING SYSTEM

## 1. Grading Scales

<u>Numerical</u>	<u>Letter</u>	<u>Colombian Government</u>
90-100 =	AE = Excellent	<i>Desempeño Superior</i>
80-89 =	BG = Good	<i>Desempeño Alto</i>
70-79 =	CS = Satisfactory	<i>Desempeño Básico</i>
60-69 =	DNI = Needs Improvement	<i>Desempeño Básico Bajo</i>
0-59 =	FU = Unsatisfactory	<i>Desempeño Bajo</i>
I = Incomplete		AU = Audit
P = Passed		N/A = Not Applicable
F = Failed		WP = Withdrew Passing
X = Exempted		WF = Withdrew Failing

The official Colombian scale will only be used on Colombian grade certificates for other schools and universities in Colombia. Colombian certificates must be requested in the office when needed.

## 2. Report Cards

Report cards are distributed four times a year, approximately 1 week after the conclusion of each 9-week period. These may be sent by e-mail, or they may be printed copies which do not need to be returned. These are an official record of the student's grades.

In Pre-K through 4<sup>th</sup>, students will receive letter grades on report cards. For grades 5<sup>th</sup> through 12<sup>th</sup>, report cards will use number grades on a scale of 100 or pass/fail. Non-credit classes may receive letter grades.

## 3. Parent Teacher Conferences

Mandatory parent-teacher conferences are scheduled after the first grading period, and both parents are strongly encouraged to attend. Report cards will normally be given out at this time. Optional conferences will be held after the 2nd and 3rd grading periods at teacher or parent initiative, and conferences can be requested at any time with any teacher.

Although grades are regularly posted on RenWeb, a mid-term progress report will be sent to parents halfway through each grading period. Parents are encouraged to take initiative if they have concerns about their child's progress.

## E. BEHAVIOR GRADE

Students will receive a school behavior grade each marking period, based on their actions throughout the school day. The grade will be based on the student's behavior as measured by the school rules, as well as his/her attitude toward the rules. In Secondary, the behavior grade is based on the number and type of demerits and detentions. If a student has received a Saturday detention, s/he automatically receives NI or U for his/her school behavior grade that quarter.

## F. STANDARDIZED TESTS

Standardized tests are given regularly to provide outside input regarding basic skills. Colombian SABER tests may be given to 6<sup>th</sup> and 10<sup>th</sup> graders in the areas of Spanish, math, and science. High school students are encouraged to take advantage of various available tests. Sophomores and juniors normally take the PSAT while juniors and seniors take the SAT. All juniors and seniors are encouraged to take the Advanced Placement Spanish test and other available AP tests. Colombian seniors and those planning to attend college in Colombia are encouraged to take the practice and the official ICFES exam, the Colombian college entrance exam. WIDA tests are used to determine English levels and areas of needed improvement of English Language Learners (ELL) in four basic areas (reading, writing, speaking and listening).

## G. SECONDARY GRADE CALCULATION

Semester grade averaging when exam is given:

	<u>7<sup>th</sup> &amp; 8<sup>th</sup> grades</u>	<u>9<sup>th</sup> – 12<sup>th</sup> grades</u>
Quarter (1 <sup>st</sup> / 3 <sup>rd</sup> )	45%	40%
Quarter (2 <sup>nd</sup> / 4 <sup>th</sup> )	45%	40%
Exam	<u>10%</u>	<u>20%</u>
Total semester	100%	100%

Final semester grade averaging  
when exam is not given:

Quarter (1 <sup>st</sup> / 3 <sup>rd</sup> )	50%
Quarter (2 <sup>nd</sup> / 4 <sup>th</sup> )	<u>50%</u>
Total semester	100%

Yearly final grade:

First semester	50%
Second semester	<u>50%</u>
Final	100%

## H. MAKE-UP EXAMS

Parents are encouraged to plan their absences around the school calendar and avoid missing exams. Early exams are only given in extreme emergencies. Students who miss exams from first semester will be required to take them before the 6<sup>th</sup> school day of the 2<sup>nd</sup> semester, but preferably before school starts. Those who miss exams for 2<sup>nd</sup> semester will be handled on a case-by-case basis. There is usually an extra cost of \$50.000/day for those who take exams outside of the normal schedule.

## I. ACADEMIC HONOR ROLL and SPECIAL AWARDS

Each student in grades 5 through 12 will be eligible for placement on the Academic Honor Roll each quarter. Secondary students with a grade average of 95 or above are eligible for the high honor roll unless they receive a number grade below 87 for any academic subject. Students with a grade average of 90 or above are eligible for the regular honor roll unless they receive a number grade below 80 in any academic subject. Students who have Incompletes or who are working on a modified plan of study below grade level are usually not eligible for the Honor Roll.

Elementary students who excel academically or in effort will be honored each quarter. These outstanding students will be recognized in chapel, in the bulletin, and by a notification in the report cards.

Other special awards given at the end of the school year include the following:

1. Superior Scholastic Award and Excellent Achievement Award: Starting in 5<sup>th</sup> grade, Superior Scholastic Awards are given to the students in each core subject area (Bible, English, math, science, social studies, and Spanish) with the highest grade average. The semester grades for the two semesters are averaged to determine who receives the award. In secondary, the class must be worth at least ½ credit to qualify for this award, and the student must have at least a 90 average. Those students that receive 2<sup>nd</sup> and 3<sup>rd</sup> place in the class will receive Excellent Achievement Awards as long as their average is also above 90. If there is a tie, more than one student can win these awards, but if more than one person receives the superior scholastic award, excellent achievement awards will not necessarily be given. In elementary, teachers may recognize outstanding academic performance of one or two students in specific areas by giving an Excellent Achievement Award.
2. Consistent Christian Influence Award: This is given to one, two, or three students in each grade who exhibit the most consistent Christian influence on his/her classmates. Areas to be taken into account include attitude, leadership, conduct in class, Bible knowledge, and application of Christian principles to life. Usually teacher and student input are used to choose this award.
3. Recognition Award: Used if the teacher wishes to recognize outstanding effort, improvement, attitude, responsibility, or artistic or other non-academic achievement, this award is not based on the student's final grade. More than one student in each class may receive an award, and it may be given at the end of each marking period.
4. Character Trait Award: Given to each elementary student, this award indicates at least one positive character trait that has been exhibited consistently during the school year. This award is optional in secondary.
5. Perfect Attendance Award: Given to all students who have not been absent a full day all year, and have been on time to school every day.

#### J. ACADEMIC PROBATION

The Interdisciplinary Committee will decide if a student should be placed on Academic Probation when the student has

1. Failed any two classes in a semester or three in a year
2. NI/U or below 70 in three core subjects in a semester
3. NI/U or below 70 in any four subjects in a semester
4. A semester average below 70 in the core subjects
5. An English and/or ELL grade NI/U or below 70
6. Failed a recuperation

Other factors to be considered will be number of absences, teacher recommendations, perceived effort and attitude, English ability, Learning Center adjustments, psychological testing results, and progress.

Academic probation is given for a semester. The principal will write a contract with the specific conditions to be met, which will be signed by the administration, the student, and the parents. This will allow teachers, the student, and parents to focus on the weak areas in order to reach the academic objectives that are lacking. A student who does not fulfill the conditions on the Academic Probation contract may need to repeat a year or withdraw from El Camino Academy because s/he is not ready for the academic expectations of the next level.

#### K. PROMOTION, REPEATING A YEAR OR LEAVING ECA

Final decisions regarding retentions or promotions will be made by the Interdisciplinary Committee according to *Decreto* 1290 of April 16, 2009.

##### 1. Pre-K, Kindergarten and 1<sup>st</sup> grade

When a Pre-K – 1st grade student does not meet grade-level objectives in his/her native language development, second language acquisition, or has emotional, motor, or social maturity deficiencies, the Interdisciplinary Committee will analyze the situation and determine with the parents if the student should repeat the year or find a school where s/he will have more opportunity for academic success.

Since English comprehension and fluency is critical for academic success at ECA, if a 1<sup>st</sup> grade student fails English and/or ELL, s/he may not be invited to continue at ECA.

##### 2. 2<sup>nd</sup> - 12<sup>th</sup> grades

At the end of the school year, if a student fails two or more core subjects, or fails one subject and has an average in the core subjects below 70%, or fails any three subjects, or fails the same core subject 2 consecutive years, the Interdisciplinary Committee will recommend one of the following options:

- Repeat the year
- Find a more appropriate school
- Take the recommended accredited correspondence or internet course(s)
- Create a demanding and radical plan to be approved by the Interdisciplinary Committee

Core subjects are defined as English, math, social studies, science, Bible and Spanish.

Other factors to be considered will be number of absences, teacher recommendations, perceived effort and attitude, English ability, Learning Center adjustments, psychological testing results, and progress.

## L. RECOVERY OF FAILED SUBJECTS

Recuperations for failed classes can be projects, assignments and/or exams, correspondence or internet courses or summer school. Any option needs to be assigned/ approved in advance by the principal according to grade level objectives.

No student can do recovery work in the same subject area more than two times.

Recovery grades are noted in official records, but they do not replace the original grades.

### 1. Recovery work is necessary in the following cases

Pre-K, Kindergarten and 1<sup>st</sup> grade: When the Interdisciplinary Committee considers that the student has not achieved mastery of the basic skills necessary for success in the next grade level, summer classes or tutoring will be recommended.

2<sup>nd</sup> - 4<sup>th</sup> grades: When a student receives NI or U in a subject in the 4<sup>th</sup> quarter or has had NI or U in the first three quarters, the teacher will assign the student a work plan to help them master the material. If the student gets a U in the 4<sup>th</sup> quarter, the work will be evaluated with a grade at the end of the summer. The Interdisciplinary Committee will review each case and give its recommendations.

If a student fails English or ELL, the recovery work and the measures taken will be more rigorous due to the fact that English is the academic language needed for mastery of all subjects (except Spanish) taught.

5<sup>th</sup> - 8<sup>th</sup> grades: When a Middle School student gets a grade between 60 and 70 in English or math at the end of semester 2, they must complete reinforcement work assigned by the teacher to demonstrate mastery of the material. If the student fails any subject 2<sup>nd</sup> semester or for the year, they must complete a work plan that will be evaluated with a grade, and the Interdisciplinary Committee will review each case and give recommendations.

If a student fails English or ELL, the recovery work will be more rigorous due to the fact that English is the academic language needed for mastery of all subjects taught.

9<sup>th</sup> - 12<sup>th</sup>: Students must recuperate a class if they get a failing grade for either semester 1 or 2.

The following subjects usually need to be made up (recuperated) via a correspondence or internet course from a school or university approved by ECA: English, social studies, science, and math. Keep in mind that the recuperation must correspond to the number and type of credits needed for a diploma in the U.S. educational system.

The following subjects can usually be made up (recuperated) by doing work assigned by an ECA teacher: Spanish, ethics, Bible, art, PE, and computers.

The principal and/or the Interdisciplinary Committee make the final decision as to the needed method for recuperation.

## 2. Recuperation Deadlines

- At the end of the school year, recuperations that imply taking exams must be completed at ECA before the 3rd full week of June for all subjects except for Spanish and math, which have an end-of-July deadline.
- Recuperation work that implies completing projects or a series of evaluations can be handed in no later than August 1.
- If the recuperation is necessary after 1st semester, it must be completed the day before classes start in January.

## 3. Consequences for Not Handing in Recuperation Work on Time

- If a student doesn't hand in the recuperation work on the designated date, the Principal will communicate with the parents and inform them of the steps to be taken.
- For each week late, 15 points will be deducted from the final grade.
- The student will work during break, lunch, study hall, after school until 5:00 pm, and 4 hours on Saturday after returning to school until the work is completed.
- If the student does not hand in the recuperation work within 3 weeks, it is considered failed.

## 4. Consequences for Failed Recuperations in 2<sup>nd</sup> – 12<sup>th</sup> grades

- "Recuperation Failed" will be written in the official files.
- The student will be placed on Academic Probation, and the Interdisciplinary Committee will meet to determine whether or not they recommend the student be promoted to the next grade level, or if the student should continue at ECA.
- A decision will be made, together with the parents. If the decision is promotion, the parents must sign a commitment to make adjustments, such as securing extracurricular help, to be completed during that school year to help the student reach grade level expectations.
- If the student fails or doesn't hand in recuperation work for the same subject for 2 consecutive years, that student is a candidate for repeating the grade level or leaving ECA.

## M. ACADEMIC RECORDS

If a student needs an official copy of her/his grades, s/he must provide a written request and pay the required fee. These records may be picked up 1 week after the request has been placed, unless there are special circumstances.

## V. BEHAVIORAL EXPECTATIONS

We strive to encourage and model biblical standards as far as speech, conduct, and attitudes, and desire that each student pursue a lifestyle of moral and sexual purity.

### STUDENT HONOR CODE

All students from 2<sup>nd</sup> through 12<sup>th</sup> grade must sign this annually or meet with the corresponding principal to explain concerns:

I, as an ECA student, agree to obey the school rules as set forth in the Handbook. Since I desire that there be a positive atmosphere at ECA, and so that learning and growth can occur, I also agree to:

1. Respect myself, teachers, staff, and fellow students in the way I address others, my tone of voice, my choice of words, and my non-verbal communication. If I feel my rights have been violated, I will look for an appropriate time, place, and manner to work out the problem. I will avoid words or actions that others would generally find offensive, and I will strive to be a model to the younger students.
2. Practice honesty and integrity in all I do. I will not copy another's work and put my name on it. I will not plagiarize. I will not lie to save face or to try to protect myself or others. I will not falsify signatures.
3. Respect school property. I will not deface or damage desks, walls, equipment, books or property.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the benefit of all students and faculty, the following expectations have been established:

#### A. RESPECT

1. Students are expected to be courteous to each other, to all staff and to any visitors.
2. Students will address adults with respect and will use the proper title (Miss, Mrs., Ms., Mr., *Profe.*). Using first or last names only is not appropriate at school.
3. All communication should be respectful and with the purpose of building each other up. No swear words, crass vocabulary, verbal or non-verbal aggression or damaging insults are permitted.
4. All personal property and decorations must be in keeping with Christian principles and the ECA philosophy, including screen savers, notebooks, locker decorations, book covers, etc.
5. Students should not be involved in a physical romantic relationship at school.

#### B. ACADEMIC HONESTY

All students are expected to adhere to principles of academic honesty and should not imply or indicate that someone else's knowledge or work is their

own. Plagiarism includes copying an answer from someone else's paper or from an answer key, copying part or all of a homework assignment, having anyone else do their work, and copying any part from a book, magazine or any resource, including the Internet, without giving proper credit. Borrowed words or ideas must be cited correctly. Cheating includes any other form of dishonestly using another's work.

### C. DRESS CODE / UNIFORMS

1. All students, staff and parents are expected to dress within the standards of Christian modesty. Since ECA is a place to study, dress should not distract from the purpose of being at school. An individual's dress and personal appearance should reflect sensitivity to and respect for others. Each student is expected to be neat, clean, modest, and appropriate. Students will be asked to change if they come to school with offensive or inappropriate clothing.
2. If a student is representing ECA in an athletic, academic, musical, service or other event/presentation, or is participating in an ECA-sponsored event, s/he must follow ECA guidelines for personal presentation.
3. 1st – 12th students must wear ECA shirts to school every day and the outer layer must be ECA clothing.
4. Any special interest group (sports team, drama cast, etc.) that wants to design a shirt, sweatshirt, jacket, etc. and use it in place of the ECA uniform, must use the basic ECA colors and have the design pre-approved by the administration. These expectations are in effect during school hours.
4. ECA clothing and lunch containers MUST be labeled.
5. PE Class: Students must wear ECA sweatpants or appropriate shorts, an ECA shirt, and good athletic shoes with socks for PE class – shoes must close securely, with backs. Hats may be worn outside; dangling earrings and metal jewelry must be removed.
6. Although this is not an attempt to include every possible aspect, the following guidelines will be used to determine what acceptable dress at ECA is. If a staff member feels that a student is not following these guidelines, discipline steps will be followed.
  - a. Clothing should be clean, complete, and not torn or ripped.
  - b. No bare midriffs or underwear (including boxers or shorts) may show.
  - c. No clothes and/or jewelry with offensive or divisive messages, lettering or pictures are allowed. For example, propaganda for alcohol, tobacco or drugs, suggestive or sexual connotations, and astrological or satanic themes will not be permitted.
  - d. Hair should be neat and clean. No extreme hair styles or colors are permitted.
  - e. No flip-flops.
  - f. No clothing should be too tight, too loose, too short or have extremely open necklines. No thin-strapped sleeveless shirts are allowed. Skirts should be knee length.
  - g. No hats, caps, hoods, or bandanas may be worn in the building.
  - h. No visible body piercing jewelry is allowed on exposed areas, except for girls who may wear pierced earrings.

#### D. SUPERVISION and SAFETY

1. When school is dismissed in the afternoon, all students will remain inside the gate until their ride arrives, unless they have written permission to ride public transportation.
2. Students must have permission to change the authorized mode of transportation for leaving school.
3. Any student still on campus after van departure who is not part of a supervised group must stay in the designated area. Unsupervised students are not allowed on campus before 7:00 a.m. or after 3:30 p.m.
4. Students are not allowed in the kitchen, private offices, work areas, or other classrooms without permission. Students should not be in any area without supervision or permission.
5. Students must walk (not run) in school buildings, walkways, and patios.
6. Patios or grassy areas should not be used when the ground is wet or muddy.
7. Use the sidewalks and avoid crossing the basketball court or field.

#### E. CAMPUS EXPECTATIONS

1. Classrooms and campus areas should be kept neat and clean. No littering or leaving things in unauthorized places. Textbooks or personal supplies left overnight in secondary classrooms will be placed in Lost and Found.
2. Food is to be eaten only in designated areas and at designated times.
3. No headphones allowed during school hours except study halls with teacher permission.
4. Locker doors must be securely closed at all times and locked on weekends.
5. A combination lock may be rented from the school, or the student may provide his/her own lock. If s/he provides his/her own lock, he must give a copy of the key or the combination to the administration. If the school lock is damaged or lost, s/he will be charged for replacing it.
6. Students are expected to keep their cubbies or lockers clean and free of unnecessary items. No stickers, paint, or non-removable decorations are allowed on lockers.
7. Students in after-school activities need to pack their bags and leave their possessions in the designated areas.
8. ALL TEXTS, ISSUED TO STUDENTS, THAT LEAVE THE CLASSROOM ARE REQUIRED TO BE CHECKED OUT, COVERED, AND HAVE THE STUDENT NAME IN THE PROPER PLACE. Students will be charged for damage or loss of textbooks. Covers must be put on in a way that does not damage the book: no tape, glue, or contact paper should be attached to the book.
9. Students should not write in books or excessively store papers in them.
10. Defacing or damaging school property or equipment in any way is not allowed. The person(s) involved will be charged for the damage. When it is impossible to know the specific person involved, group responsibility may be assigned.
11. No kicking, bouncing or throwing balls inside the patios or buildings, except in the gym area.

12. Toy guns and arms are only allowed for educational purposes and with teacher supervision.

#### F. CLASSROOM EXPECTATIONS

1. At the beginning of the year, each teacher will establish class rules that are appropriate for that class.
2. Students should come to class on time with all necessary materials (usually text, paper, and writing utensils).
3. Students are to participate in classroom activities and follow class rules.
4. Cell phones cannot be used during class time. They will be temporarily confiscated if used. Teachers may make exceptions for educational reasons.

#### G. PLAYGROUND RULES

1. No food or drink is permitted on the asphalt, playground, or field.
2. Use the playground equipment appropriately without overloading any part.
3. Return balls and equipment to the proper place.
4. No running or tag games around the swings or playground equipment.
5. The brick wall and tree trunk tables are to be used for sitting only.
6. Only balls and Frisbees are to be thrown.
7. Pick up trash after break and lunch. Bottles must be placed in the receptacles.

#### H. ELEMENTARY LUNCH TIME RULES

1. Listen to and obey with a respectful attitude any adult who is supervising.
2. Sit in the assigned place and stay seated while eating your lunch.
3. Go to the snack shop only after you eat your lunch, and return right away to your assigned place.
4. Ask permission to leave the playground. You may not go back to your classroom during lunch break.

#### I. SOCIAL DANCING

Due to differences in our multi-cultural and multi-denominational community, ECA shows sensitivity and respect to others by not permitting social dancing at any ECA event.

#### J. SERIOUS CONDUCT OFFENSES

The following activities will not be tolerated:

1. Stealing, cheating, lying, forgery, or any other dishonest behavior
2. Harassing, intimidating, hitting, or fighting
3. Any form of sexual harassment including perverse, homosexual, or lesbian insinuations or behavior
4. The use of profane or obscene language or behavior
5. Possession of firecrackers, firearms, knives, matches, cigarette lighters, laser pointers, or other dangerous items or look-alikes on campus or at ECA- related functions
6. Possession or use of harmful or illegal drugs

7. Possession or use of tobacco or alcoholic beverages on campus or at ECA-related functions
8. Any action on or off the ECA campus that creates an adverse testimony for the school

## **VI. DISCIPLINE PROCESS**

### **A. PARENT ROLE**

As ECA focuses on the formation of our students, we covet parental input and support, and to best work together, some basic guidelines need to be remembered:

1. Parents are expected to counsel their own child wisely to handle normal peer conflict in a godly way. When this advice does not produce positive results, parents should contact the teacher or the administration for support.
2. No parent should approach another student to handle a school-related discipline issue. Contact the teacher or administration to deal with the issue.
3. If a parent chooses to communicate with another parent regarding a behavior or discipline issue involving their children, all communication should be handled prayerfully and the truth must be said in love with the purpose of building up.

### **B. DISCIPLINE POLICY AND PROCEDURE**

ECA desires to work with students and parents on character formation and the educational process. It is expected that students will abide by ECA rules and policies. However, should a discipline problem arise, the following steps will be followed. Situations may occur where the normal procedure may not be applicable. In those cases, the ECA administration or board will take whatever action is deemed necessary.

When there is a minor disciplinary concern, the teacher or administrator will counsel the student and a demerit or detention notice may be sent home. Parents will be notified when a student fails to correct repeated minor infractions or violates any major rule. A cumulative discipline record is kept.

In Elementary, issues dealing with student responsibility and minor behavior problems will be dealt with by the classroom teacher on a day-to-day basis, according to the classroom rules and procedures. If a student shows repetitive misbehavior or if s/he is involved in behavior that is more serious (cheating, vandalism, disobedience, fighting, inappropriate speech, classroom disturbance, etc.), s/he will meet with the principal, who will determine what consequences the behavior merits, and notify parents. If the problems persist, the principal will request a conference with the parents to determine the next step, which can include behavioral probation. Behaviors classified as a serious conduct offense will receive the consequences set forth in Section 4 below.

For 5<sup>th</sup> – 12<sup>th</sup> grades, two categories of consequences may be given to encourage responsibility and godly character, listed with examples below. The purpose of consequences is to reduce the unwanted behavior.

### Category A—Student Responsibility

Failure to comply with a directive	Every 3 <sup>rd</sup> tardy to class
Inappropriate clothing	Lack of ECA uniform
Repeatedly not prepared for class	Missing signatures
Repeated use of Spanish/English	Eating in class
Improper use of technology	Unexcused absences

### Category B—Student Character Formation

Cheating or dishonesty	Disrespect
Vandalism of school property or graffiti	Outright Disobedience
Inappropriate speech (vulgarity, swear words, sexually implicit phrases or jokes, etc.)	Meanness or fighting

#### 1. Consequences for Category A offenses

- a. Demerit with parent email notification. Parents are expected to process the information with their children to help them learn from the warning given.
- b. After 3 demerits, the principal or his/her delegate will counsel with the student to look at ways of avoiding more demerits.
- c. For high school students, after five demerits, a 2 hour Saturday detention must be served and for middle school students, after six demerits.
- d. Every quarter a new slate begins for counting Category A offenses.
- e. After two 2-hour detentions in a quarter due to Category A offenses, a responsibility plan will be created by the principal with the student and parents. Behavioral probation may be recommended.

#### 2. Consequences for Category B Detentions

- a. 2-hour detention with a detention notice signed by a parent and head teacher. Parents may be required to accompany the student to serve Category B detentions.
- b. Parents will be contacted after the 2nd Category B detention if improvement is not evident or if there is not a teachable attitude regarding character issues.
- c. Behavioral probation will be probable after three category B detentions.
- d. The ECA Board and the *Consejo Directivo*, at the administration's recommendation, may ask a student to withdraw from ECA, expel him/her, or not allow him/her to re-enroll if s/he does not fulfill his/her behavioral probation plan, engages in major disciplinary infractions, or does not reflect a desire to live within ECA's philosophy.
- e. The process above will be used for normal disciplinary concerns. This process is concerned primarily with disrespect and disobedience. If any discipline incident is serious enough, the process may be accelerated.

#### 3. Consequences for Cheating

A zero will be given on any assignment where copying took place. This grade will be for the one who copied and the one who allowed the work to be copied. A parent letter must be signed before a student can return to class. A category B detention is given. If a student and parent feel there are grounds for appeal, an appeal committee consisting of the principal and

another faculty member will be formed to decide if a major assignment can be redone for partial credit (beginning the grading scale at 59 instead of 100). If anyone is caught cheating more than once, appeals will generally not be accepted.

#### 4. Consequences for Serious Conduct Offenses

- a. The normal consequences include the following actions:
  - Individualized classes for a limited time period
  - Losing certain privileges like using the store or having lunch or break with friends
  - A parent conference
  - Behavioral probation
  - Work detention or special assignments
  - The possibility of scholarship loss for the next school year.
- b. If serious conduct problems occur more than twice, students may be asked to leave ECA.

### C. BEHAVIORAL PROBATION

1. Invoking probation: Students who are not meeting ECA conduct standards may be placed on behavioral probation for the semester by the principal.
2. Possible causes of probation:
  - a. Any serious conduct offense
  - b. Failure of student or parents to comply with ECA disciplinary procedures
  - c. Inability to adapt to the school philosophy and expectations. One way to measure this is the number of demerits and/or detentions. More than 10 demerits or two Category B detentions in a quarter merits consideration for behavioral probation
3. Notification of probation and plan for correction
  - a. The parents will receive a letter from the principal explaining the reasons for probation, a specific action plan, and conditions for removal from probation.
  - b. The principal and parents will have a conference to discuss the situation.
  - c. A copy of the letter and the action plan will be placed in the student's file.
  - d. Parents should communicate with the principal at least once before the end of the probationary period regarding the student's behavior and progress.
  - e. Any student on behavioral probation must relinquish positions of trust and responsibility for the remainder of the semester.
4. Removal from probation or leaving ECA
  - a. All students on behavioral probation will be reviewed each semester. Special cases may have different deadlines.
  - b. To be removed from behavioral probation, a student must have positive teacher and principal recommendations, based on satisfactory action plan fulfillment.

- c. If a student does not correct his/her behavior and the conditions for probation removal have not been met, the Board and *Consejo Directivo* will either ask the student to withdraw or s/he will be expelled from ECA.
- d. In special cases, a student may be accepted for the following semester on behavioral probation and then be evaluated at the end of that semester.

5. Re-admission

A student who has withdrawn or been expelled from ECA after behavioral probation may be considered for re-admission after a minimum of 6 months from the date of expulsion or withdrawal, or the beginning of the next academic year.

D. IMMEDIATE WITHDRAWAL

- 1. Students who commit serious conduct offenses may be asked to withdraw from ECA immediately, depending on the level of danger, risk, influence on others, effect on integrity and safety of others, perceived desire to change, and past conduct history.
- 2. If parents do not accept the recommendations from the Director to withdraw the student, the *Consejo Directivo* and the Board will study the case and decide if the student will be expelled immediately.

## VII. EXTRACURRICULAR ACTIVITIES, SPECIAL EVENTS, SALES

A. EXTRACURRICULAR ACTIVITIES PURPOSE

The purpose and rationale of the student activities program is to involve students in extracurricular activities outside the classroom to:

- 1. Encourage the development and exploration of gifts, interests, and talents for leisure time enjoyment and possible use in God's kingdom in the future.
- 2. Contribute to the building of character in areas such as self-discipline, perseverance, self-confidence, and teamwork. Areas where there is performance or competition (sports, drama, etc.) provide an opportunity to develop morals and values in an intense and demanding environment.
- 3. Help develop time management and organizational skills.
- 4. Provide small group discipleship opportunities which occur because of interaction with adults in real-life situations.
- 5. Give opportunities to interact with and serve other Christian and non-Christian schools and the community, and to be witnesses, both verbally and non-verbally.

B. SPORTS

Based on I Corinthians 9:24-27, the vision of the ECA athletic department is to:

- 1. Provide God-centered sports teams
- 2. Have coaches who model Jesus to the athletes
- 3. Teach values such as hard work, discipline, teamwork, encouragement, and perseverance through training for sports events
- 4. Instill the habit of aiming for victory
- 5. Teach how to win or lose with integrity

6. Help develop short- and long-term goals, and follow them through to completion
7. Teach how to work through moments of intense pain without giving up
8. Reflect Christ in each competition

The athletic department organizes programs for basketball, volleyball, and soccer as interest and staffing allows. Games will be on the school calendar and announced in the bulletin at least a week ahead of time whenever possible and be adequately chaperoned by school personnel.

## C. SPECIAL EVENTS

### 1. Field Trips

When students go on a field trip, they serve as Christian witnesses to the Colombian community. Students are expected to act in an orderly manner, with respect and courtesy to others, and should dress appropriately. Sweats or shorts should not be worn on these occasions, unless stated otherwise by the field trip coordinator. Spanish should be used in public.

Parents submit the "Field Trip Permission Granted" form at the beginning of the school year. Although this is the only parent signature required for the year, specific written notice of each field trip will be sent home, and there will be an announcement in the Bulletin. Ample time for any parental inquiry will be provided prior to the trip. If for some reason a student is unable to participate in a field trip, s/he will need to inform his/her teacher at least 2 days prior to the activity so that arrangements can be made for work to be done to replace the field trip objectives. All field trips are considered part of the ECA educational program.

During the last 3 weeks before exams each semester there will be no special trips for high school, to allow students to focus on class work and teachers to finish teaching and testing.

### 2. Parties and Social Events

In grades Pre-K – 4<sup>th</sup>, student birthdays may be celebrated in the classroom with teacher permission given 3 days in advance. Parents may send one treat per child on the day of the child's birthday. Teachers should not be asked to facilitate the organization of birthday celebrations. When it is not possible to invite either the entire class, or all the boys, or all the girls to a birthday party outside of school, invitations will not be handed out at school. Please do not send them as they will be returned home. We ask that in these cases invitations be handled by e-mail, phone or personally with the parents of the children to prevent children that are not invited having hurt feelings. In 5<sup>th</sup> through 12<sup>th</sup> grades, any birthday celebrations or other parties should be held at lunch or break or with permission from the administration.

### 3. Activities and Traditions

All special activities supplement the curriculum and are part of the learning process. Some special events in elementary include Christian Character

Day in October, Thanksgiving Celebration in November, Christmas Program, End-of-the-Year Awards Program, as well as the Spelling Bees and other academic events. The teaching staff and secondary student councils plan special activities throughout the year, including annual retreats, banquets, and parties. Each year all Spanish classes participate in *Día del Idioma*, where Colombian/Latin American traditions and culture are explored and celebrated.

#### 4. ECA Programs at Other Sites

When ECA programs are held at churches, we ask our ECA community to be especially careful to show respect. Parents are responsible for the behavior of their children. No running or shouting is allowed in church sanctuaries. We need to leave each area as clean as possible and maintain a positive testimony.

#### D. SALES

Only sales that benefit ECA groups can take place on ECA property. ECA should not be used for personal fundraising, and any exceptions must be approved by the administration. All sales must be pre-approved on the master calendar. School fundraisers are generally limited to one per week.

## VIII. STUDENT ACTIVITIES AND SERVICES

#### A. CHAPEL

Weekly chapel services are planned to provide the student body and staff with a time of teaching, worship, fellowship, and prayer. This fulfills the Colombian government's requirement for teaching ethics. Regular Mission Spots for 1<sup>st</sup> – 8<sup>th</sup> graders teach our students to be open to God's calling for them. At least once a year, there is a retreat, Spiritual Emphasis Week and/or Missions Week, where special speakers challenge students to stretch their relationships with God.

#### B. HEALTH and EMERGENCIES

Before starting classes, each student needs proof of a physical exam signed by a physician that shows that they can be in school with no negative consequences to others, or have paid for an ECA-coordinated exam to be given within the first 3 weeks of classes. The exam should occur not more than 3 months prior to the beginning of the school year.

The ECA office must have up-to-date records on file regarding the family medical preferences, insurance plan, and how to reach the parents in an emergency. A doctor, a nurse, and/or personnel trained in first aid will be on duty during school hours.

Students must be kept home if they have the following: 1) a significant fever within the last 24 hours, 2) a contagious rash, 3) untreated lice, or 4) an infectious disease or severe cold.

Medication that a child is to take during the school day is to be delivered to the school office upon arrival at school. The medication needs to be in a secure, labeled container. Written instructions must include the following:

- Child's name
- Name of medication
- Number of units to be administered
- Time(s) of day to be administered
- Duration of administration
- Any other special instructions
- Parent signature

Confidentiality: Sometimes cases of an active sexual life, use of illegal drugs, alcoholism, struggles with anorexia, bulimia, depression, unresolved bitterness or anger, paranoia, and other issues that hurt the body, soul and spirit may come to light in the infirmary or counseling office. According to Colombian professional medical code, not only doctors but all health personnel that support the doctors must keep this information confidential. Each year parents are given the opportunity to authorize ECA to inform them and the administration of any conduct that involves serious health or emotional risk, regardless of the student's request for confidentiality.

#### C. SOCIAL SERVICE

Staff and parents develop opportunities for outreach into the Colombian community. These occasions bring our students and staff together to minister to needs.

Pre-Kinder – 8<sup>th</sup> grade students participate in service activities throughout the year, most often during the school day. The goal is at least two service opportunities per year for Pre-K – 4<sup>th</sup>, and three for 5<sup>th</sup> and 6<sup>th</sup>, 15 hours/year for 7<sup>th</sup> and 8<sup>th</sup>, 20 hours/year for 9<sup>th</sup> and 10<sup>th</sup>, and 40 hours/year for 11<sup>th</sup> and 12<sup>th</sup>. For 7<sup>th</sup> – 12<sup>th</sup>, the report card will show the number of hours. On 9<sup>th</sup> – 12<sup>th</sup> grade report cards, social service hours will be reported as P (Pass) or I (Incomplete) based on the needed hours each quarter. At the end of the school year, students will have 3 weeks to complete the hours. After that time, a grade of Incomplete for a 9<sup>th</sup>-11<sup>th</sup> grader will be changed to a failing grade and will need to be made up before the student can begin classes for the next school year.

Many of these hours will be scheduled to be completed during school hours, especially for elementary and middle school. Optional outreach ministries on Saturdays will be planned monthly for 7<sup>th</sup> – 12<sup>th</sup> graders. Traditionally, 10<sup>th</sup> and 11<sup>th</sup> graders participate in service days at the end of the school year when they often earn between 12 and 20 hours. More information about high school service hours and senior graduating requirements can be found in the high school handbook.

#### D. LIBRARY / MEDIA CENTER

##### Mission Statement

The ECA Library/Media Center exists to fulfill the information needs of the ECA community by supporting the instructional program with ample and appropriate

print and media resources as well as qualified staff to provide effective services to students, staff, and parents.

### Goals

- To uphold ECA's Christian distinctiveness through its materials and collections
- To help students become information literate and self-directed life-long learners.
- To provide a high-quality, well-balanced English collection, with a strong emphasis on the growth of our Spanish collection.
- To support students' individual interests through a broad selection of materials.

The library has over 20,000 books, magazines, and audiovisual materials in English and Spanish available to be checked out by students, parents, and staff for academic and personal use. In order to help promote information literacy from an early age, a special library time is scheduled for elementary students once a week. For books and magazines the loan period is 2 weeks, and for videos and reference books the loan period is 1 week. This due date will be stamped on the front or back cover. Books, magazines, and reference books can be renewed twice. Videos may not be renewed.

Number of Items that can be checked out per grade level:

Pre-K – 2 <sup>nd</sup>	2 books and 1 video
3 <sup>rd</sup> – 4 <sup>th</sup>	4 books and 1 video
5 <sup>th</sup> – 12 <sup>th</sup>	6 books and 2 videos

Fines are calculated per school day overdue

Books, magazines, CD's, cassettes, etc.	\$ 200/day
Videos/DVD's:	\$ 500/day
Reference materials:	\$1.000/day

The purpose of the fines is to teach students to be responsible to return materials on time to the library.

Students will be charged for lost or damaged materials for replacement purposes. An email will be sent out daily informing parents if their child has an overdue book. Parents will also be sent a weekly email informing them if their child has unpaid fines. Lists of materials checked out are available on the library tab on RenWeb's ParentsWeb.

If parents are willing to let their children check out videos/DVD's, the corresponding authorization must be communicated in the registration packet.

### E. VISITORS

All visitors must report to the office before entering the academic area. If a friend plans to attend classes with a student, a written request for permission should be sent to the principal the day before for approval.

## F. PHONE USE

Students are discouraged from making personal phone calls at school.

## G. RECYCLING

As a Christian community, we are responsible to care for the earth and wisely administer our resources. Our desire is to encourage all staff, students, and families to recycle. ECA has containers to collect paper, cardboard, newspaper, glass, plastic, and aluminum.

## H. FOOD SERVICE

1. All students should bring a nutritious lunch and/or snacks from home or purchase them from ECA. A limited number of microwaves are available. Pre-K and Kinder students may use the snack shop only after lunch.
2. The monthly menu will be posted on the ECA web page and RenWeb one week before the beginning of the month and families may order food service monthly or yearly to be included in the monthly invoice. Families that order this service will receive the menu and the monthly cost by email.
3. If families choose only selected days to order lunch, they must turn in the order form to the school cafeteria with the money before the month starts.
4. Families can also order a daily lunch before 9 a.m. by notifying the cafeteria. Daily lunches must be paid at the school cafeteria the same day or the following day. There is no guarantee for availability of lunches requested the same day.
5. Lunches are prepared in a kitchen approved by the Secretary of Health and served in the school dining area, which meets the hygienic standards established for school cafeterias.
6. A nutritionist works with the food service staff to ensure that the menus offered and the food served is the quality and quantity that is appropriate. The nutritionist is also available for consulting for special dietary needs.
7. Any changes for medical restrictions must be made before the month begins and if no request for modifications is received, it will be understood that the menu was accepted.
8. On field trips or recreation days off campus, hot lunches will be replaced with a sack lunch of a sandwich, fruit, and juice when the teacher has ordered ahead of time.
9. If students are absent, pre-ordered lunches will normally be donated to needy students or staff. When a student who ordered a monthly or yearly lunch has a pre-arranged absence of more than one day, the lunch can be replaced for other days of the following month if there is sufficient notice. When families want to suspend the lunch service, they should notify a month in advance and they need to finish the current month.
10. When elementary lunches are served, supervision is provided by school personnel so that students eat sufficiently. If an elementary student repeatedly does not want to eat, parents will be informed.
11. All communication regarding lunches should be sent to [lunches@eca.edu.co](mailto:lunches@eca.edu.co) .

## I. LOST AND FOUND / MISSING ITEMS

1. ECA is not responsible for items lost on campus. Students are encouraged NOT to bring large amounts of money or valuable items to school.
2. All cash sent to school with elementary students should be in an envelope or sealed plastic bag and stapled in the student planner with specific instructions for the teacher or aide.
3. All items and clothing should be marked to ensure return.
4. All items brought to the office or picked up after 5:15 p.m. will be placed in Lost and Found and stored. Items can be recovered at the designated times for a minimum of \$500. Elementary students will not be charged unless careless behavior does not improve.
5. All clothes and items accumulated in Lost and Found are available for pick up throughout the quarter, and after this time, all items remaining in Lost and Found will be donated to a worthy cause.
6. Money collected from Lost and Found will be donated to a worthy cause decided upon by the student councils and administration.
7. If an item is missing and is not in Lost and Found, a "Missing/Stolen Item Form" should be filled out in the office so that there is a record of items that disappear.
8. If something is suspected stolen, an administrator needs to be notified, the SAME DAY, so appropriate action can be taken.

## J. STUDENT SERVICES DEPARTMENT

Some students need special support so they can best use their God-given talents. Therapists and specialists regularly consult with teachers to help each student, and teachers or parents can request diagnostic testing and individual therapies or classes to support the learning process. Regular individual sessions may have an extra cost.

### 1. English Language Learner (ELL) Assistance

ELL specialists provide age-appropriate intensive English instruction and support, individually or in small groups, to bring students up to grade level.

### 2. Speech / Language Processing Therapy

Some students benefit from individualized speech and/or language therapy on a regular basis.

### 3. Learning Center

Some students need an Modified Educational Plan (MEP) which is implemented by the teachers and specialists. This MEP may include an adjusted schedule, alternate evaluation methods, classroom accommodations, individualized classes, etc. Parents or teachers may request an initial evaluation.

### 4. Counseling

A trained Christian psychologist is available for temporary or regular counseling to help students and/or families dealing with difficult social, emotional or family situations.

## IX. TRANSPORTATION

### A. AUTHORIZED PICK-UPS

If a child will be leaving school with anyone other than the parents or those authorized on file (to play or study at a friend's, for instance), a note for that day must be sent to the school office prior to the student's departure from school grounds. Parents may give permanent authorization for students to leave ECA without special permission.

### B. VAN PROCEDURES

#### 1. Contracts

ECA offers transportation to families that sign a transportation contract with the school. Personal arrangements with the ECA van drivers are not allowed without prior authorization from the Transportation Coordinator. The transportation company is responsible for organizing the routes and time schedules, taking into account the zones, traffic patterns, and school schedule.

#### 2. Van Service

While the majority of families that use ECA vans receive door-to-door or school-to-*portería* service, the school may not be able to offer this service to all areas of the city. Half-routes must be approved by the Transportation Coordinator, according to space availability and on a first-come, first-served basis. The availability of a half-route may not be confirmable until after the first 2 weeks of school. Special routes at designated pick-up points are available at a lower cost in certain zones, especially close to ECA, with permission from the Transportation Coordinator.

#### 3. Morning Readiness Expectations

Students should be outside and ready when the van comes for morning pickup, or the van will continue its route after leaving written notification when possible. In special cases, *not* frequently, the drivers will wait a maximum of 3 minutes after the scheduled pickup time at each stop.

#### 4. After-School Readiness Expectations

After school, students should be seated in the vans no later than 8 minutes after dismissal so all vans can leave promptly 10 minutes after dismissal. Van riders may not play or linger after school but must go straight to their vans.

#### 5. Temporary Route Changes

A written request to change from one route to another, to change bus stops within the same route, to temporarily use the route (this request must be accompanied by \$5.000 for each ride) or any other change of transportation

(for a week, a month or a specific day of the week) must be sent to [transportation@eca.edu.co](mailto:transportation@eca.edu.co) or be made by phone to the Transportation Coordinator with enough time to permit a change to be made (normally by 10:00 am). Last-minute emergencies may be handled by phone with the receptionist or the Transportation Coordinator, but whenever possible must be requested by 10:00 am so that families can have confirmation by noon of the feasibility of the requested adjustment. ECA does not guarantee it can make temporary changes unless spots are available in the requested van.

Requests for changes will be approved by the Transportation Coordinator with a pass that the student will present to the van driver to get on a van or get off at a different address. If the request is not approved, the Transportation Coordinator will call the parents and notify the student.

#### 6. Permanent Route Changes

If a family moves, the parents must send a written route change request at least 2 weeks before the expected address change so that ECA can determine whether the school can continue to offer van transportation depending on the distance, new location, and previous commitments.

#### 7. Suspension

Transportation is optional. The school reserves the right to suspend students from school transportation for inappropriate behavior or for non-payment of bills.

#### 8. Non-ECA Routes

ECA recommends that families avoid using routes that are not under the authority of a company due to the risks and implications involved for our ECA students. ECA cannot be responsible for situations involving non-ECA routes.

### C. CONDUCT IN SCHOOL VANS

1. Drivers and van monitors must be obeyed immediately and treated with respect.
2. Students need to use seat belts.
3. No shouting out windows or calling attention to our vans by trying to communicate with pedestrians or people in other vehicles.
4. No body parts or possessions should be out of the windows.
5. No purchasing from street vendors.
6. Students are to obey school rules on the vans.
7. Only Christian or instrumental music should be played on the van's stereo system, with the driver's permission. Radio stations should be chosen with discretion. Music containing vulgarities or messages that go against the school's Christian philosophy should not be played. Parents are responsible for assuring that music brought on personal AV equipment (e.g., MP3 players) is not offensive and is edifying.

### D. VAN DISCIPLINE PROCEDURES

The Transportation Coordinator will work with the principals to deal with inappropriate van behavior or not respecting the van schedule. For minor offenses, the following procedure will be used:

1. Driver or monitor will talk to the student regarding the problem
2. Transportation Coordinator or administrator will talk to the student, and appropriate in-school consequences will be given, usually a detention, and parents will be notified and asked to talk with the student.
3. Student will be suspended temporarily from the van.
4. Student will be suspended permanently from the van.

## X. ECA FEE SCHEDULE 2011-2012

### A. EDUCATIONAL SERVICES

1. Annual Matriculation Fee: After a child is accepted, and each subsequent year, a matriculation fee equal to 1 month's tuition will be paid. The matriculation fee is non-refundable and is necessary to confirm ECA attendance. When a child is enrolled in January for second semester, all annual costs are 50% less except the cost of the yearbook.
2. Payment Categories: Annual and monthly prices per student:

		<b>SCHOLARSHIPS</b>				
<b>G</b>		<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>M</b>
Full Cost		Attend Church	Attend Church and Involved in Ministry	Colombian Pastors or Christian Workers with Higher Income	Colombian Pastors or Christian Workers with Lower Income	Foreign Missionaries
Annual full cost (matriculation plus 10 months of tuition)	\$21'425.800	\$16'010.200	\$11'782.100	\$9'649.970	\$7'517.400	\$7'517.400
Monthly tuition/student	\$1'947.800	\$1'455.400	\$1'071.100	\$877.270	\$683.400	\$683.400
Monthly cost with <b>10%</b> discount		\$1'309.900 paid by the 10 <sup>th</sup>	\$964.000 paid by the 10 <sup>th</sup>	\$789.500 paid by the 10 <sup>th</sup>	\$615.000 paid by the 10 <sup>th</sup>	\$615.000 paid by the 10 <sup>th</sup>

See the ECA website or ParentsWeb for the chart with full descriptions.

3. Tuition:

Monthly tuition: August tuition is due 1 week before classes start. September through May tuition payments are due the 10<sup>th</sup> day of the month or the following work day when the 10<sup>th</sup> falls on a weekend or holiday.

- a. Withdrawal during the school year: Parents are to submit written notice not less than 30 days prior to withdrawal. Emergencies will be considered on a case-by-case basis. If notice is less than 30 days, each family will be charged \$117.400 per child or the remainder of the month in session, whichever is greater. If withdrawal is temporary, tuition usually will be paid for the period of absence when grades will be received for the corresponding marking period(s).
- b. Enrollment after the first day of school: After the first 15 class days each semester, tuition payment will normally be made for elementary students from the enrollment date, and for secondary students from the first day of the academic period in session. If current transfer grades are submitted, tuition will be pro-rated for the portion of the quarter in which the child is enrolled.

## B. OPTIONAL SERVICES

1. Transportation: Minimum 1-semester commitment is required.

Most routes south of <i>Calle</i> 170 .....	\$228.800/month/student
Most routes north of <i>Calle</i> 170.....	\$167.200/month/student
Routes outside of normal zones .....	\$6.200 - 18.700 extra/ month/student

2. Hot Lunches and Snacks:

	<u>Lunch Only</u>	<u>Snack Only</u>	<u>Lunch + Snack</u> (discounted)
Pre-K – 1 <sup>st</sup> :	\$ 5.600	\$ 3.700	\$ 8.800
2 <sup>nd</sup> – 4 <sup>th</sup> :	\$ 6.100	\$ 3.700	\$ 9.300
5 <sup>th</sup> – 8 <sup>th</sup> :	\$ 6.700	\$ 4.200	\$10.400
9 <sup>th</sup> – 12 <sup>th</sup> & adults:	\$ 7.200	\$ 4.200	\$10.900

## C. OTHER FEES (Non-Refundable)

1. Annual book and classroom teaching materials:
 

Pre-K – 4 <sup>th</sup> .....	\$394.200
5 <sup>th</sup> .....	\$296.700
6 <sup>th</sup> – 12 <sup>th</sup> .....	\$394.200
2. Field trips/retreats/special events ..... \$ 75.200
3. Materials (student planner, student ID card, photocopies, classroom materials, etc.) ..... \$ 75.200
4. Yearbook (per family)..... \$ 68.000
5. Graduation fee for 12th graders..... \$167.200  
(includes tassel and reception costs)

## D. OTHER OPTIONAL SERVICES

1. Accident insurance coverage.....\$10.000, 20.000 or 30.000/year

2. Extracurricular sports/activities (soccer, volleyball, basketball, choreography/dance, art, choir, etc.) ..... \$ 60.000
3. 30-minute individual music lesson:..... \$ 17.000
4. Annual *Bancolombia* payment service/student/year ..... \$ 36.600
5. Grade certificates, according to SED requirements, per grade..... \$ 6.000
6. 4<sup>th</sup> copy of transcript (first three copies are free) ..... \$ 5.000
7. Student enrollment, financial verification, other certificates... \$ 5.000
8. Physical exam at ECA (including eyes, ears, basic dental)... \$ 31.000
9. ELL or other staff tutoring .....price to be determined case by case

#### E. ADMISSIONS FEES

1. Admissions packet ..... \$ 52.200
2. To continue the process when packet is approved..... \$ 52.200
3. If a home visit by psychologist is necessary..... \$ 80.000
4. Re-application fee ..... \$ 26.100
5. ECA employee..... discount of 50% for admissions process

#### F. TIME SCHEDULE OF PAYMENTS

- June 10..... Matriculation for Pre-K and new families, with 5% discount - to confirm space
- July 10..... Matriculation, book fee, field trips, and materials, with 5% discount
- August 2 ..... August tuition with 10% discount, matriculation, book fee, yearbook
- Sep 10 – May 10 ... Monthly tuition with 10% discount, and transportation fee
- October 10 ..... Optional extracurricular fee for 1<sup>st</sup> semester
- January 10 ..... Graduation fee for 12<sup>th</sup> graders
- March 10..... Optional extracurricular fee for 2<sup>nd</sup> semester
- May 10..... *Bancolombia* payment service, if applicable

Please make checks payable to: *Asociación Educando Con Cristo*.

#### G. SCHOLARSHIP REQUESTS

Scholarship requests with appropriate documentation must be turned in with registration packets for continuing or returning families or at the time of application for new families. Any student receiving a scholarship is expected to meet academic and behavioral norms to continue to be eligible for the scholarship.

#### H. LATE FEES/PENALTIES

1. Any family paying after the 20<sup>th</sup> of any month will pay legal interest rates as stated in the contract.
2. Any family not paying transportation within the month will have their children suspended from school transportation.
3. Any family who registers and/or pays after 9:00 a.m. on the first day of classes in August will pay an additional \$100.000/family. This does not apply to families who bring transfer grades midyear. Students may not start

classes until registration is complete, which includes submitting all documents, signing the contract(s), and paying all fees.

4. Any continuing family who turns in incomplete or late scholarship application documents or any family who finishes online registration AFTER the deadline must pay a fine up to \$100.000 (\$50.000/each step) for extra costs generated by the delay.
5. No child can begin school with outstanding bills from the year before.
6. No child can begin school without paying matriculation, books, materials, field-trips/retreats, yearbook, and the first month of tuition.

#### I. OUTSTANDING ACCOUNTS

For any family who still has outstanding accounts on the last day of school, a *pagaré* or post-dated check and an official, signed agreement is required prior to granting official academic records or to participating in graduation ceremonies. Any family who has outstanding accounts on the last day of school, or who has consistently failed to pay on time for more than 50% of the school year and thus violated the contract, will not be guaranteed a spot for the upcoming school year. If desiring to continue, a family in this situation must arrange a meeting with the administration and come to an agreement.

# *High School Handbook*

## **I. INTRODUCTION**

A standard cycle has been established so that each 9<sup>th</sup> grader is able to complete the graduation requirements needed for a high school diploma from ECA in 4 years, and students coming to ECA will be expected to fit into this cycle at the time of entry. In the case of students who have already taken courses currently being offered, or who need other courses that will not be taught again before graduation, special arrangements need to be made.

A personalized cycle of courses will be worked out for each student based on courses that he has already completed, courses lacking for graduation, and specific college entrance requirements for his projected course of study. If a student leaves ECA temporarily during high school, parents are expected to consult with the principal prior to departure regarding courses to be taken while absent.

It is assumed that all students are preparing for college. All courses are taught in accordance with U.S. high school standards and in preparation for U.S. College Board exams such as the PSAT and SAT. Colombians and those who choose take classes to meet Colombian graduation requirements as well.

## **II. ACADEMICS**

### **A. CLASS LOAD**

Students in grades 9-12 are expected to take a minimum of 6 classes per semester resulting in at least 2.8 credits per semester. At least eight classes are offered and most students take a full load. All students are expected to be in school the full day regardless of their class load, unless special permission is granted. Only five study halls per week are allowed.

### **B. GRADUATION REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA**

In order to graduate from ECA, students must have been at ECA for at least 2 years, one of which is their entire senior year. Special cases will need special permission. The minimum number of credits needed to graduate from ECA is 22. Of those, 18 credits are required and the balance is made up of electives.

<u>Graduation Requirements:</u>		<u>Credits</u>
English		4
Mathematics		3
Science		3
Bible		1
Physical Education		1
Social Studies, including		3
U.S. History (or approved alternative)	1	
World History	1	
Government/Civics (half of social studies seminar)	0.5	
Social Studies Elective	0.5	
Computer		1
Spanish		<u>2</u>
	Required credits:	18
	Elective credits:	<u>4</u>
	Total minimum credits for graduation:	22

#### C. GRADUATION REQUIREMENTS FOR A COLOMBIAN DIPLOMA

Students may choose between a mathematics/science and a humanities emphasis, which will determine the level required in each subject area. If a student or one parent is Colombian, normally the student works toward a Colombian diploma and completes the following academic requirements during grades 7 to 12.

1. Humanities – 6 years of English and Spanish (minimum 3 years of Colombian Spanish)
2. Mathematics – 6 years; minimum Algebra II. Pre-calculus and Calculus are optional and can be replaced with Consumer Math, or another approved math class.
3. Natural and environmental science – 6 years; minimum Biology and Physical Science; encouraged to take Chemistry and Physics, but may replace them with another approved science class.
4. Social sciences – 6 years; usually Latin American Studies, United States History, World Geography, World History; and 1 year including philosophy, economics, political science, and government.
5. Computers – 6 semesters (at least twice a week); Yearbook can count as a computer class.
6. Ethics – 6 years attendance in Chapel with satisfactory behavior, or authorized alternative.
7. Religious education – 6 years Bible classes (3 - 5 times a week) or authorized alternative

8. Arts – 6 semesters (at least 2 times a week) with options in Music, Art, Performing Arts, Yearbook, etc. Extracurricular participation in choir, drama, or similar activities can partially fulfill the requirement.
9. Physical Education – 6 semesters (at least 2 times a week); team sports that practice at least 2 times a week each semester may complete this requirement.

Students must also complete the following administrative requirements:

1. Submit copies of passport and current visa for foreigners, and birth certificate or *cédula* for Colombian students.
2. Provide official original report cards for years not completed at ECA after 5<sup>th</sup> grade, which will be evaluated and validated by the principal.
3. Be up-to-date with all academic, administrative, and financial requirements.

#### D. COURSES OFFERED

Courses listed below are 1-year courses which meet daily and are worth one credit unless otherwise noted. Grades noted are the normal years students take those classes.

##### Bible

Bible meets 3 - 4 times a week and all students are required to take Bible each semester they attend ECA. Bible courses are usually given on a 2-year cycle.

Bible 9/10	Christian Character and Ethics	.5 credit
	Philosophy of Christianity	.5 credit
Bible 11/12	Biblical Leadership and Worldview (ethics, apologetics, character studies)	
	Biblical Relationships (OT historical books, NT studies)	

##### Computer

Computer Applications 1	- keyboard skills, word processing, database, desktop publishing, and spreadsheets	.5 credit
Computer Applications 2	- keyboard skills, photo editing, and webpage design	
Advanced Computers	- webpage development, programming, advanced publishing, etc.	usually no credit

## English

English 9/10 – Review of basic grammar, the writing process, and a variety of literature

English 11/12 – American Literature and Composition  
British Literature and World Masterpieces

## Spanish

Spanish I, II, III, and IV

Colombian Literature

Latin American Literature

Spanish Literature

World Literature

Spanish is required until the Spanish AP exam is passed with at least a 4.

## Mathematics

	<u>NORMAL</u>	<u>HONORS TRACK</u>
8 <sup>th</sup>	Pre- Algebra/Beginning Algebra I	Algebra I
9 <sup>th</sup>	Algebra I	Geometry
10 <sup>th</sup>	Geometry	Algebra II & Trig
11 <sup>th</sup>	Algebra II & Trig	Pre-calculus
12 <sup>th</sup>	Pre-calculus or Consumer Math	Calculus

## Physical Education

All students are required to take PE while they attend ECA, unless special permission is granted.

9 <sup>th</sup> –12 <sup>th</sup> PE - 3 times a week all year (physical conditioning, sports, individual and team activities)	0.5 credit
9 <sup>th</sup> Health (required for ECA 9 <sup>th</sup> graders)	0.5 credit

## Science

9 <sup>th</sup>	Physical Science (Chemistry/Physics)
10 <sup>th</sup>	Biology
11 <sup>th</sup> /12 <sup>th</sup>	Chemistry / Physics

## Social Studies

9 <sup>th</sup>	World Geography
10 <sup>th</sup>	World History
11 <sup>th</sup> /12 <sup>th</sup>	U.S. History - emphasis on the Reconstruction to the present / Social Studies Seminar (government, political science, economics, psychology, philosophy, etc.)

## **Electives**

Electives are open to all students or only to certain grade levels depending on scheduling, class requirements, and other logistics. Most classes meet all year. Credits vary depending on how often the class meets, class expectations, workload, etc., but usually electives meet 2 hours/week and receive .25 credit/year.

These courses are offered as staff is available and according to interest and scheduling logistics. Other courses that are not listed may be offered.

Art or Crafts	Creative Outreach
Music/Choir/Worship	Yearbook or Graphic Design
Drama	

### E. HONORS CLASSES

Honors courses have been offered in English, Spanish, Chemistry, Psychology, Comparative Government, Economics, U.S. History, Calculus, and Computer. Other honors courses may be offered depending on interest and staff. Students who take honors classes may opt to take AP exams which are given at ECA in early May each year, and students pay for each exam. All students who have finished at least Spanish III or are in the Colombian literature program are encouraged to take the AP Spanish Language exam.

### F. STANDARD COURSE CYCLE

#### **Grade 9:**

English  
Algebra  
Physical Science  
World Geography  
Spanish: Colombian Lit  
Computer Applications I  
Bible  
PE  
Health

#### **Grade 11:**

English  
Algebra II & Trig  
Chemistry  
U.S. History  
Spanish: Spanish Lit  
Bible  
PE

#### **Grade 10:**

English  
Geometry  
Biology  
World History  
Spanish: Latin American Lit  
Computer Applications II  
Bible  
PE

#### **Grade 12:**

English  
Pre-calculus  
Physics  
Social Studies Seminar  
Spanish: World Lit  
Bible  
PE

#### G. ADDING OR DROPPING A COURSE

A student may add or drop a course without penalty within the first 3 weeks of a regular 18-week semester. Courses may not be added after that time without special permission. Courses dropped after 6 weeks will be shown on the student's report card and transcript as WP (Withdrew Passing) or WF (Withdrew Failing). All changes in a student's academic program must be cleared by the administration, and the appropriate form must be filled out.

#### H. CORRESPONDENCE COURSES

In rare cases, it may be necessary to use correspondence or Internet courses if there is not adequate staff available to teach the regular curriculum. In such cases, ECA assumes the responsibility to purchase and supervise those courses.

However, if a student desires or needs a course that is not offered as part of the regular ECA curriculum, is not scheduled, or if a student fails a class and needs to earn the credit, it will be the responsibility of the parents to purchase and supervise the course. In some cases, ECA will supervise the course, but only with prior arrangement.

All correspondence or Internet courses used to fulfill graduation requirements at ECA must be approved in advance by the administration. Otherwise, the course may not be accepted for credit.

#### I. HOME SCHOOL POLICY

When students who have been taught at home using a non-accredited curriculum through any part of grades 9-12 apply to ECA, the following information for each course or subject must be provided and evaluated before being admitted:

1. An outline of the course material covered
2. The name of the textbook(s) used
3. A list of the objectives
4. A written description of how the course objectives were met
5. A record of the student's performance
6. A portfolio with samples of major tests, papers, and projects.

Courses the student wishes to have count for credit normally should correspond with courses that ECA does or would offer. In cases where ECA does not deem either the material provided by the parents or the student's

portfolio sufficient to meet equivalent course objectives, the prospective student will be required to pass an ECA exam for each course in question.

The maximum number of credits which may be earned this way is nine. Under ordinary circumstances, credit will not be granted for more than the equivalent of 1 year of high school done through home school. Credit for courses taken at home will not affect the ECA grade point average.

#### J. INDEPENDENT STUDY

ECA recommends students use recognized correspondence or Internet courses to get needed or optional credits not available at ECA. But if a student desires to take an independent study class with an ECA teacher, the supervising teacher must get previous administrative approval and turn in a syllabus to the principal to be approved. The independent study class must be comparable in vigor, difficulty, and quantity of material covered to other ECA classes and it must have sufficient evaluation tools included to enable a fair grade to be given. One-semester independent study classes (including materials) generally cost the equivalent of 1 month's Category K tuition.

#### K. TRANSFER CREDIT

ECA uses the Carnegie system where a class meeting 45 minutes each day for 180 days receives one credit per school year.

High school credits will be accepted from other CITA accredited or AdvancED schools including ACSI accredited schools, public schools, and approved recognized correspondence or Internet schools. Home school grades, non-accredited schools and schools not using a U.S. system will be assessed on an individual basis and credit awarded based on that assessment, taking into account the material covered, frequency of the class, evaluation used, and final grades. Credits that fulfill ECA's graduation requirements will be considered toward graduation.

#### L. EXAM EXEMPTION and EARLY EXAM POLICY

If 11<sup>th</sup> or 12<sup>th</sup> graders have a 95 average for the two quarters before the semester exam, they may choose to not take the exam or to take it and only count the grade if it helps their average. This privilege will be for only one class. A student can usually choose which class if they have more than one option. On the report card, it will show the exam grade as exempted. Any student wishing to be exempt from taking a test must turn in the appropriate form, with parent and teacher signatures, to the office before the exam.

Seniors are expected to take all final exams at the end of the year, and the grades will be part of their high school grades unless they have at least a 90

average between the last two quarters. In this case, they may choose to be exempt from taking the final exam and to average the two quarters for their final grade for the semester.

Any student who misses 6 or more days in a semester must take final exams. Periods missed add up toward the total number of absences.

Students in a class with a curriculum that aligns with an Advanced Placement (AP) Exam are permitted an exemption for the final exam in the course beyond the conditions listed above. This “AP exemption” is only permitted when a student takes an AP exam that directly addresses the content of the course. (e.g., AP Chemistry Exam could permit an exam exemption in Chemistry but the AP Spanish Language Exam does not allow an exam exemption in Colombian Literature.) Students are permitted the “AP exemption” only if they have at least an 80 average for the last two quarters.

### **III. STUDENT ORGANIZATIONS / ACTIVITIES**

#### **A. STUDENT COUNCIL**

Each May students in 8<sup>th</sup> through 11<sup>th</sup> grade vote for new student council officers. These officers are president, vice-president/secretary, treasurer, social coordinator, retreat coordinator, and any class representative when the class is not represented with an officer. The officers meet regularly with the student council advisor to plan and coordinate special events for the high school that encourage spiritual growth, school spirit and loyalty, positive social relationships, and opportunities for growth in leadership. The student council officers are responsible to help communicate student ideas for school improvement to the administration and to work with the administration to tackle shared concerns. The student council advisor is responsible to communicate student council plans to the faculty and parents, coordinate scheduling, safety, and other logistics for events, supervise and be responsible for all events, and make sure that ECA guidelines are met, as well as mentor, encourage, and disciple student leaders. The advisor will also check for correct use and recording of finances. The student council is encouraged to plan and lead activities which help meet their objectives, and they must communicate and work with the student council advisor who is ultimately their authority and who is responsible to the administration for all student council activities.

#### **B. CLASS OFFICERS**

Each high school class will elect at least one class officer who will work with the class advisor to coordinate all activities specifically for that class and be

responsible for class money. Such activities include fundraising for the senior trip or other class needs, coordinating Spirit Week class competitions, organizing activities for the Fall Festival, coordinating outreaches, and any other activity that pertains specifically to the individual class. Each class has a school account where money can be saved. The elected officer generally is not on the student council, and once elected, s/he does not become a member of the student council.

#### C. NATIONAL HONOR SOCIETY

Each year qualified juniors and seniors may be inducted into the ECA chapter of the National Honor Society. This honor is for students who maintain a cumulative 3.5 grade-point average (GPA), show positive leadership, model service, and are recommended by the high school faculty for their exemplary character. For more information, consult [www.nhs.us](http://www.nhs.us).

#### D. EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege that can be revoked based on academic or behavioral causes.

#### E. GRADUATION

Graduation is held the first week of June after final exams and the awards dinner. The Board and the parents of the juniors host a cake and punch reception after graduation.

For a student to qualify as valedictorian (highest GPA) or salutatorian (second-highest GPA), they must have been at ECA for at least 2 years, one of which is their entire senior year. Two or three seniors will be chosen to give speeches at graduation.

#### F. SOCIAL SERVICE HOURS

All 12<sup>th</sup> graders need to accumulate 80 hours of documented community service to graduate. These must be completed before going on the senior trip. These hours can start being accumulated after 10<sup>th</sup> grade, and 11<sup>th</sup> and 12<sup>th</sup> graders should complete at least 10 hours each quarter. 12<sup>th</sup> graders are encouraged to finish at least 70 of their 80 hours by Christmas break. All high school service hours must be turned in by the end of each semester they were served in. If a student is not graduating with a Colombian diploma and is not at ECA for 11<sup>th</sup> grade, only 40 hours are required during 12<sup>th</sup> grade. An ECA staff member is available to help each student create a program that meets his/her needs.

## Guidelines for Valid Social Service Hours

1. ECA has established contact with various institutions and organizes monthly outreaches, but the student may look for other alternatives that would be more to his preference or convenience, and give the request to the Service Coordinator before the end of the first quarter. The Coordinator will then make the decision regarding acceptance.
2. To be considered valid, all social service activities must receive authorization from the Service Coordinator based on the cover letter from the organization, the attendance record, and the evaluation sheet.
3. Opportunities to learn outreach skills and to be involved in presentations are available through the elective ministry teams. Outreaches count toward service hours.
4. When a certain social service activity requires training or special preparation, the training/preparation time may be accepted with the certification of the training leader for up to 30% of the total hours.
5. Social service hours can be earned by serving during optional ECA activities (like coaching or tutoring younger students) that are not during school hours, **which involve community service**, with prior authorization from the Service Coordinator. These activities are accepted for up to 25% of the total social service hours (maximum 20 hours).
6. Students who help in the PRAE (School Environmental Project) can receive social service hours.
7. Social service hours for being a Sunday school head teacher, a leader of a youth group, or other pre-approved outreaches will be accepted for up to 25% of the total needed hours for each year.
8. Missionary trips will be accepted, with each day usually counting up to 8 hours.

## IV. RECORDS

### A. TRANSCRIPTS

Grade Point Averages (GPA's) will be calculated and printed on each transcript using the following scale:

98-100	A+ = 4.0	77-79	C+ = 2.3
93-97	A = 4.0	73-76	C = 2.0
<u>90-92</u>	<u>A- = 3.7</u>	<u>70-72</u>	<u>C- = 1.7</u>
87-89	B+ = 3.3	67-69	D+ = 1.3
83-86	B = 3.0	63-66	D = 1.0
<u>80-82</u>	<u>B- = 2.7</u>	<u>60-62</u>	<u>D- = 0.7</u>
		0-59	F = 0

Every class in grades 9-12 that receives a number grade and is worth at least 0.25 credit is included in the GPA. Transfer courses are NOT included in our ECA GPA.

Class rank (except 1<sup>st</sup> and 2<sup>nd</sup>) will not be noted on transcripts due to the small size of our classes and the unfair complications that gives to our students.

Official transcripts need to be requested in writing from the office and will be sent directly to the indicated school within 1 week, except under special circumstances. The first three are free and after that there is a nominal charge.

Each senior should make arrangements with the school office regarding his/her transcripts and provide a mailing address of the university he plans to attend. A permanent address should be left with the school.

Copies of transcripts are sent to the ACSI depository for easy access while in the United States. The address is ACSI, ATTN: Student Transcript Depository, P.O. Box 65130, Colorado Springs, CO 80962-5130; telephone 719-528-6906; Fax: 866-543-0401; email: [transcripts@acsi.org](mailto:transcripts@acsi.org).

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