



# Excel Christian Academy

2011 – 2012  
Student Handbook

Excel Christian Academy

*at the Conyers Church of God*

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MYECA.ORG

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# ***WELCOME and THANK YOU***

## ***For your interest in Excel Christian Academy***

Our founding fathers had a basic concept that man was incomplete without an understanding of the basic philosophy that was set forth in God's Holy Word. Col. 2:9-10 states, "For in Him all the fullness of deity dwells, and in Him you have been made complete, and He is the head over all rule and authority." Excel Christian Academy believes we can't teach and train students without the knowledge of God and His word.

**Christian character before career**, "For this very reason make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ."

(11 Peter 1:5-8)

**Wisdom beyond scholarship**, "For the Lord gives wisdom, and from his mouth come knowledge and understanding."

(Proverbs 2:6)

**Service before self**, "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves." (Philippians 2:3)

***From the desk of Rev. Wallace D. Smith, Principal***

*Dear Parents,*

*Third John 1:4 states, "I have no greater joy than to hear that my children walk in truth."*

*What better way to prepare them to walk in truth than to provide students a Christ centered environment to fulfill their purpose and potential. Thank You, for taking the responsibility as a parent concerned about the Christian values for your family.*

*We are grateful and excited that you have chosen Excel Christian Academy for the development of your child's education.*

*On behalf of ECA we welcome you! With your cooperation we can accomplish great things.*

*We look forward to serving you.*

*In His service,*

*Rev. Wallace D. Smith*



# Excel Christian Academy

## *Declaration of Faith*

- In the verbal inspiration of the Bible
- God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and rose from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to new birth, through faith in the blood of Christ; through the word, and by the Holy Ghost.
- Holiness to be God's Standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

## **Entrance and Enrollment Policies**

All incoming students will be evaluated to determine their academic level. Excel Christian Academy teaches the ACE Curriculum which is advanced in comparison to the curriculum used in the public schools. This evaluation will determine any areas of weakness that may require extra tutoring in order to master the level desired. It could be determined that the student is not prepared academically for the ACE curriculum and recommended that they not enroll.

ECA is an evangelistic school that if accepted will give every student the opportunity to apply for enrollment regardless of their previous behavioral records. **If accepted Every student will be on a four-week probation period.** They will be expected to rise to God's standard and exemplify His character and morals. Should a problem arise a probation hearing will be scheduled with administration, teacher and parents four to six weeks following entrance into the school. The areas that will be evaluated during this hearing will be their attendance, tardiness, academics and behavior. At this hearing the parents will be notified of the decision made to either take the student off probation, have them remain on probation in one or more areas, or expulsion.

## **Admission Requirements**

Each year, all tuition and any other school debt must be paid in full before a student may register for the upcoming school year.

Students must turn the appropriate age on or before December 31, in order to enter K-3.

ECA requires a copy of a certified birth certificate to keep on file for all students attending any grade.

Georgia law requires a certificate of immunization (Ga. Form 3231) on file in the office for all students along with a record of current dental, vision and hearing screening (Form 3300). Immunizations and screenings can be taken care of through your physician or local health department authorities. Accurate and completed forms must be submitted **prior** to the start of school. New students transferring to ECA must have valid records transferred from their previous school.

The student's evaluation must be obtained and their **accurate** and **completed** package of school forms filled out and returned to the school office along with their Registration & Student fee before they will be considered enrolled.

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

## ***Attendance & Withdrawal Procedures***

## **Arrival**

The earliest K-3 & K-4 may be dropped off is 8:30 am. Each class (K3 through 12<sup>th</sup> grade) begins promptly at 8:30 a.m. All students must be dropped off in their designated carline. Door monitors will assist in helping students from the cars. While in the carline, **do not let your child out of the car without assistance from ECA staff.** Students dropped off at locations other than the designated carline drop site will be assigned detention. ECA established these policies for the safety of your child and others. Students arriving after 8:30 a.m. must be walked into the school office by an adult and signed in. K-5 – 12<sup>th</sup> grade will receive a tardy slip that needs to be signed and taken to class with them.

## **Dismissal**

Pre K3 and K4 is dismissed at 12:30pm. K5 through 12<sup>th</sup> grade is dismissed at 3:00 p.m. All students need to be picked up in their designated car line and must be picked up no later than 15 minutes beyond their designated pick up time. Any student left after this grace period will be charged a late pickup fee. Students participating in an after school activity that begins immediately after school may be on the property accordingly, but must be supervised at all times. Parents are responsible to make sure the teacher is aware of the other named adult the child is to be signed over to.

A parent must call the school if someone other than the individuals listed on the *Authorization for Pick-Up Form* will be picking up the child. I.D. must be shown before the child will be released. If a child who is usually transported by a childcare facility is to be picked up by car that day, the parent **must** call by 2:00 p.m. or send in writing the change to the school and the childcare facility concerning this change in the schedule.

A permanent change on the *Authorization for Pick-Up Form* must be submitted in writing to the office explaining additions or deletions.

**If parents are divorced or separated, we must** have on file in the school office a certified copy of the court order of Final Judgment including limitations on pick-up and visitation prior to the start of school.

## **Checking out of School**

Permission to leave school for any reason must be secured from the school office. A record of all students leaving school, giving the time and the reason for leaving, is kept in the office. Failure to sign out may result in suspension. Parents are asked to come to the office to pick up students during school hours when necessary. **The office will call the student from class, under no circumstance is a parent allowed to go straight to the classroom for their child.**

After students come on campus in the morning, they are under school supervision and rules, even though school may not have begun. Leaving campus without permission will be treated as truancy – intentionally being absent from school. **ECA will not be liable for the safety of students if they leave campus. Students who fail to comply with the above policy will face disciplinary action. Local Law enforcement may be called in the event parents fail to remedy the situation immediately or cannot arrive within 30 minutes of the infraction.**

## **Tardies**

Students are expected to be on time to class and all other school functions. A student shall be deemed tardy when he/she is not present in the assigned classroom at the designated starting time for the class or function. **Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress.** Any student arriving after 8:30 a.m. must be walked into the office and signed in by an adult. K-5 and above must obtain a tardy slip before going to the classroom. **Three unexcused tardies will result in an absence for students in grades K5 and above. Habitual tardies will result in a parent-teacher-administrator conference and a possible school fine.**

## **Absences**

When a student has been absent, **he/she must bring a written excuse when he/she returns to school.** The only **excused** absences are for **student illness, death in the immediate family or instances where attendance would be hazardous.**

**Excessive unexcused absences will result in dismissal from school.** No refunds on tuition are made because of absences. **All make-up work must be completed within one week.** Family vacations and trips should be scheduled during school breaks, since it is often difficult for a student to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, please procure permission from ECA administration **two weeks** in advance. Students must be in attendance 3 ½ hours in order to be counted present for a day.

## **Withdrawals**

All withdrawals must go through the school office. Students transferring to another school or withdrawing for any reason and having attended one day or more of any month will owe the full month's tuition. No tuition or fees are refundable. No records or books will be released until all accounts are paid in full and all appropriate school materials have been returned. If a student misses 10 consecutive days and a parent has not contacted the school, he/she will be administratively withdrawn.

# Health

## **Illness and Accidents**

Students who are ill (fever of 101 degrees or higher, diarrhea, rashes or vomiting) should not be brought to school and if brought may not remain at school. The parents will be contacted and are expected to pick up their student within the hour. Students must be free of all symptoms for 24 hours prior to returning to school. We request that you keep your child at home when they have a severe runny nose or cough that would be disruptive to the classroom environment though they may be free of fever. ECA agrees to keep parents informed of any incidents, including illnesses, injuries, reactions to medicine, etc.

In the case of an emergency ECA will first try to contact a parent, unless it is a life-threatening incident, in which case we will first contact professional emergency medical personnel and then a parent. If a parent cannot be reached we would then contact the next available emergency contact person, which the parents have listed. If no one can be contacted we would transport the child to the nearest Emergency Care Facility or Hospital.

## **Medication**

If a student is to receive any medication during the school day, the parent or guardian must bring the medication to the office and sign an *Authorization for Administration of Medication* form, which would include: date, name of child, name of medication, prescription number, dosage and dates medicine is to be given. Authorization forms are good for 2-week periods of time. There is an exception for medications that are taken for extended periods of time, if a signed doctor's note with the extent of time to be given is obtained. Medicine must be properly labeled. Your child will be administered medication from an office staff and it will be administered as directed by physician. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to your child.

## **Communicable Diseases**

Excel Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness, which arises as a result of a specific infectious agent, which may be, transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. **Parents will be notified, as the law permits, when a communicable disease is introduced into the school and parents and staff will notify the school when they suspect a student or employee has a communicable disease.**

# Annually

## Enrollment

Students currently enrolled at ECA are offered the opportunity to enroll in the upcoming school year beginning January 1st. Enrollment for the public will begin February 1. After February 1, enrollment is based on a first-come, first-serve basis. **Students re-enrolling must be current on their tuition, update all information in their files and pay their Registration & Student fee to be considered enrolled for the upcoming year.**

## Holidays

A school calendar is available in the front of each student's ECA agenda. (Agenda's are given to each student in K-3 and above at open house. Preschool students will receive a copy of the calendar in their student packet handed out at open house.)

## Inclement Weather

Excel Christian Academy is registered with all of the local news networks and radio stations for broadcasting school closings. ECA reserves the right to change a make-up day. Fire and Tornado drills will be conducted periodically, giving both students and teachers a greater sense of security by knowing what to do in case of an emergency.

## School Conferences and Parent-Teacher Meetings

Believing that the school is an extension of the home, ECA recognizes the importance of the home and the school working together to obtain the academic and spiritual growth for the child. It is the desire of administration and the faculty to be of service to both parent and student. Should an issue arise with a student, parents should first **contact the appropriate teacher** by calling the school office or filling out an appointment card located in the reception area. If you need to talk with a staff member, please call the office between 8:00 a.m. and 3:00 p.m. Your call will be returned as soon as possible. Please avoid calling teachers at their homes. When they leave the Academy in the afternoons, they have household and family responsibilities. **All appointments must be scheduled with the staff. Written notes or e-mails are a great way to communicate with your child's teacher.**

Parent-Teacher conferences are scheduled on the school calendar. At the discretion of the staff, parents may be required to attend a mandatory parent-teacher conference. You will be contacted at the appropriate time with pertinent information.

Parent-Teacher Meetings (PTM) are scheduled two times a year and are **mandatory for at least one parent/guardian to attend**. The dates are included in our school calendar and will be announced in our school newsletter and on the Phone tree. These meetings begin with pertinent information concerning the school year and will end with a performance from part of the student body. This and other special programs have been implemented in the school calendar to recognize and honor ECA students: Honor Roll Assemblies (4 per year) and K5 Graduation.

## **Phone tree**

ECA has a telephone system that is used to call the home of the students in an effort to keep the families reminded of important events, or of information and changes that may take place throughout the year. **If you desire the Phonetree to contact a number other than your home, please request this in writing.**

## ***Day to Day***

### **Learning Center Rules**

#### General:

A student is not permitted to communicate or be outside of his office without permission. He should not turn sideways or around in office or tip back his chair.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been given for that activity.

#### Student Offices:

Offices are assigned and changed only by a supervisor. The student must care for them.

The student may bring in a chair cushion and approved background material for the bulletin board.

Students are not to lean or sit on office or divider.

The goal card is to be kept up-to-date; use pen in setting goals. Goal card is to be placed on student office bulletin board.

A progress card is also placed on the student office bulletin board. No marks are to be made on it (A fee is charged for a duplicate.)

#### PACEs

PACEs are private property and are not to be shared among students.

After a PACE is complete, the PACE is turned in to the supervisor.

Work in PACEs is done in pencil.

Calculators are permitted in the Learning Center only at the supervisors discretion.

### Goal Card:

The student should keep his goal card posted on his bulletin board.

He should set the exact page numbers of the work for that day in blue ink.

He should cross off daily goals in blue ink when they have been scored and corrected.

### Congratulations Slips:

Take congratulations slips home to parents the day it is received.

### Score Station:

Score Keys are to be handled carefully.

Mark a red 'X' beside each wrong answer. (This indicates to the teacher that you need help.)

If working on a PACE that has a score strip, put a red "X" in pencil in the second box of the strip.

Rescore – circle each red "X" in red when answer is correct.

When scoring is completed, put a red "X" in the third box of the score strip in the PACE.

Place score key in proper place.

### Test Table:

After each PACE is completed, scored, restudied, and turned in, the TEST is issued the following school morning. Tests are administered at the Test Table.

### Off Limits:

Other students' offices, Learning Center Control Station and files, Computer and related equipment and materials.

## **Address/Phone number Change**

Any time an address or phone number (home, cell or office) is changed, please notify the school office by e-mail.

## **Care of Property**

It is imperative that ECA property receives respect and care, since it is considered as belonging to God. Willful damage to or destruction of school property will not be tolerated. **All damage must be paid for whether willful or accidental.** Other discipline will be administered as appropriate.

## **Kindergarten**

PK3 – K5 students need a change of clothes on hand at all times.

## **Lost and Found**

**Students must mark all personal items brought to school.** Articles found on the premises will be taken to the office where they may be reclaimed. Any items left at the end of each grading period will be disposed of as administration sees fit. The school will not be responsible for any lost articles. Personal items are the sole responsibility of the student.

## **Lunches**

Students must bring a lunch from home. Microwaves will be available to heat appropriate items. Some students may be limited to the items they may bring for lunch—due to spilling, messiness, etc. When preparing your child's snack and /or lunch **please do not include:**

- Carbonated beverages  
(either canned or in a thermos).
- Glass bottles or containers.
- Metal knives, forks or spoons.
- Foods containing large amounts of sugar and little nutritional value.

**Please do include the following:**

- Fruits and vegetables.
- Foods and drinks easy to open, eat and drink.
- Plastic eating utensils and napkins.

## **Pagers, Cell Phones and School Telephone**

Students are not allowed to receive personal pages or to receive or make personal phone calls on cell phones during school hours. The school will not be liable for pagers and phones. ECA administration will collect the cell phone or pager from students failing to comply with this policy. The cell phone or pager will be returned to the parent or guardian listed in the student folder following a discussion with the student and parent to ensure this policy is understood.

Students are permitted to use the school phone in cases of emergencies with supervision and principals' permission. **Arrangements for after-school activities must be planned at home prior to coming to school.**

## **Couples**

Students must be above reproach in their behavior toward both students and guests at all times. There is to be no physical contact between any students before, during or after school, or at any school function or on church property.

## **“Hands off” Policy / Six Inch Rule**

All students should keep “hands off other students.” No “monkey business” or horsing around will be tolerated. Young men and young ladies found to be touching each other (even in jest) will be given demerits, detention, and/or suspension.

## **Playground**

Students in grades K3-5th have access to the playground during recess and are supervised by at least one faculty member. **The school cannot be responsible for students on the playground before and/or after school hours.**

## **Sending Money to School**

**Money should always be sent in a sealed envelope with the following information on the outside:** child's name, teacher and grade, amount and purpose. Please do not send loose money in book bags or children's pockets. It is best for parent or guardian to deliver in person.

## **Paces**

The *ECA* curriculum textbooks, written from a Christian perspective, are used at Excel Christian Academy. If a student is required to supply a Bible for their studies, it must be the King James or New King James Version. Lost Paces will be replaced at parent's expense (cost of book plus 10% S&H).

## **Visitors**

Visitors (parents included) are required to stop by the office if they need to leave something for a student or teacher, or if they have to pick up a student. Please do not go directly to the classroom. This behavior interrupts the teaching process. If a visitor is expected in the classroom for a party or field trip, they must sign in at the office and receive a visitor's pass, when leaving they must sign-out.

## **Complaint or Problem Procedure**

Occasionally during the course of the year misunderstandings or problems may arise between the teacher and a student, teacher and parent, parent and the school, or any of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a policy for these situations, and complaints or problems will be handled as prescribed below: (cf. Matthew 18:15-17)

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!) It should then be brought to the Principal.
3. If it is still not solved at this point, it should then be presented to the Board in writing for their consideration.

Our goal is to create an environment where the parents and teachers talk to one another about problems and finding solutions instead of talking to others. We should all be encouraging each other to apply Matthew 18:15 which is a formula for success. This formula will help us to preserve the integrity of one another and this school as we build strong parent-teacher covenant relationships.

## ***Academic Policies***

## **Report Cards**

The purpose of our reporting system is to give parents and students an indication of progress or lack of progress being made. Students are evaluated in two areas: academics and conduct. The academic grade is based upon the actual work done on quizzes, tests, exams, and projects.

The letter grade system is as follows:

A = 100-94      B = 93-88      C = 87-80

An "I" is given when requirements are incomplete. Two weeks will be allowed to complete the required work. Otherwise, zeros will be figured with the available grades to complete the report card.

The conduct grade system is as follows:

E–Excellent      S–Satisfactory      N–Needs Improvement      U–Unsatisfactory

The grade is determined by evaluating a student's attitude, behavior and general demeanor both in and out of the classroom.

1<sup>st</sup> grade and above will receive a progress report mid-way between each nine week period or quarter and a report card at the end of each quarter. 5-year kindergarten students will receive their first progress report mid-way of and their first report card after the second quarter. The school calendar lists the dates that progress and report cards go home.

## **Honor Roll**

Honor Roll is compiled each nine-week grading period for grades 1<sup>st</sup> and above and is determined by the following qualifications:

**Principal Honor Roll:** Students who made all A's (96 and above).

**Academic Honor Roll:** Students who made A's & B's (88 and above).

**Christian Character:** Students who consistently exemplify Christ-like character.

Honor Roll Ceremonies are held 4 times each year. **ECA feels that an unsatisfactory conduct grade is not honorable and disqualifies the student from honor roll regardless of their grades.**

## ***Extra-Curricular Activities***

## **Class Parties**

Class parties are scheduled for students in grades K3 to K4 and above three times throughout the year: Christmas Party, Valentine Party, and End of the Year Party. The teacher will arrange adult assistance with parties.

Birthday celebrations are acceptable for K3 – 6<sup>th</sup> grade. They must be planned by the parents and should consist of food only, *no decorations or presents*. The birthday celebration must be scheduled for no more than 30 minutes during their lunch period or the end of their day. The teacher must approve all parties at least one week in advance.

## **Student Council**

The Student Council is a body of students and teachers who assist administration and faculty on matters of interest to students, teachers, and the school. The council is a tool that provides a good channel of communication between the students and administration. It also encourages students' participation in the development of school activities and supports the spiritual principles of ECA.

The faculty advisor for the student council will be appointed by administration annually. The offices of Student Council consist:

President (grade 8 &12)	Vice-President (grades 7 – 8, 9 - 12)
Secretary (grades 6-8, 9-12)	Parliamentarian (grades 6-8, 9-12)
Treasurer (grades 6-8, 9-12)	Student Representatives (grades 6-8, 9-12)

## **Field Trips**

Field trips are an important part of a well-rounded educational program. Students in grades 1 - 12 and above will participate in a minimum two field trips per year. (Children in middle and high school may participate in more depending on availability). A field trip permission form will be sent to parents with pertinent information. Chaperones will be selected at the discretion of the appropriate staff members. Please remember that field trips are regular school days and if a student misses a field trip it will count as an absence (excused/unexcused depends upon reason) and there will be make-up work (regardless of illness). The make-up work assigned will be age appropriate and will be determined by the teacher.

## **Physical Education**

1st - 12<sup>th</sup> will participate in P.E. classes twice a week. P.E. is designed to develop a student physically and teach him/her the rules and regulations of various organized sports.

## **Yearbook**

The Yearbook Staff is composed of students 6<sup>th</sup> grade and above who choose to take part in and have been approved by the yearbook advisor. ***This is an after school activity.*** Students on the yearbook staff must be willing to dedicate extra time and effort to the school in order to produce a yearbook. Members of the staff will be under direct supervision of the yearbook advisor. The yearbook advisor and administration will make the final decisions as to what will be printed in the yearbook. **Every student at ECA will have an opportunity to purchase a yearbook.**

## ***CONDUCT/DISCIPLINE POLICIES***

### **General Conduct**

Disrespect to teachers and staff will not be tolerated. This includes mimicking or mocking the teacher, staff or other students; laughing at the mistakes of others; back talking to the teacher; non-verbal expressions of disrespect to teachers, staff or others.

Students will enter the classroom quietly and prepare for the class. They will be seated and have all necessary supplies (books, notebooks, paper, pen, homework, etc.) when class begins. Non-related items brought to class will be taken up. While in a particular class, students will not work on another subject, write or pass notes, whisper, or speak without having raised their hand and being recognized by the teacher. Teachers will dismiss the class and are the only ones authorized to answer the phone, adjust windows, lights, heat/air conditioning, blinds, furniture, and class fixtures.

Students must keep their hands to themselves at all times—no horseplay. They must refrain from name-calling and profane, abusive or slang language.

### **General Discipline**

Children like adults want to know where boundaries are, consistent and tempered discipline sets those boundaries. Discipline is to train, have acceptance of control and a system of rules. Discipline should build character as the student becomes aware of the consequences of his or her actions. Discipline sets standards and habits of conduct that are absolutely essential to the education of every child. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in the manner which he/she feels is in accordance with Christian principles and discipline as set forth in the Scriptures. *Positive reinforcement of acceptable behavior is always encouraged.* Excel Christian Academy expects the full cooperation from both student and parent in the education of the student. If a situation occurs where the teacher feels it is necessary for the student to visit an administrator in order to develop self-discipline within the student, the procedures may include: warnings, counseling, prayer, detention, phone call to a parent, probation, suspension, or expulsion.

**Attendance at Excel Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Excel Christian Academy.**

### **Disciplinary Methods**

A variety of disciplinary methods shall be utilized, which provide both positive and negative incentive. Each decision shall be handled individually and prayerfully.

### **Positive Incentives**

Merits: Merits are given for a variety of accomplishments and behaviors that the staff wishes to reward. These are redeemed at “merit sales” when students may make purchases of a variety of items with their merits.

Other incentives. A variety of other incentives are used, such as praise, trophies, ribbons, congratulations slips, privilege area, membership in the ONE THOUSAND CLUB, field trips, time off, etc.

### **Negative Incentives**

Demerits: Demerits are given to correct unacceptable acts or behaviors as follows (three or more demerits in a day result in detention.)

ONE DEMERIT is given for but not limited to the following:

Turning around in office	Making a disturbance
Running in Learning Center	Chewing Gum
Violating off limits	Out of Seat without permission
Trespassing	Messy Office
Leaning back in chair	Writing or passing notes
Eating in disapproved area	Goal card not posted

TWO DEMERITS are given for but not limited to the following:

Goals not set	Unauthorized goal change
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\*Any other behavior deemed necessary by staff add to all.

Repeated offenses after warning	Insufficient goals
Talking at testing table	Negative attitude
Scoring violations per page (Subsequent offense may result in expulsion and/or repeat of PACE.)	

THREE DEMERITS are given for but not limited to the following:

Failure to return parent envelope    PACE left at home  
Corrective action slip not returned    Homework subject incomplete  
Getting permission from another staff member after refusal from a first staff member.  
Throwing dangerous objects—for the first offense. (Subsequent offense will result in other disciplinary action and/or suspension.)  
Lying (Subsequent offense will result in other disciplinary action and/or suspension.)  
Fighting (Subsequent offense will result in other disciplinary action and/or suspension.)  
Filthy Language (Subsequent offense will result in other disciplinary action and/or suspension.)

Disrespect/Talking back (Subsequent offense will result in other disciplinary action and/or suspension.)

Defiance (Subsequent offense will result in other disciplinary action and/or suspension.)

Intentional damage to major property (Subsequent offense will result in other disciplinary action and/or suspension.)

## **Detention**

Any student who demonstrates poor behavior, consistently fails to complete class work or homework, or is excessively tardy to class will be required to serve **detention**. A detention slip will be sent home to inform the parents. **This slip is an indication that parents need to take action at home so that class time is not consumed with these problems but with academic instruction.** The detention slip must be signed and returned the next school day. Detention times are to be announced. They could be before or after school.

**On the sixth detention in any one semester the student will be administratively suspended for one day.**

If at any time the school feels that parental cooperation is lacking, the student will be invited to withdraw. Additionally, if the behavior of the student indicates an uncooperative spirit, he/she will be invited to withdraw.

## **Prohibited Articles**

The following list is not conclusive, but these items are not permitted at school: tobacco in any form, matches or lighters, alcoholic beverages, narcotics, playing cards, knives, guns, explosives of any kind (including firecrackers, stink-bombs, etc.), skateboards, water guns, radios, tape/cd players, electronic games, condoms, and pornography of any type. Any other items that do not represent or stand for the ideals and concepts of ECA (i.e. certain characters and/or personalities) are not allowed in any form. Magazines and books not related to class work are not permitted on school property. All these items are subject to confiscation by administration and may be disposed of as seen necessary.

## **Suspension Policy**

Students may be assigned suspension only by the principal/administration. The student is responsible for completing all academic work missed during a suspension period. All suspensions require a parent conference at the time of suspension and/or prior to the student returning to school.

Suspension is an indication that the school is seeking parental involvement, responsibility, and cooperation in effecting a change in the student's behavior patterns.

**When a student is suspended, the following rules apply:**

1. A suspended student will lose all privileges and will not be allowed to attend or participate in any school activity during the duration of the suspension. Students are responsible for making up all missed work during a suspension.
2. It is the responsibility of the parent or guardian to pick up, from the office, all assignments missed during a suspension. The assignments must be completed and returned to the office immediately upon returning to school. All work missed as the result of a suspension must be completed. Tests and quizzes missed during the suspension will be administered and graded upon the students return. **All grades earned on work completed during or as a result of a suspension, including tests and quizzes, could be reduced by one letter grade when entered into the grade book, this will be determined by administration.** Any student who does not complete their assignments during their suspension will receive a zero.

## *School Dress Policy*

The purpose of the dress code is to promote a sense of unity among the students attending Excel Christian Academy. Uniforms are deemed valuable as a tool for teaching discipline and the concepts of boundaries and obedience. All uniform items must be of good repair and proper fit. It is the parent's choice as to where the uniforms are purchased. The following guidelines will be strictly enforced:

### **Boys and Girls (K3 – 12<sup>th</sup> grade)**

#### **Pants, Slacks & Shorts**

- Black, Navy or Khaki in color. Dockers style only.
- Pants are to be worn on the waist and belts are required, with the exception of an elastic waistband.
- Shorts need to be walking shorts, no shorter than 2 inches above the knee.
- The legs need to be plain, no designs or wording for either pants or shorts.

### **Girls may include:**

#### **Jumpers, Skorts and Skirts**

- Black, Navy or Khaki in color
- They must be no shorter than 2 inches above the knee.
- They need to be in the uniform line. Pleated is fine. No designs, wording or unusually big pockets or buckles.

#### **Shirts**

- Black, White, Navy, Light Blue or Red in color.
- Short or long sleeve Pique or Interlock Knit Polo style.
- Short or long sleeve Oxford style for boys and button up blouses for the girls.
- Long sleeve turtlenecks are permitted in the winter.
- Shirts need to be plain, no zippers, designs or wording. They can have one pocket on the left chest.
- The shirts listed above are the only choices no other shirts are permitted.

#### **Sweaters and Fleece, for classroom use.**

- Black, White, Navy, Light Blue or Red in color.
- Plain Crew neck pull over or V-neck cardigan, no stripes, designs, hoods or pockets.
- Plain button up sweater, no stripes, designs, hoods or pockets.
- Plain full zip lightweight fleece, no stripes, designs, wording or hoods.
- No 100 % cotton or nylon jackets permitted.

### **Belts**

- Solid Black, Brown or Navy in color, must be plain.

### **Socks**

- White, Black, Navy or Khaki in color.
- Girls may wear tights in the same color.

### **Shoes**

- Must be plain, no lights, characters, bright colors or shimmering design.
- Low-top tennis shoes are acceptable.
- Velcro fasteners are preferred for preschool.
- All shoes must cover the entire foot, no open heel or toe.
- The sole and heel must not be over 1 ½ inches thick.

All students are expected to use good taste and judgment in their choice of appearance at all times in order to maintain an environment that complements our learning atmosphere. **Administration reserves the right to determine what is acceptable or unacceptable in the matters of appearance.**

General: No student may wear any form of headdress (i.e. hat, ball cap, bandana, etc.) in the buildings or at any school activity unless it is part of the required uniform. Any undershirt worn must be solid and of uniform color (t-shirt, long sleeve, turtleneck). Hair must be of traditional natural style and color. Necklaces, bracelets, and rings must be in good taste and judgment (mod jewelry and inappropriate symbols are not allowed). Body piercing isn't **acceptable**; with the exception of the ears in female students (earrings should be no longer than a half dollar in diameter). Uniform sweaters or fleeces are the only outerwear acceptable in class. All shoes must have a full toe and back and all students must always wear socks. If female students braid their hair the braids are not allowed to hang in their face.

All students are expected to acquire good hygiene at all times. They may need to keep deodorant in their bag for use after P.E.

**Girls:** Hemlines of skirts, shorts, culottes and jumpers may be no shorter than two inches above the knees. All shirts and blouses must be tucked in and belts worn when appropriate. Slacks will be loose enough so as not to reveal the undergarment line. Tights may be worn in cold weather. If your daughter will be playing on the playground please make sure she has on shorts underneath skirt or jumper.

**Boys:** Knit and oxford shirts must be tucked in and a belt worn at all times. Hair will be neatly cut and groomed. (No letters, numbers, or symbols can be shaved into a haircut.) Boys cannot have facial hair and must be clean-shaven every day.

Any student in **VIOLATION** of the above dress code in 1<sup>st</sup> – 12<sup>th</sup> grade will first have a note sent home. Thereafter, a parent will be contacted to either bring a change of clothes or take the student home to

change. In middle school, the student will be warned the first time with a note sent home. Thereafter, the student will receive detention.

## ***FINANCIAL POLICIES***

### **Application Fee**

A \$50.00 application and diagnostic fee is required with all new applications for enrollment. **This fee is non- refundable.**

### **Annual Enrollment Fee**

Annual registration & student fee is required for all students. **This fee is non-refundable and is due upon enrollment.** They are as follows:

K3 – 12th ..... \$125.00

### **Pace Fee**

All book & supply fees must be paid no later than July 1st. **The book & supply fee is non-refundable and non- transferable.** All **re-useable** books are the property of ECA and will not be released if the student is withdrawn for any reason. **There is a 10% discount if received before May 1<sup>st</sup>.** The book & supply fees are as follows:

K3 ..... \$185.00

K4 .....\$210.00

K5 – 12<sup>th</sup> .....\$260.00

### **Tuition Fees**

K3..... \$235.00

K4..... \$260.00

K5-12<sup>th</sup> grade..... \$280.00

Parents may select to pay on a 10-month pay plan. Tuition is due by the first of the month and is late if received after the fifth of the month. 5% discount will apply for tuition paid yearly by June 1<sup>st</sup>.

**The first tuition payment for all students is due July 1. This payment amount is non-refundable and non-transferable should the student cancel enrollment for any reason. Tuition will be pro-rated for students entering after the first official day of school.**

### **Annual Music Fee**

1<sup>st</sup> – 12<sup>th</sup> grade.....\$75.00

## **Tuition payment**

**Tuition that is not paid and remains unpaid for over 30 days will be subject to collections and could result in withdrawal.** Payments are due the 1<sup>st</sup> and must be in the financial office by the fifth of each month. Any check postmarked after the fifth will result in a late fee. A late fee of \$45.00 will be charged to a family's tuition account if payment is not received by the fifth. **NO EXCEPTIONS! Returned Checks will result in a \$40.00 charge. Two returned checks from a family will result in all future transactions being accepted with only cash or a cashier's check.**

## **Withdrawal Fee**

**Students are registered for the entire year and the parent/guardian is responsible for the annual tuition payment.** A 30-day advance written notice of withdrawal and the remainder of the year's tuition payment will be required before a student's records will be released. The following circumstances will waive the remainder of the year's tuition fee, but will require a withdrawal fee of an additional month's tuition.

1. The student withdraws from school due to the death of a parent\guardian.
2. A student is being asked to leave Excel due to disciplinary action during the school year.
3. Bankruptcy or medically induced financial problems.
4. ECA recognizes other situations may arise. All cases to be reviewed.

## **Payments**

Payments should be brought by the school during office hours or mailed to:

Excel Christian Academy  
c/o Conyers Church of God  
1825 Hwy 138 NE  
Conyers, GA 30013

If you pay by check, please note student's name and purpose of payment on the left hand corner of your check. Specify any extra money and what it is for. Any cash tuition payment must be made in the school office where a receipt will be issued and witnessed by a third person. There will be a fee of \$40.00 for Returned Checks.

## **Late Fees**

Payments are due the first of each month and considered late after the fifth of the month. A late fee of \$45.00 will be charged on any school account showing a balance of \$15.00 or more after the 5<sup>th</sup> of the month. (When the 5<sup>th</sup> falls on a Saturday or Sunday, tuition payments may be made on Monday without paying the \$45.00 penalty.)

**Important:** Students will not be admitted to class if an account is one month in arrears. **If your child attends school and your account is 30 days in arrears, he/she will be called to the school office and you will be notified to either pick up your child or bring your account up-to-date.**

**Note:** Any student whose account is not paid in full by the last day of school will not receive a report card until the account is satisfied.

### **Records Release Policy**

No school records or books will be released for any student when there is a balance due on the family account.

### **Fundraisers**

Excel Christian Academy is endeavoring to keep tuition rates low for the benefit of each family. For this reason, we conduct fundraising programs and anticipate each child and/or parent's participation in helping us raise the additional funds needed for the designated school projects. The school receives no federal or state assistance, neither is it endowed or supported by any other organization. ECA is a not for profit entity.