

# Evangelical Christian Academy



**Parent and Student Handbook**

**2010 - 2011**

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***Welcome to ECA!***

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



**Our Mission:**

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



This handbook is for all ECA parents and students.

**Everyone** (parents and secondary students) should read the **Organizational and Doctrinal Information, Administrative Information, and General Information** sections (pages 4 - 28)

**Parents of Elementary Students** (grades 1 – 5) should read the **Elementary Handbook** section (pages 29 - 31)

**Parents of Secondary Students and ALL Middle and High School Students** should read the **Middle and High School Handbook** section (pages 32 - 48)

# TABLE OF CONTENTS

## **ORGANIZATIONAL AND DOCTRINAL INFORMATION**

4	Purpose and Organization
4	Vision Statement
4	Mission Statement
4	Core Values
4	Educational Philosophy
6	History of ECA
7	Doctrinal Statement

## **ADMINISTRATIVE INFORMATION**

11	Academic Program
11	Admissions
11	Alcohol, Drug, and Tobacco Policy
15	Building and Equipment Use
15	Child Protection Policy
15	Correspondence/On-line Courses
15	Diploma – Recognition
15	Discovery Learning Center (DLC)
16	English Language Learner (ELL)
16	Emergency Procedures
16	Financial Information
17	Health Information
17	Late Arrival and Withdrawal from School
17	Open House
18	Parent/Teacher Conferences
18	Part-time Students
18	Records and Transcripts
18	Registration
19	Residency Letters
19	Retention
19	Volunteers

## **GENERAL INFORMATION**

20	Attendance Policy
20	Absences
21	Parent Request Days
21	Make-Up Work
21	Tardies
21	Truancy
22	Chapel
22	Davey Media Center (Library)
23	Dress Code
26	Drop Off and Pick Up
	English Language
26	Fire Drills
26	Hot Lunch
26	Leaving During the School Day
27	Lost and Found
27	Note Home
27	Respect for Property
27	Sickness
28	Textbooks and Supplies

## **ELEMENTARY HANDBOOK**

29	Academic Grading Scale
29	Camp – Outdoor Education
29	Discipline
30	Homework
30	Music Lessons
30	Playground Rules
31	Progress Reports
31	Report Cards
31	Snack and Lunch
31	Toys

## **MIDDLE AND HIGH SCHOOL HANDBOOK**

32	Academic Grading System
32	Academic Probation
32	Agenda Books
32	Awards
33	Bell Schedule
33	Camp – Outdoor Education
33	Class Sponsors/Meetings
33	Clubs/Extra-curricular Activities
34	Computer Lab
34	Course Offerings/Graduation Requirements
35	Community Service
36	Dancing
36	Discipline
38	Eating Areas
39	Electronic Devices
39	Entertainment
39	Exams
34	Graduation Requirements
39	Gum
39	Homework
39	Honor Roll
40	Junior-Senior Banquet
40	Late Assignment Policy
40	Lockers
40	Music Lessons
41	P.E. Optional Credit
41	Plagiarism Policy
42	Progress Reports
42	PSAT, ACT, SAT
42	Relationships
43	Report Cards
43	Senior Privilege
44	Senior Trip
44	STUCO (HS)
44	Student Service
44	Study Halls
45	Telephone and Photocopier
45	Testing
45	Youth Group
45	Weapons
45	Withdrawal from Classes
47	Internet Acceptable Use Policy
49	Signature Form

# ORGANIZATIONAL AND DOCTRINAL INFORMATION

## **Purpose and Organization**

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

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

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

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

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

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

### **Christ-Centered**

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

### **Biblically Based**

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

### **Academically Excellent**

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

### **Service Driven**

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

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

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

There are certain foundational assumptions which are critical to our educational philosophy. We unashamedly subscribe to a biblical view of the world. The school's Statement of Faith outlines key elements of our biblical faith, and all teaching is to be in harmony with it. We believe that God, who is truth, has revealed Himself to humankind through His Word, the

Bible, and through his Son, Jesus Christ, the Word Incarnate (II Tim. 3:16-17, John 1:1-14, John 17:17, John 11:25).

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

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

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

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

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

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

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

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

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

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

### **Expected Outcomes**

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

#### **INTELLECTUAL**

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

#### **SOCIAL**

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

#### **PHYSICAL**

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

### **History of ECA**

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

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

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

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

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

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

ECA has now celebrated over 37 years of ministry! Looking back, we can clearly see the hand of God upon this school, and we rejoice in the multiple blessings He has brought through the many people who have interacted within her walls. We are confident that in the years to come the Lord will continue to use ECA to be a blessing to many, including the community of Camarma. To God be the glory; great things He has done!

## **Doctrinal Statement**

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

### **Statement of Faith**

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

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

### **Statement of Unity**

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

The Evangelical Christian Academy asks that its faculty and staff:

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

## **Position Statements**

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

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

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

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

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

### **Concerning True Ecumenism**

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

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

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

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

### Concerning Biblical Creation

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

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

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

# ADMINISTRATIVE INFORMATION

## **Academic Program**

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

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

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

Additionally, the Stanford 10 Achievement Tests are administered to all students in grades 1-11 in the spring. Some exceptions may be made for 11<sup>th</sup> grade students taking AP exams.

## **Admissions**

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

Applications must be submitted online. Once all the required documentation is received, registration fee is paid, and new student testing has been completed, the file will be reviewed by the Admissions Committee. The prospective student and parents will be interviewed by the Headmaster or a member of the administration if possible. Previous school records must accompany the application for admission. If admission criteria are met, acceptance is on a space-available basis.

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

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

## **Alcohol, Drug, and Tobacco Policy** (Board approved 11/08)

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

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

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

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

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

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

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

## **Substance Abuse**

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

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

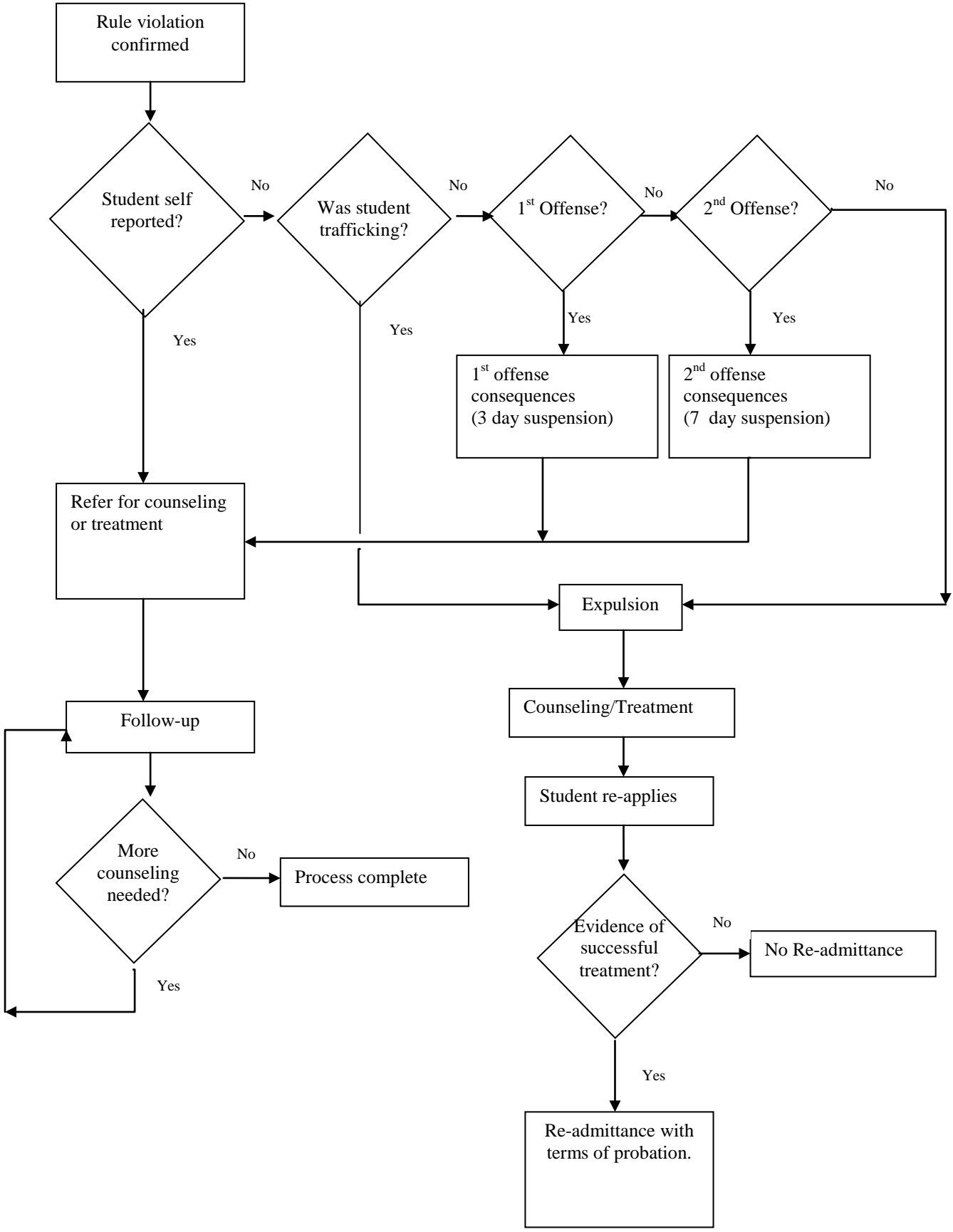
Any student who self-reports substance abuse will be referred to a qualified counselor or treatment center in consultation with the parents. Once treatment has started, the administration will follow up to ensure that satisfactory progress is being made. As long as the treatment provider or counselor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

## **Consequences**

1. If it is determined that a rule violation has occurred, the student involved will receive one of the following consequences:
  - a. First offense: Suspension for 3 school days
  - b. Second offense: Suspension for 7 school days
  - c. Third offense: Expulsion
2. During a suspension the student:
  - a. will receive zeros for any daily homework assigned during the suspension. A long-term project due during the suspension can still be submitted for credit.
  - b. will not be permitted to participate in any extra-curricular activities, clubs, or school-sponsored events.
3. In addition to the above consequences, it is expected that parents will arrange for counseling and/or treatment for their child.
4. If it is determined that the student was trafficking illicit substances, the result will be expulsion from the school. Trafficking is defined as providing illicit substances to others, whether selling, distributing, or sharing.

5. At the time of any expulsion, the parents will be informed that in order for their child to be considered for re-admittance to ECA they must obtain professional counseling for the student, and at the time of application for re-admittance must present evidence from the counselor that progress is being made by the student.
6. After an expulsion, re-admittance for the following school year will be at the discretion of the administration and will be on a probationary basis.
  - a. The terms of the probation will be determined by the administration and explained in a letter to the student and his/her parents.
  - b. The goal of the probation is to provide counsel and accountability for the student and to facilitate his/her re-integration into the school community.
7. Members of the Student Council and National Honor Society are considered student leaders and should be held to the highest standards. Therefore, any student members found to violate the terms of this policy will be banned from these organizations for the semester in which the offense occurred. Consideration for re-admittance to such member organizations will be determined by the administration.
8. The accompanying flow chart is intended to illustrate the policy and procedures related to substance abuse by students.

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



## **Building and Equipment Use**

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

Hourly Rate	€ 30
Half day rate (up to 6 hours)	€ 75
Daily rate	€145 per day
Use of outside facilities only	No Charge

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

## **Child Protection Policy**

The protection of our students is very important to us and we will make every effort to ensure a safe environment at school. The complete Child Protection Policy is on file in the school office -- anyone may request a copy.

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

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

At times, ECA may not be able to offer a core course. Please see the "Course Offerings/Graduation Requirements" on page 34 for more information.

## **Diploma - Recognition**

ECA is not recognized by the Spanish Ministry of Education; therefore, ECA will not be held responsible for difficulties experienced in transferring to a Spanish school.

## **Discovery Learning Center**

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

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

The staff of the Discovery Learning Center work with parents and classroom teachers to implement 504/Individualized Education Plans and to track a child's progress until completion of his/her individual program. Classroom teachers, administrators, and

Discovery teachers also serve on Student Success Teams (SST) to provide a multi-disciplinary approach to helping each child succeed.

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

ECA offers an ELL (English Language Learner) program which provides support and services to students who are non-native English speakers. These students receive daily individualized instruction as they strive to improve their conversational and scholastic English in the areas of vocabulary, reading, comprehension, and writing. Each prospective non-native speaking student will be tested during the admission process to determine a level of English proficiency. Students will be enrolled into the ELL program when it is determined that their English level is not adequate for them to succeed in the typical ECA classroom without ELL instruction or support, and **the corresponding fees will be reflected upon the ECA school invoice**. Each ELL student will remain in the ELL program until it is evident through testing and teacher confirmation that those services are no longer necessary.

## **Emergency Procedures**

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

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

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

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

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

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

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

## **Financial Information**

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

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

Tuition Payment Plans are as follows:

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

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

## **Health Information**

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

If your child has any specific health problems or needs to take a medication on campus, we ask that you see the secretary for the proper procedure. The office will administer Tylenol, Ibuprofen, Tums, and Benadryl during the school day if permission is granted on the Emergency Information Card. No medicines may be self-administered by the student. ECA does **NOT** provide accident/medical insurance for individual students, since all foreigners in Spain are required to have insurance. Parents will be expected to provide proof of insurance at registration.

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

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

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

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

## **Open House**

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

## **Parent/Teacher Conferences**

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

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

## **Part-Time Students**

Any enrolled student not taking a full load of 2.5 ECA credits per semester (equivalent of 5 full periods) will be considered a part-time student. Part-time students must agree to abide by all guidelines set forth in the part-time student policies, which are available in their entirety in the school office.

## **Records and Transcripts**

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

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

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

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

## **Registration**

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

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

***Each student who registers after the appropriate registration dates will be charged an additional €75 late registration fee, plus all additional expenses incurred in ordering books and supplies because of the late registration.***

## **Residency Letters**

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

## **Retention**

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

## **Volunteers**

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

All volunteers (both instructional and non-instructional) must complete a "Volunteer Interest Form" and all volunteers working directly with students must also complete a background check form. A Volunteer Manual (which includes both forms) is available in the school office.

# GENERAL INFORMATION

## Attendance Policy

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

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

In order to maintain the academic quality of the school it is imperative that students attend the entire school year. We believe that regular attendance is vital for the student to gain the full benefit of the educational experience. **Therefore, at the secondary level, in order to receive credit for a course, a student may not miss more than: 6 classes in a course that meets every other day for a semester; and 12 classes in a course that meets every day for a semester. All absences, regardless of the reason, count toward these limits.** Keeping this guideline in mind, students leaving before the end of the school term, except in extenuating circumstances, will not be permitted to take final exams and will receive the corresponding academic consequences. Any extenuating circumstances (long term illnesses, acts of God, support deficit requiring return to homeland, etc.) will be evaluated by the administration, and their decision will be final. Late arrival in August and early departure for home assignment is not considered an extenuating circumstance, unless it is required by the sponsoring mission agency.

Any returning middle or high school student who is not present on the first day of school will not be permitted to attend camp at the beginning of the year.

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

### Excused Absences

Excused short-term absences include:

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

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

### Planned Extended Absences (excused if approved)

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

## Unexcused Absences

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

## Parent Request Days (excused)

ECA allows up to three “parent request” days per year. Parents must request these days **in writing at least 24 hours in advance**. *No request will be given approval after the fact. In such cases, the absences will count as unexcused.*

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

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

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

## Tardies

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

ECA recognizes that Madrid's traffic can be horrendous and sometimes public transportation runs slower than usual. Therefore, a student may be excused for arriving late to school five times per quarter without penalty. Morning tardies beyond the five will count toward the detention policy outlined below for tardiness. (Note: This is to cover *occasional* problems, not for simply leaving too late on a regular basis.) Should the problem continue, the administration may take stronger action as necessary, including a parent conference, detention, and possibly suspension.

At the secondary level, tardies occurring during the day (2<sup>nd</sup> – 8<sup>th</sup> periods -- including lateness to study hall) will result in a detention after every third tardy. Tardies are accumulated apart from the regular discipline system.

## Truancy

Secondary students are expected to report on time to all classes and study halls. Any deliberate, unauthorized absence from class, chapel, or study hall will result in a zero in the class missed, with no opportunity for make-up work. The student will receive an immediate Rules Violation (major) form and further disciplinary action as deemed appropriate by the administration may be taken.

## Chapel

Chapels at ECA are an integral aspect of group unity and instruction. They are a forum in which we encourage the pursuit of intimacy with God. Chapels for elementary students are generally held every other week, and chapels for Middle School and High School students are scheduled on Fridays from 9:10 – 9:55. All-school chapels are planned periodically to encourage interaction across the grade levels and promote unity as a school community. Parents are invited to all chapel services. Student attendance will be taken during chapel and will be considered “1st period” attendance in regard to tardies (on Fridays).

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

## Davey Media Center (Library)

The Davey Media Center (DMC) is a place for checking out books, doing research, studying, and reading. At all times, quietness is the expected behavior. Please help keep our library neat, orderly, and a pleasant place to learn.

We have a 16,000+ volume library and subscribe to about 15 periodicals. The computer lab also has 20+ computers for student and staff use.

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

There is a “Book Nook” for elementary students to enjoy.

### Checking Out Books

All items are to be brought to the checkout desk to be checked out. Be sure to stamp the due date in the proper place. Please keep this date in mind so that you do not receive fines. **Late return fine: 20 céntimos per school day, per item.**

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

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

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

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

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

### Renewing Books

For renewal, **the item must be brought to the library** so that the librarian may re-check out the item and stamp the new date. Students may not renew books on their own. Please keep this date in mind so that you do not receive fines.

### Returning Books

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

### Reserved Items

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

### Study Areas

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

### Young Adult Section

At the discretion of the librarian, certain books of a more mature content will be cataloged in the "Young Adult" section which is only for students in 8<sup>th</sup> grade and beyond. In order to check out books from this section, students must have a permission slip signed by a parent.

### Lost Books

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

## **Dress Code**

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

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

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

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

At school-sponsored activities such as camp, theme park, class parties, and senior trip etc., the modesty aspects of the school dress code still apply. At school-sponsored events

involving swimming, boys may not wear “speedo” style swim trunks and girls may not wear two-piece bathing suits, with the exception of modest “tankini” suits.

For formal wear some simple guidelines are necessary. There is to be no bare or sheer midriff areas; backs of dresses should be no lower than the middle of the back; and modest fronts should not expose cleavage. If there is a question about appropriateness, check with the administration at least one week prior to the event. Students who do not meet appropriate dress will not be permitted to stay at the event. This code also applies to non-ECA students who attend as guests.

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

Repeated violations of the dress code will be handled as described in the discipline section of the handbook. If a dress code violation is due to immodesty, the student will be sent to the office. If the student lives in Camarma, the parents will be called and the student will be sent home to change or the parents may bring a change of clothes. If the student does not live in Camarma, the parents will be called and the student will be required to stay in the office area until the change of clothes arrives. (Students who have extra clothes at school may change into those as an option.) Students will be able to work on class work in the office area until the clothes arrive.

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

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

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

The gates and front door to school will be open at 8:55 a.m. For traffic flow, cars should enter via the upper gate, and exit via the lower gate. **Parents, if it is necessary for you to enter the building (even for a moment), please do not leave your car parked in front of the yellow curb.** You may park in the upper lot above the school or along the fence. Please do not park near the elementary playground equipment as it may be dangerous for students who are running around.

Students should arrive in plenty of time to get to their lockers and to class by 9:10. All students should be picked up at 4:00 **with no pickups later than 4:20 p.m.** unless students are involved in clubs or after-school activities. Please help us by being prompt in pick-up. If you have an emergency and are going to be late, please call the office.

## **English Language**

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

## **Fire Drills**

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

## **Hot Lunch**

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

## **Leaving During the School Day**

The school operates on a "closed" campus basis, which means that students are expected to remain in the school or on its grounds at all times. During lunch only, students in grades 9 - 12 who are on the honor roll and who have written permission from their parents on file in the office, may sign out at the office and leave campus for lunch. Upon return, they must stop by the office and sign back in. This privilege will begin with the 2<sup>nd</sup> quarter after 1<sup>st</sup> quarter grades are evaluated and the Honor Roll posted.

Students in grades 1 – 11 may not leave campus at any other time during the school day unless under the supervision of a teacher or staff member for school activities (with written permission), or with permission from the office in the case of a doctor's appointment or becoming ill at school. Seniors may leave campus for lunch and they may leave school for the day following their final class, provided they have parental permission on file in the office

(see "Senior Privilege" Section). **All students must sign out at the front desk before leaving campus for any reason.**

### **Lost and Found**

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

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

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

### **Note Home**

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

### **Respect for Property**

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

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

Students may not eat or drink (this includes water bottles) in the library, computer lab, or science lab area. Water bottles may be used in the classrooms at the teacher's discretion. Lunch must be eaten outside or in the designated eating area.

### **Sickness**

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

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

## **Textbooks and Supplies**

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

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

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

# ELEMENTARY HANDBOOK

## Academic Grading Scale (elementary)

### Grade 1

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

### Grades 2 – 5

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

### For All Elementary:

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

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

## Camp - Outdoor Education

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

## Discipline

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

All of our school rules reflect the overarching concept of respect for God, people, property, and ourselves. Respect implies a *genuine* concern for others (and their things). Growing in

respect is a *process*, not something that happens overnight, thus the motivation for this policy.

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

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

## **Homework**

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

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

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

## **Music Lessons**

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

## **Playground Rules**

1. Students may use the balls provided to their classroom. *Students are not to use other P.E. equipment.* Balls are to be put away after recess.
2. Balls are to be used with caution. They may not be kicked or thrown against the building.
3. Students may not adjust the swings, nor should they stand on or jump from swings. They may not “ride double” or run behind swings.
4. Students may not hit, kick, or push; nor pretend to hit, kick, or push other students.
5. Students may not stand on top of the monkey bars or climb on top of the swing set.
6. Students may not throw rocks or sticks.

7. Tetherballs are to be hit with the hands only.
8. Students must wear helmets while roller-skating, roller-blading, or skateboarding on school grounds.
9. Students must not climb on or hang from the basketball supports.

### **Progress Reports**

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

### **Report Cards**

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

### **Snack and Lunch**

Elementary students must bring a healthy snack and their own lunch each day.

### **Toys**

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

# MIDDLE & HIGH SCHOOL HANDBOOK

## Academic Grading System (secondary)

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

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

### Conscientiousness Grades

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

## Academic Probation

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

## Agenda Books

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

## Awards

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

## Bell Schedule

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

## Camp - Outdoor Education

The academic program includes a fall retreat for Middle School and High School students. The Middle School and High School retreat is held in early September. Hosted at a nearby Christian camp, the retreat/camp offers students a chance to learn in an outdoor setting and to be challenged from the Scriptures. The cost of the retreat is included in full-time student tuition. ***Returning students who are not present on the first day of school will not be permitted to attend camp, but all others will be expected to attend as part of the academic requirement of ECA.***

## Class Sponsors/Meetings

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

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

## Clubs / Extra-Curricular Activities

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

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

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

## Computer Lab

The computers in the DMC and computer lab are there for use in research and are not to be used for entertainment. Instructions concerning their use are posted. All students must use flash drives to save their work. Headphones may not be used with school computers unless under the supervision of a teacher.

The computer lab is available for students when not being used by a class, and with written permission from their teacher or study hall monitor. All passes must be signed upon arrival and departure by the computer lab monitor or the librarian (if there is no lab monitor). Games may not be played on the computers at any time unless they are educational in nature **AND** authorized by the supervising teacher.

All students desiring to use school computers to access the Internet must sign and agree to abide by **ECA's Internet Acceptable Use Policy**. Failure to abide by this policy will result in disciplinary action. **(The Internet Acceptable Use Policy is included at the back of this handbook and should be reviewed. The Statement of Agreement-Signature Form must be signed and returned to the office.)**

To use computers after school, the student must make arrangements with the front office. Before leaving, students should return disks and other items to their proper places.

***Students must not alter the computer's configuration, menu, icons, or any settings in any way. Serious disciplinary measures will result if this guideline is not followed.***

Students may bring in laptop computers with teacher permission for academic purposes and all internet access via laptops must be in accordance with ECA's Internet Acceptable Use Policy.

## Course Offerings/Graduation Requirements

ECA's high school course of study is designed to provide a college preparatory high school diploma. The Board of Trustees requires a minimum of 23 credits in grades 9-12 to graduate. Courses that are the equivalent of 5 days a week for both semesters receive 1 credit. Courses that are the equivalent of 5 days a week for half the year receive ½ credit. Courses that are the equivalent of 2 ½ days a week over the course of the year receive ½ credit. These courses (2 ½ days) will meet on a Monday / Wednesday or Tuesday / Thursday schedule with alternating Fridays. Mondays and Wednesday are called red days and Tuesday and Thursday are called black days. Friday can then be a red or black day depending on if you go to your Monday / Wednesday schedule or Tuesday / Thursday Schedule. (Courses are one credit unless otherwise designated). ***Full-time students must have a minimum of 2.5 ECA credits per semester (equivalent of 5 full class periods).***

At the middle and high school level, and in a case where a core course\* cannot be offered due to insufficient staff, ECA will cover the cost of a correspondence course of our choice to be taken at school during the class period identified for that course.

\*English 6, 7, and 8

\*Math 6, 7, Pre-Algebra, Algebra I

\*Social Studies 6, 7, and 8

\*Science 6, 7, and 8

\*Bible 6, 7, and 8 (1/2 credit each)

\*Bible 9, 10, 11, 12 (1/2 credit each)

\*English 9, 10, 11, 12

\*Algebra I, II, Geometry

\*World History, (Spanish Hist. or equivalent) US History, Civics

\*Physical Science, Biology, Chemistry OR Physics

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

### High School Course Requirements for Graduation

<u>CORE COURSES</u>	<u>REQUIRED COURSES WHILE AT ECA</u>
<p><b><u>ENGLISH</u></b> (4 credits required) English 6, 7, 8 *English 9, 10, 11(+), 12 (+)</p> <p><b><u>MATH</u></b> (3 credits required) *Algebra I *Geometry *Algebra II Pre-Calculus Calculus (+)</p> <p><b><u>SOCIAL STUDIES</u></b> (3.5 credits required) *World History *Spanish History *US History *Civics (+) (.5 credits) Comparative Government (+) (.5 credits)</p> <p><b><u>SCIENCE</u></b> (3 credits required, including one lab science) *Physical Science *Biology Chemistry Physics</p> <p>* Required classes (while at ECA) will be provided by ECA staff. Other courses will be offered on a staff-available basis.</p> <p>+ May be taken as Honors level (5.0 scale)</p> <p># May be taken as Advanced Placement (AP) level (6.0 scale)</p>	<p><b><u>BIBLE</u></b> (2 credits required – .5 per year) *Bible (6, 7, 8), 9, 10, 11, 12</p> <p><b><u>FINE ARTS</u></b> (2 credits required) May include choir, band, art, or other fine arts classes as offered.  9, 10, 11, 12, (.5 per year) *Humanities / Senior Seminar 12</p> <p><b><u>FOREIGN LANGUAGE</u></b> (2 credits required) French I, II, III, IV Spanish I, II, III, IV, and Spanish Literature (#)</p> <p><b><u>PHYSICAL EDUCATION / HEALTH</u></b> (1.75 credits required – .5 for 3½ years) *PE (6, 7, 8), 10, 11, 12 (2 1/2 years) *Health/PE 9</p> <p><b><u>ELECTIVES</u></b> (Varies year to year depending upon staff availability and scheduling)</p> <p>Art Band/Choir Bible 11/12 Computer Applications Leadership Development Life Skills Industrial Arts Music Theory and Technology NILD Therapy Practical Math Speech Vehicle Maintenance Welding Woodworking Yearbook</p>

### Community Service

In addition to the academic requirements, ECA also requires a minimum of 20 hours of Community Service for each year of high school (grades 9-12) attended at ECA. **Ten hours of service must be completed each semester.** Credit for Community Service is earned as the students engage in active participation as they serve their community outside of ECA. Activities may include (but are not limited to) the following:

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

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

Up to ten hours of the credit for Community Service may be earned during the summer for the following school year.

### **Dancing**

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

### **Discipline**

A biblical philosophy of discipline has as its central theme growth into the likeness of Christ. Discipline includes teaching, encouragement, admonition, correction, and the application of logical consequences for behavior. Discipline is most effective when administered lovingly, calmly, and with due consideration for the dignity and worth of the individual.

Students are expected to behave in a way that promotes a good learning environment, physical well-being, and personal character development. We live in close community with our Spanish neighbors, and it is imperative that our students act in a manner consistent with our Christian values and principles in order to maintain our testimony. A student's actions and communication should bring honor to himself, to the school, to the community, and to God. Both on and off campus, we expect our students to evidence character that upholds these values.

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

When a student chooses to violate the rules, a **Rules Violation (RV)** form will be issued to the student to notify him/her of the infraction (the pink copy will be kept by the issuing teacher and the white & yellow copies will be sent home for parent signature. The parent should keep the white copy and return the yellow copy to the school). The RV forms will have two different sections: one for minor violations and one for major violations (described below). **All middle and high school students will be required to take all RV forms home and have them signed by a parent, returning them to the office the next day.**

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

- Excessive talking in class or study hall
- Disrespectful attitude, words and actions
- Using unauthorized electronic devices during the school day

- Non-compliance with dress code standards
- Being outside of class without a hall pass (keep it visible)
- Chewing gum
- Inappropriate use of the internet (games, e-mail, facebook, etc.)
- Other: \_\_\_\_\_

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

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

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

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

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

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

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

<b>1<sup>st</sup> RV – Major:</b>	45 minutes of detention (assigned by the administration)
<b>2<sup>nd</sup> RV – Major:</b>	90 minutes of detention (assigned by the administration)
<b>3<sup>rd</sup> RV – Major:</b>	Parent conference; 1 day of in-school suspension
<b>4<sup>th</sup> RV – Major:</b>	Parent conference; 2 days of out-of-school suspension assigned
<b>5<sup>th</sup> RV – Major:</b>	Consequences determined by the administration

Each ECA student is a representative of our school, and enrollment in our school is a privilege and not a right. Therefore, ECA reserves the right to dismiss any student who

consistently dishonors the school in word or deed. Students who do not demonstrate the appropriate attitudes of respect, learning, and cooperation may be asked to withdraw.

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

### **Detention**

Students will be assigned detentions based on the disciplinary system explained above. Middle School detentions will normally be held during lunch on predetermined days (specific days TBA). High School detentions will normally be held from 8:00-8:45 a.m. on Tuesdays and Thursdays.

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

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

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

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

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

In the event of a serious infraction or continued disobedience following normal disciplinary procedures, the administration may suspend a student from school for a period of 2 days or longer. In the event of a suspension, the administration will notify the parents in writing, and a copy of the written record will go on file with the student's permanent record. A conference with the student and parents must precede re-admittance.

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

### **Expulsion**

At the discretion of the Executive Committee of the School Board, and upon the recommendation of the administration, a student may be expelled from school indefinitely. Consideration for readmission will not occur until the following school year, and then only following a conference of the student, parents, and administration, and pending the approval of the board.

### **Eating Areas**

During break time, snacks may be eaten in the hallways by the lockers; however, no open drinks are to be placed in the lockers. During lunch, students must either eat lunch upstairs in the lunch room or outside the building. Students may not eat lunch in the hallways, on the balcony, in the classrooms (unless staff approval is given) or in the stairwell near the

sweet shop. Seniors serving in the sweet shop may eat lunch in the sweet shop, but no more than two at a time.

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

All iTouches/MP3s/CDs/Handheld Games/Cell Phones **may not be used during the school day (8:55-4:00). They are to remain OFF and out of sight all day.** Headphones/ear pieces may be used only with permission and for educational purposes.

In an emergency, cell phones may be used during the day with permission from the office and only in the office area. Violations to this policy will result in a RV form and will result in confiscation of the media device for an indefinite period of time.

### **Entertainment**

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

### **Exams**

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

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

### **Gum**

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

### **Homework**

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

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

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

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

### **Honor Roll**

Recognition is given to middle and high school students who excel in both academics and conscientiousness (now included as part of the academic grade) by placing their names on

the Honor Roll each grading period. All courses receiving an academic grade are used in figuring the GPA and are weighted by the number of class hours per quarter.

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

### **Junior-Senior Banquet**

The Junior-Senior Banquet (JSB) is generally held sometime in the spring, and is planned and organized by parents. While the school will collaborate by reserving a date on the school calendar, JSB is not a school-sponsored event as ECA has no administrative oversight or responsibility for this after-school activity. Questions or concerns regarding JSB should be directed to students or parents of those planning the event.

### **Late Assignment Policy**

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

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

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

### **Lockers**

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

### **Music Lessons**

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

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

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

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

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

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

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

1. Parents must request this option in writing from the school (prior to the start of the semester) naming the sport, duration of the season of competition, and anticipated hours per week of practice and/or games.
2. Following approval from ECA, parents are responsible to log the actual hours spent in practice/competition during the season, and following the season submit this signed log to the ECA registrar.
3. At the conclusion of the season, parents must obtain a signed letter from the head coach confirming student participation on the team, and this letter must be submitted to the ECA registrar.

Understanding that many sports do not begin (or have tryouts) until mid-September, students will be expected to attend P.E. at ECA until approval has been given for the optional credit. All students will be expected to do the fitness testing at the beginning of the school year and participate in Field Day, regardless of this optional credit.

### **Plagiarism Policy**

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

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

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

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

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

## **Progress Reports**

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

## **PSAT, ACT, SAT**

The PSAT is administered each October at ECA. ECA **requires** all juniors to take the PSAT, and strongly encourages all sophomores to take the exam. The PSAT is offered at ECA. The SAT and ACT are administered at the American School of Madrid (not at ECA). It is expected that one or both of these exams be taken during the spring of the junior year. It is the responsibility of the student to register for the SAT and/or ACT, and registration can be done on-line ([www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org)). Test dates, school codes, and registration deadlines are posted at ECA. Please contact the office if you have questions regarding college testing.

## **Relationships**

### **Parent – Teacher**

We recognize that it is primarily the responsibility of the parent “to train up [his] child in the way he should go” (Prov. 22:6). We desire to assist parents in this process, and communication is of primary importance.

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

### **Teacher – Student**

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

### **Student – Student**

Developing strong, healthy friendships among students is strongly encouraged at ECA. With care, this base of friendships will follow them their entire lives. To build strong relationships they must learn how to be devoted to one another in brotherly love, how to honor others above themselves, how to resolve conflict, and how and from whom to seek support or counsel (Rom. 12:10). These things are the building blocks to strong relationships of every type – whether between siblings or friends, or in romantic friendships.

The development of brotherly love includes viewing others as God sees them. Each person is of infinite worth and therefore, must be treated with respect. Honoring one another with

that love creates a heartfelt concern for the growth of others --physically, socially, mentally, emotionally, and spiritually. Our demonstration of honoring one another comes in how we speak, the motivation and nature of physical contact, where we go with people, and what we do there. Purity in our interaction is of utmost importance. The concept of purity includes consistency. *We must act on our moral standards whether others are watching or not – this is consistency.* Purity is not a guardrail to keep us from falling over the edge into what we know is wrong, but rather a direction in which we walk. Honoring each other means being careful not to give poor testimony to those around us. The boundaries that the individual sets in advance protect him/her from misunderstanding and allow him/her freedom to act in a manner pleasing to God. To aid students in maintaining their personal purity, ECA has set a boundary requiring that, during the school day and while on school-sponsored activities, students refrain from public displays of affection (including an inappropriate type of hugging, inappropriate touching, handholding or kissing) towards members of the opposite sex.

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

If a student has a conflict with another student, s/he too should follow the principles of Matthew 18 by going directly to his/her friend – not anyone else – and talking through/addressing the issue. If resolution is not apparent, a person in authority should be added to the discussion (parents, teacher etc.). I John 2:9-11 reminds us that our love for our brothers shows we are walking in the light. Let's challenge each other to walk in the light!

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

## **Report Cards**

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

## **Senior Privileges**

Given the fact that very soon our seniors will be on their own, the following *privileges* are extended to them in their final year at ECA to provide an environment for responsible decision making prior to graduation.

All seniors will be given information regarding senior privileges at the beginning of the year. This document must be signed by the student and both parents before senior privileges may begin.

With privileges come responsibilities. If these privileges are abused, they may be removed for a specified period of time.

All seniors will be given a senior privilege pass. These passes must be visible at all times that a senior is not in a regularly scheduled class. If senior privileges have been revoked for a time, the pass will be kept in the office until it is earned back. If lost, replacement passes will cost €5.

## **Senior Trip**

Each year, the senior class has the privilege of taking a class trip where 5 days off of school will be given at the end of the year. This is a culmination activity for the students. Only those enrolled as full-time students will participate in the senior trip.

The senior class will be the only class allowed to raise funds for their class until the middle of May, and they will be responsible to fund their own trip. Fundraising may begin on May 1<sup>st</sup> of their junior year. All planning and fund raising must be done on the student's own time, not during class time (except for helping with hot lunch for no more than 10 minutes on a rotating basis.)

Any class funds remaining at the end of the year will be donated to the school. The class may wish to designate them for the purchase of a specific item for the school.

The senior sponsors will be given the full list of parameters for the senior trip. The general location of the trip must be decided by November 15<sup>th</sup>.

## **STUCO (HS)**

The student council represents the student interests in the school. Elections will be held late in the spring. A faculty advisor will be assigned to work with the student council at the beginning of the year. For more information, contact the student council president or faculty advisor.

## **Student Service**

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

Volunteers should **consult with the administration** if interested in a regular student service assignment. Student Service will be evaluated by a supervising staff member, based on participation, attitude, willingness, faithfulness, neatness, etc. The student will receive a pass – fail academic grade/credit (which includes a conscientiousness component) on the report card and permanent record.

## **Study Halls**

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

### **Study Hall Guidelines:**

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

Students may use the computers in the computer lab during study hall if the lab is not being used by a class and they have written permission from their study hall monitor. The student's pass must be signed by the computer lab monitor (or librarian) when s/he arrives in the lab and when s/he leaves. If there is no monitor or librarian available, students must return immediately to study hall.

### **Telephone and Photocopier**

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

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

### **Testing**

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

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

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

### **Youth Group**

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

### **Weapons**

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

### **Withdrawal from Classes**

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

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

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



## Evangelical Christian Academy Internet Acceptable Use Policy

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

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

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

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

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

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

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

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

The Internet user is held responsible for his/her actions when using the Internet and any action done under his/her login name. A student **MUST** be logged in under his/her own name to access the Internet. Unacceptable uses of the network will result in an RV form

and/or the suspension or revocation of these privileges. Some examples of unacceptable use are:

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

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

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

1. the reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. costs that the students incur if they request a product or service for a fee.
3. any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. privacy of electronic communications. The administration reserves the right to investigate possible misuses and to monitor any communication that comes through ECA computers.

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

*Please sign and return this page to the school by September 15, 2010.*

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

### Student Section

Student Handbook - I have read ECA's Parent and Student Handbook and understand it. I agree to follow the rules contained in the handbook in both the letter and spirit with which they were written.

Internet - I have read ECA's Acceptable Use Policy for the Internet. I agree to follow the rules contained in the policy.

I understand that I will be held responsible for my actions when using the Internet and any action done under my login name. I know I MUST be logged in under my name to access the Internet when a log-in is an option, and that all Internet activity will be monitored. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet according to the code of ethics contained in the Acceptable Use Policy.

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

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

### Parent Section

Handbook - I have read ECA's Parent and Student Handbook. I understand it and will support it.

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

I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my son or daughter will be held liable for violations of this policy. I understand that the Internet user is held responsible for his/her actions when using the Internet. I understand that a student MUST be logged in under their own name to access the Internet when a log-in is an option, and that all Internet activity will be monitored. Occasionally, group pictures of our students are included on the school's website. If there is a picture of a single student, or only a small group of identifiable students, every effort will be made to secure the parent's permission for that picture to be placed on the website. No permission will be sought for pictures with student faces which are small or unidentifiable. Also, only student's first names are used in newsletters and web site content to protect identities and never with a photo of that student.

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

**Please sign below indicating your agreement to support the policies and procedures included in ECA's Parent and Student Handbook and granting permission for your son/daughter to access the internet at school.**

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

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