

Christian Academy

FOUNDATIONAL INFORMATION

Mission Statement

The mission of Erie First Christian Academy is to partner with parents to deliver educational excellence for tomorrow's leaders in developing a Biblical worldview.

Partnering in Reaching the Heart, Teaching the Mind with a Biblical Worldview

Vision Statement

The vision of EFCA is to be a school known for loving God and his people, building Christ-centered disciples, and sending forth servant leaders who will impact their sphere of influence.

Statement of Purpose and Philosophy of Education

We recognize that God has ordained the home as primarily responsible for the training of children, and the purpose of Erie First Christian Academy shall be to complement the home by partnering with and not taking the place of parents in this training. Our teachers seek to be proper role models so that the home and school reinforce each other.

Erie First Christian Academy's educational philosophy is based upon a God-centered view of truth as it is presented in the Bible. The Scripture explains man's fallen nature and the need for regeneration through the acceptance by faith of Jesus' redemptive act upon the cross. The entire process of Christian education is seen as a means used by the Holy Spirit to impart to each student a Biblical worldview, to bring the student into fellowship with God, and to develop a Christ-like attitude toward all things.

It is our desire that each individual student grow in the grace and knowledge of our Lord and Savior, Jesus Christ (2 Peter 3:18). As educators, we challenge them to ask, "What is God's purpose for my life?" At EFCA our purpose is to provide each student with the opportunity to develop and excel spiritually, intellectually, socially, culturally, and physically through a quality educational program to help the student answer that question.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Jesus Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, Galatians 3:26-28, 1 Corinthians 12:12-13).

We believe in the present ministry of the Holy Spirit whose indwelling the Christian enables him to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:12-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians. 6:18; 7:2-5; Hebrews 13:4).

Core Values

The EAGLES Mindset which focuses on becoming Christ-like:

Engagement - Colossians 3:23

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters”

Attitude - Ephesians 4:2

“Be completely humble and gentle; be patient, bearing with one another in love”

Grace - Ephesians 4:32

“Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you”

Leadership - Philippians 2:3-4

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests, but each of you to the interests of others”

Empathy - 1 Peter 3:8

“Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble”

Service - 1 Peter 4:10

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms”

Goals

We believe that Christian education involves the spiritual, intellectual, social, cultural and physical development of the student. Striving to provide conditions where each student may reach his God-given potential, primary goals are established for each of these areas.

- **Spiritual**

To provide a spiritual climate that encourages and enables the student to successfully integrate Christian truth into every area of living. Walk with students on their journey to get to know Jesus in a greater way.

- **Intellectual**

To provide an academic climate conducive to spiritual growth and academic success. To learn skills necessary for meaningful civic engagement.
To provide a strong foundation for future educational pursuits.

- **Social**

- To teach/demonstrate to students how to sufficiently love their neighbor.
 - To stimulate an adequate understanding and appreciation of others.

- **Cultural**

- To promote a genuine love for Jesus.
 - To encourage the students to appreciate diverse ethnicities, races and cultures.

- **Physical**

- To provide opportunities for growth in physical performance skills.

Student and Parent Expectations

A. RESPONSIBILITIES OF STUDENTS:

1. Accept each person as an individual human being and promote intercultural and group relations and understanding.
2. Apply abilities and interests to the improvement of a knowledge base and to further the development and application of learning skills.
3. Recognize and function within the policies established by school officials.
4. Attend school for the purpose of obtaining a biblical, quality and meaningful education.
5. Demonstrate self-control by showing forth character that is honorable.
6. Contribute cooperatively toward the improvement of the learning setting and strive for Godly conduct.
7. Maintain respect for school officials, other students and exhibit conduct reflecting self-control, Godly love and servanthood.

B. RESPONSIBILITIES OF PARENTS/GUARDIANS:

1. Exemplify an enthusiastic and supportive attitude toward staff and education.
2. Build a good working relationship between themselves and school personnel.
3. Teach their children the fruit of the spirit, a desire for godly living, respect for others and the property of others, and accountability for actions.
4. Insist on prompt and regular attendance.
5. Encourage their children to take pride in their appearance.
6. Cooperate with the school in jointly resolving school-related situations.
7. Help their children develop strength to withstand negative peer pressure.
8. Provide a place conducive for study and the completion of homework assignments.
9. Motivate their children to develop a keen interest in learning.
10. Review the Student Handbook as a family, being especially aware of attendance, discipline policies and high school service-learning projects.
11. Make sure that their children are in good health (mental, emotional, psychological, etc). Good health is essential to ensure effective classroom performance and maintain steady attendance.
12. Learn all they can about the curriculum and curriculum activities.
13. Attend parent/teacher conferences, parent/teacher organization meetings, and special events sponsored by the school.
14. Be aware that they are responsible for their children's financial obligations. These include but are not limited to: lost books, fines, mission trips and damage of property.

Student Conduct Policy

In the event that a student violates one or more of the principles of EAGLES mindset, the teacher will issue a write up, email the parent(s), and email the administrators. Further consequences will be assigned by the administrators.

If a student receives a third write up, the student will receive a detention, and they will receive a detention for any write up after. Upon their seventh write up, they will serve in-school suspension. Each write up after, will be another in-school suspension. At their 10th write-up, expulsion will be considered.

Level I Violations

These violations do not pose a threat to the health, safety, welfare, or property of any person or the staff. Staff should use appropriate forms of classroom management to correct the misbehavior before writing up. Classroom teachers are empowered to assign lunch reflections for Level I violations, but a write up would be issued as well.

Examples of Level I violations would be, but are not limited to:

- *Violation of Devices & Computer/Internet Acceptable Use Policies
- *Dress Code
- *Insubordination/Defiance
- *Classroom Disruption
- *Disrespect
- *Derogatory/vulgar language or gestures
- *Violation of teacher's established classroom rules

Level II Violations

These violations are of a more serious nature that may pose a threat to the health, safety, welfare, or property of any person, staff, or self. Consequences will be assigned by the building administrators ranging from detention to suspension.

Examples of Level II violations would be, but are not limited to:

- *Lying
- *Bus Incidents
- *Cell phone/Smart device usage during school hours
- *Cheating
- *Fighting
- *Failure to appear at detention
- *In off-limits area of campus

Level III Violations

These violations are of a serious nature which pose a threat to the health, safety, welfare, and/or property of staff, students, or other persons. Building administrators will assign consequences of suspension or expulsion.

Examples of Level III violations would be, but are not limited to:

- *Bullying
- *Destruction or misuse of school or church property
- *Stealing
- *Repeated failure to appear at detention
- *Possession, use or distribution of pornography, alcohol, legal/illegal drugs (including smoking or vaping) on school grounds or at school functions.

Consequences given will be contingent on several factors, including but not limited to the age and developmental level of the student, whether this is a second or subsequent incident, conversation with the student(s) regarding the matter, severity or disruption of the incident, and any other extenuating circumstances.

The code of conduct is applicable to students while on school property and at any school sponsored activity (including school dances, field trips, mission trips, sporting events, etc.)

The Code of Conduct is applicable to students going to and returning from school.

Dress Code

The following regulations regarding student dress generally apply to all students, in addition to the more specific requirements of the Dress Code Policy detailed below. Although an individual's dress and appearance are a matter of personal preference, certain styles of dress/appearance are not permitted in school in keeping with our standard of Godly moral conduct, modesty and good conduct/welfare of students and staff. We encourage students to wear clothing which cannot potentially cause harm to another person or damage to property (i.e. spikes), or create an unsafe environment for others. No explicit language, political jargon, or discriminatory statements, etc.

Tops: Are not to be revealing or suggestive, such as see-through blouses, halter tops, crop tops, tank tops, bare midriiffs, cut off tops. ALL tops must have sleeves on them.

Permitted tops include: t-shirts, blouses, crew neck sweatshirts, hoodies (hood not permitted to be up during school day).

Pants: Must be secure around the waist. Pants may be "distressed" (e.g. however rips or holes cannot be in the pant pocket area.) Pants may not be excessively tight, low rise, or revealing the student's undergarments. Athletic pants and sweatpants are permitted.

Pajama pants are NOT permitted.

If leggings are worn, a shirt must completely cover the student's backside (bottom).

Shorts/skirts: Student short/skirt length must be no shorter than mid-thigh in its entire circumference. Skirts are only permitted to be worn by female students.

Accessories/Jewelry: Permitted to be worn but does not promote, encourage, or depict any form of ungodly imagery/logos.

Hair: Needs to always be neatly kept, not covering the face.

Footwear: Shoes or footwear must be **hard** soled shoes during the school day, including sneakers, boots, Sperry's, loafers, etc. Student may **NOT** wear slippers to school. Sandals are permitted.

Outerwear*/coats: Must be placed inside lockers from "bell to bell" and not permitted to be worn during the school day. *Outerwear includes (but is not limited to) outdoor coats, jackets, windbreakers, gloves, hats, bandanas and scarves. **BLANKETS ARE NOT TO BE USED IN SCHOOL.**

Specific dress requirement may be assigned to students participating science labs or other classes or activities that necessitate the wearing of safety clothing. These classes or activity specific rules will be approved by the administration and established by classroom teachers and will be delineated in the class, lab, or activity syllabus. Failure of a student to abide by these health and safety dress requirements may result in the student's removal from that lab or activity.

Dress Code Enforcement

To standardize the enforcement of the Dress Code Policy, students who are out of dress code will be held in the school office until they can become dress code compliant. If parents are unable to bring clothes and/or students are not otherwise able to correct the dress violation, a supply of generic shirts and pants will be available in the office to allow the student to change and become compliant. Students who refuse to become dress code compliant will remain in the office. There will be no warnings for dress code compliance. All missed work will be graded as zero. A write-up will be issued.

Electronic Device/Secondary Cell Phone/Smart Phone Policy

All secondary homeroom teachers will have a phone safe in their classrooms. All secondary students (6th – 12th grades) will be required to power off their phones and place them and any smart device in the assigned slot in the phone safe at the start of morning homeroom. Teachers will look at the phone slots to take the morning attendance. A phone/device exemption form will be available for parents to fill out for those students who do not own a cell phone. Students who do not bring their phone/device to school on a given day will get a day pass from their homeroom teacher. They will put that day pass in their assigned slot for the day and return it to their teacher at the end of the day. Only high school students (9th – 12th grades) may use their cellphones during the following times: during lunch, during pm homeroom and if given a phone pass by a teacher for a class assignment that cannot be accomplished on their Chromebook.

School Internal Technology Account Usage

- Account holder should use only their own assigned accounts unless given permission by an authorized member of the faculty, administration, or professional staff to use one that is designated for a specific purpose or job. Account holders may not allow others to use their personal accounts. The person holding an account is responsible for its use, and all activity originating from that account, at all times.
- Account holders should protect their passwords and keep them confidential. Passwords will be changed frequently. Any problem resulting from irresponsible use of a password (e.g. a password that can be easily guessed oral or written dissemination of a password) may be treated as grounds for action against the account holder. Any attempt to determine the passwords of other users is strictly prohibited.
- Account holders should not abuse any electronic mail, social media, or communications system, either local or remote, by sending rude, obscene, or harassing messages.
- Students must also agree to Acceptable Technology Usage Agreement.

Accreditation and Affiliation

Erie First Christian Academy meets the academic requirements set forth by the Pennsylvania Department of Education, is registered as a nonpublic school operated by a religious body, and is fully accredited by the Association of Christian Schools International (ACSI) and Middle States Association of Colleges and Schools (MSA-CESS).

ADMISSIONS INFORMATION

We require parents and students to abide by our discipleship system which is based on biblical principles. We also require that parents and students acknowledge that Bible is a required core class and that attendance of weekly chapel services are mandatory. Further, parents and students must acknowledge that EFCA focuses on weaving faith-learning integration into every subject. If at any time a student's conduct, academic progress, or cooperation with school administration/staff is not acceptable, the school has the right to dismiss the student from enrollment at Erie First Christian Academy without refund.

Non-Discriminatory Policy

Erie First Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, educational programs, athletics or extra-curricular activities. In addition, the Academy is not intended to be an alternative to court or administrative agency-ordered or public school district-initiated desegregation.

Admissions - Procedure:

1. Submission of properly completed application forms (forms listed in next section) and non-refundable registration fee. A copy of immunization records (or record of philosophical opposition) and birth certificate must be included. If the student has attended another school, previous records are to be transferred to EFCA.
2. Entrance tests may be given to all students entering kindergarten through fifth grade to ensure that the school can properly serve the student's individual educational, social, and emotional needs.
3. An interview with the parent(s) and student(s) with an administrator is required prior to acceptance. The administration will ensure that the parents desire a Christian education for their student, and that the family agrees to the statement of faith.
4. Family tuition financial commitment is reviewed with the finance secretary.
5. Transfer of student records from previous school.
6. Following completion of the enrollment process, official acceptance is mailed to the family.

Admissions – RETURNING Students (Grades 1-12)

Procedure

The following forms are required for re-enrollment:

Form #1 – **Registration** (Salmon sheet) – Open enrollment for the coming school year begins the night of Open House. All completed registration forms submitted along with the non-refundable registration fee of \$50

Form #2 – **Tuition Payment Contract** (Gold sheet) – Submission of properly completed tuition payment contract to the finance secretary. This form must be completed and turned in to the school office with registration.

Form #3 – **Emergency Form** (Blue sheet) – Updated emergency information must be done each and every year. This includes physical and email addresses along with persons to whom the student may be released. This form must be completed and turned in to the school office with registration..

Form #4 – **Act 195 & 90, Photo Release, Church Affiliation** (Green sheet) – This form must be completed and turned in to the school office with registration.

Student Dismissal Policy

We value each student as God's image bearer and wish to work with all families in resolving any issues. However, we realize that EFCA may not be the right fit for all students. The parent(s) or the administration may choose to terminate the partnership on a timeline that is in the student's and/or EFCA's best interest.

Reasons which may result in student dismissal are as follows:

1. Non-payment or not receiving payment in full by due dates established for tuition, meals, field trips, or other services provided.
2. Lack of cooperation from parents with the school's efforts to resolve differences and/or meet the student's needs through parent/staff meetings
3. Special needs or needs related to a serious illness that school is not equipped to meet.
4. Destruction of school or church property.
5. Repeated abusive behavior by a student which threatens the mental, physical, or emotional health of another student or staff member.
6. Verbal threats, harassment or bullying of another student or staff member.
7. Continual lack of respect for school policies and/or rules.
8. Student poses a safety threat to other students, staff or themselves.
9. Use or distribution of pornography, alcohol, or any legal or illegal drugs on school grounds or at school functions. This includes vaping and smoking.
10. Abusive behavior and/or threats by parents will result in **immediate** termination.

A returning student with multiple write ups during the previous school year, will only be re-admitted with a behavioral contract in place. However, admission is at the discretion of administration for **all** students.

Financial Policy

Registration

Registration fee is paid annually and will guarantee class placement. Enrollment will be processed on a first-come, first-serve basis. This fee is non-refundable and must accompany all paperwork. Once classes are filled, subsequent names will be put on a waiting list.

Tuition Payments

- **Option 1- Single Payment – pay in full no later than July 5th.**
\$100 full payment discount will be given toward the Tuition only if the due date is met.
- **Option 2 – FACTS Two Payments – to be set up with FACTS**
Payment 1 - ½ tuition to be paid no later than **August 5th.**
Payment 2 – ½ tuition to be paid no later than **January 5th.**
Parents set up a contract with FACTS. Payments will automatically be withdrawn from their back account (checking or savings), or credit card.
 - **3% convenience fee applies for all credit card charges.**
 - Non-refundable, application fee of \$25 applies.
 - Returning FACTS families will be electronically re-enrolled.
 - **New families enrolling for this option may go to www.efcaonline.org , click on Current Student, scroll to click on FACTS and choose Tuition, directions will help to Create New Account.**

- **Option 3 - FACTS Monthly Payments**

- Tuition budgeted over 10 months July thru April, either on the 5th or 20th monthly. Parents set up a contract with FACTS. Payments will automatically be withdrawn from their bank account (checking or savings), or credit card.
- **3% convenience fee applies for all credit card charges.**
- Non-refundable, application fee of \$55 applies.
- **Peace of Mind** insurance protection for tuition, optional, **\$22.50**
- Returning FACTS families will be electronically re-enrolled.
- **New families enrolling for this option may go to www.efcaonline.org , click on Current Student, scroll to click on FACTS and choose Tuition, follow the directions to Create New Account.**

In circumstances of early withdrawal from enrollment, families are required to pay tuition through the end of the quarter that the student exits. **There will be NO tuition refund after 3rd quarter. All accounts must be paid in full for the year in order for report cards or transcripts to be released. This includes all tuition charges, late fees, book fees, lunches, student activities, athletics, damaged materials charges, etc.**

Adjustment to fees - since we have an obligation to our employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, **no deductions shall be made on tuition for absence during the school year, regardless of the cause of such absence.**

Delinquent Tuition Payment Policy

As per the tuition contract, parents agree to immediately communicate to the finance office any changes in banking or other factors that may affect their tuition payment during the academic year. Families falling behind without prior agreement with EFCA administration will be contacted to develop a plan to bring the account current in a timely manner.

Graduation Requirements

Students who transfer from other high schools will receive graduation credit at EFCA for any courses in which a final grade of at least 65% was earned. However, NCAA and other educational institutions may not recognize these credits if they were not considered passing by the other school's standards. In such cases, it may be in the student's best interest to take a credit recovery class to make up failed classes. Grades earned at other high schools are NOT included in the student's GPA at Erie First Christian Academy.

Academic Testing

- Students will take standardized testing during the school year. Test results will be shared families after each testing window.
- PSAT and ACT are tests that are offered and encouraged for our 11th grade students. The PSAT and ACT measures critical thinking skills that are important for success in college. These tests can be used to get feedback about critical academic skills, seek information from colleges, enter scholarship competitions, and practice for the SAT Reasoning test.

Academic Awards

EFCA will maintain an honor roll for students. Those who achieve excellence will be recognized by being awarded:

- **High Honor Roll** – A student who receives an “A” average as a final grade (92% or greater). This also includes the Specials/Electives Classes on the report card.
- **Honor Roll** – A student who receives a “B” average as a final grade (82%-91%). This also includes the Specials/Electives Classes on the report card.

Accommodations

RATIONALE - In an effort to enable students to participate and succeed in Erie First Christian Academy's classrooms and to fairly assess their competence, effort, and progress, it is sometimes necessary to make certain accommodations in curriculum and/or instruction. These measures are taken according to the following guidelines, adaptations only occur following a meeting with the child's parents and consent is given.

CLASSIFICATIONS – Students in EFCA classrooms generally can be conceptualized as learners in one of four categories:

- **Category I** – Students who engage in the school's academic curriculum and meet the school's regular standards with no accommodations.
- **Category II** (Best practices) - Best practices are NOT considered accommodations and therefore do not require meetings or documentation on report card or on student file. Minor adjustments to the typical classroom environment, to the curriculum, or to the presentation of the material but meet the school standards.
- **Category III** – Accommodations are implemented when needs exceed best practices to the typical classroom environment, to the curriculum, or to the presentation of material and have significant difficulty in meeting the school's standards.

***Please refer to the Erie First Christian Academy Curriculum/Instructional Accommodations Checklist.**

- These students who have received a complete psycho-educational evaluation by the school psychologist and who have the diagnosis of specific learning disabilities or borderline learner.
- These students who have been diagnosed by a qualified physician to have a hearing impairment, visual impairment, attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), or other disabilities that interfere with their learning.
- These students who have received a recommendation for accommodations and/or modifications from the Pupil Services' staff, the BLST (Building Level Support Team), or another appropriate involved agency.

- **Category IV** – Students who have significant difficulty in meeting the school’s standards and have been identified eligible and in need of Special Education Services. These students will be eligible for BLST services
 - Services should not be duplicated.
 - Adaptations are determined on a year-to-year basis.
 - Modified Program notation must be made on the Academy report card.

The Academy’s Classroom Curricular/Instructional Adaptations Checklist supersedes the Academy’s Supplemental Progress Report.

Notification and Consent – To ensure that parents understand why their children are receiving accommodations and which accommodations they are receiving, a written agreement of accommodations will be printed on letterhead and signed by the parents, Head of School, and the teachers responsible for enacting the accommodations. When appropriate, the student may also sign the agreement. The original agreement is placed in the student’s file and a copy is given to the parents.

Cumulative Records

A cumulative record will be kept for each student which includes yearly grades, attendance information, and standardized test scores along with demographic information. Records are maintained in accordance with the regulations governing confidentiality and parental access. A parent may request access to their child's record by contacting administration. Any request for providing records to outside agencies must be accompanied by an official release form.

In the event the EFCA would permanently close, records would be continued to be maintained and house at Erie Frist Assembly of God. Records could be accessed by church personal and maintained with proper records guidelines. In the event that both EFCA and EFA permanently close, records will be transferred to Leadership Christian Academy.

Textbooks and Curriculum

The EFCA administration recognizes its responsibility for the monitoring and improvement of the educational program. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum growth. The administration shall develop and administer guidelines and procedures for curriculum development and improvement process which:

- Are consistent with EFCA philosophy, vision, mission, and core values.
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- Will establish a regular cycle for review, revision, development, adoption, and implementation in all curricular areas.
- Is based on student needs and evaluated by student performance.

- Is consistent with state requirements and reflects Christian school community and workplace expectations.
- Provides for student performance data to be systematically collected, reported and used as a basis for future program improvements.
- For the purposes of this policy, **curriculum** shall be defined as the planned instructional program that is to be delivered to the students.
- The only textbook not supplied is the Holy Bible. All students, first through twelfth grade, are required to have The New International Version Bible.

Lost and Damaged School Materials

Textbooks, workbooks, and library books issued by teachers are the student's responsibility. If a student destroys or loses any of these items and/or other school materials or property, a replacement cost will be charged. All student textbooks should be in their locker or with the student.

Grading System

Each teacher is responsible for evaluating the achievements of each student in each subject. The following standardized grading scale will be used by all teachers in all subjects:

- A 92-100 The work is of superior quality and shows mastery of the subject matter.
- B 82-91 The work is of excellent quality and shows a thorough knowledge of subject matter.
- C 71-81 The work is of average quality and shows general knowledge of subject matter.
- D 61-70 The work is below average, but shows some evidence of growth.
- F 60 or below The work is unsatisfactory, with little growth taking place, showing lack of interest and attention.

Elementary students may also receive skill grades of O (Outstanding), S (Satisfactory), N (Needs Improvement).

Grade Point Calculation Policy

- GPA's are computed based on final grades (i.e. final semester grade for semester length classes or the final grade for year-long classes).
- Some challenging high school classes receive credit on a 4.5 scale, and Advanced Placement and dual enrollment courses will receive credit on a 5.0 scale for grades of "C" and above. Not every course is offered every year.
- Erie First Christian Academy will only compute and report a student's GPA based solely upon their work completed at EFCA.
- Valedictorian and Salutatorian criteria are based on GPA and three years' enrollment at EFCA.

Homework

Homework is an important and integral part of the educational program at Erie First Christian Academy. It usually falls into one of three categories: Practice, Preparation, and/or Extension. It is an extension of daily instruction for the purpose of reinforcement, enrichment, and application of skills and concepts developed in the classroom. Homework may include, but is not limited to, reading a book for information, doing a project, interviewing a resource person, visiting a local historical site, writing a story or research report, or watching an educational program. These kinds of assignments can be exciting and aid in classroom discussions.

Homework should not be busy work or punishment. It is geared to the achievement level of the student and may be individualized as needed. Homework assignments should be completed when due.

Library

The library is open to both class and individual use during the school day as long as there is supervision. All library books, except those designated as reference, reserve, and non-circulating may be checked out for a period of one week. Students may not check out additional library materials if they have overdue materials on record. Payments for lost materials will be based on replacement costs.

Parent / Teacher Conferences

Parents are urged to attend the Parent/Teacher Conferences scheduled at the end of the first quarter and mid-term of the third quarter. Additional Parent/Teacher Conferences may be scheduled at any time throughout the school year. Parents are requested to make appointments with teachers to discuss concerns.

Promotion / Retention

The decision to promote or retain an elementary child at the end of the school year will be based on the child's ability to function adequately at the next higher grade level. Aspects to be considered will include academic progress (especially in reading, language, and math), presence of any learning disabilities, and social maturity. All efforts will be made to inform the parents of possible retention no later than the end of the third quarter. The final decision for retention will be made by a team consisting of the classroom teacher, Head of School, and other professional staff members. If continued non-achievement is evident, the child will be reevaluated by the appropriate professionals.

Special Services / Act 89 / Title 1

Special services are available at EFCA through the state of Pennsylvania Auxiliary Funds Program. A school nurse visits the school on a regular basis. The Pupil Services Center under Act 89 provides the services of a school psychologist for K-12. The psychologist addresses academic problems and/or social issues within the home, school or both. Referrals for consultation may be made by parents or teachers. After the consultation form is processed, a professional from the Pupil Services office will visit the appropriate setting or settings; consultation will begin, and further psycho-educational evaluations will be done if deemed necessary. Should the parent decide to take the child for a private evaluation, a copy of the results must be forwarded to the school office. Formal referrals will require the parent's informed consent.

Students identified with learning disabilities are eligible for consultative services through the Act 89 Program, with a learning support specialist.

Title 1 Reading and Math support programs are available for students who qualify under Federal Guidelines.

Auxiliary math, reading and speech services are also available through the Act 89 Program. Certified teachers are provided by the Northwest Tri-County Intermediate Unit #5. The Act 89 teachers may “push-into” the classrooms to support and reinforce instruction delivered by the classroom teacher. If parents have any objection to their child(ren) receiving help in this way, they are asked to notify the school office in writing. Classroom teachers may recommend students for individualized or small group instruction with the Act 89 specialist. Before this type of instruction is begun, a consent form called an “Informed Parental Permission for Instruction” must be signed.

A licensed speech therapist provides speech therapy for EFCA students. Speech screenings are done early in the fall with all Kindergarten and new incoming students.

Statement of Special Needs

Erie First Christian Academy maintains as a goal the offering of a Christian education and its values to all students, regardless of challenging conditions or special circumstances. In practice, however, some students’ special needs exceed the resources of our Academy, and because of this, we are bound in the child’s interest and in good faith to guide such students’ parents to more appropriate programs.

Transcript Release Policy

- Erie First Christian Academy will release a transcript only after first securing permission from the Business Office to make sure the account is current.
- If the account is current, a transcript of a former student will be sent, or a transcript of a present student along with a copy of the student's last quarter grades will be sent.
- If the account is not current, no transcript or other written details regarding the student's academic record will be sent.
- If an account is open, EFCA will release by telephone to another counselor courses the student has taken for scheduling purposes.

Academic Probation Policy

Level I: ACADEMIC REVIEW

Academic Review is a designation for students whose grades show **1 or more D’s, 1 or more F’s, or a GPA that falls under a 2.0 at the end of a three week cycle.** Students on academic review will be required to meet briefly with their counselor and attend daily study hall sessions until the next review process. Parents will be notified of a student’s placement onto Academic Review.

Academic Review requires a student to:

- Students must bring their work
- Report to Guidance Office
- No breaks are given
- Students will be released at the end of study hall period
- Technology should be used solely for academic purposes

Level II: ACADEMIC WARNING

Academic Warning is a designation for students **whose grades show 2 D's, 1 or more F's, or a GPA that falls under a 2.0 at the quarter grading periods.** A student does not need to be on Academic Review to be placed on Academic Warning. Parents will be notified of a student's placement onto Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with their parent & guidance counselor at the beginning of probationary term.
- Outside tutoring will be suggested.
- Meet with guidance counselor regularly to review grades, discuss current academic standing, and to develop an academic plan for successful improvement.
- Students may participate in sports and co-curricular activities at the discretion of the athletic director and coach and guidance counselor.

Level III: ACADEMIC PROBATION

Academic Probation is a designation for students whose grades show **2 D's, 1 or more F's, or a GPA that falls under a 2.0 at the end of 2 consecutive quarter grading periods.** A student does not need to be on Academic Warning to be placed on Academic Probation. Any student with 2 or more F's is automatically placed on Academic Probation. A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to attend tutoring hours. Students on Academic Probation may **not** participate in athletics or co-curricular activities.

The final decision as to whether a student will be allowed to continue as an Erie First Christian Academy after being placed on Academic Probation for two consecutive quarters will be made on a case-by-case basis. Parents will be notified of a student's placement on Academic Probation by the guidance counselor. The guidance counselor will meet with students who receive multiple D's or F's in any course.

Responsible Use of AI Policy

Student must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

All assignments submitted electronically will be subject to being evaluated through Google Classroom's Plagiarism Detection software. Any assignment which is suspected of plagiarism will be returned to the student for re-submission at a MAX of 50% credit (first offense). Any assignment which has been confirmed of plagiarism will earn a grade of ZERO and be submitted to administration for possible disciplinary action(2nd offense and beyond).

SCHOOL SCHEDULE

Time Schedule

The schedule of the school day is as follows:

Office Hours	8:00 – 4:00
Teachers' Hours	7:50 – 3:45
Student Arrival	8:15 – 8:45
Student Dismissal	3:15 – 3:30

Inclement Weather and School Closing

In the event of inclement weather or disaster, it is possible for school to be canceled, delayed, or dismissed early. The following are in effect:

- Public announcements or decisions will be communicated via TV and telephone (Blackboard Connect) as the situation requires/permits.
- In closing school for inclement weather, every effort will be made to make public announcements prior to 6:00 a.m
- During some inclement situations, the school will use a two-hour delay in opening. This will be communicated via TV and telephone (Blackboard Connect).
- If school is to be dismissed early due to emergency conditions, announcements will be made via TV and telephone (Blackboard Connect) as soon as the decision is reached.
- Parents should use their best judgment when sending students out in inclement weather.
- It is very important to watch the following TV stations in the above situations.

- **WJET-TV Channel 24**
- **WSEE-TV Channel 35**
- **WICU-TV Channel 12**

PLEASE DO NOT CALL THE SCHOOL

Attendance Policy

Attendance Guidelines

- Students arriving after 8:45 a.m. are considered tardy
- Students arriving after 9:30 a.m. are considered absent for a half-day
- Students arriving after 12:45 p.m. will be considered absent for a whole day
- Students leaving before 2:30 p.m. will be considered absent a half-day

Excused / Unexcused Absences

Regular attendance is one of the most important factors for a successful education and has a strong impact on academic progress. Attendance at school is required by PA School Code Chapter 11. EFCA accepts only EIGHT (8) basic excuses as valid reasons for being absent from school:

- Personal illness, injury or surgery to the student
- Death in the immediate family
- Delay or absence of school bus
- Religious holidays

- Natural disaster or severe weather conditions
- Educational trips (*approved in advance by the administration*): mission trip, college tour
- Family trip: Must be pre-approved by administration, 10 day per year maximum
- Medical, dental, counseling appointment

All other absences are considered unexcused and may result in disciplinary action.

The administration of EFCA is required by state law to report to the home district superintendent any child who has been absent three (3) days of the equivalent without lawful excuse.

Disciplinary action will begin with 10 days of absence, excused or unexcused. An informational letter will be sent home at this time. This information is designed to remind you of the days missed and the importance of attendance. The next level of discipline will occur once the student has missed 15 days. A meeting will be scheduled with the administration team and parents at this point. If a student should miss 25 days, excused or unexcused, a final disciplinary action may be implemented where by the student may be required to repeat that grade level. A Truancy Elimination Plan (TEP) will be developed for students who exhibit habitual truant behavior (absent for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence).

Written Excuses / Medical Excuses

- In all instances of absence, a written excuse shall be required upon the student's return to school.
- In order for any medical or counseling appointments to have legitimacy, a doctor office school excuse is required upon the student's return to school.
- If a student has been absent, due to illness, for three or more consecutive days, a doctor excuse must be submitted on the day the student returns to school.

Make-up work Guidelines

When a student is absent, the student must work with the teachers to get the work made up. The student will have the same amount of days to make up work as they had absent plus one day.

We champion student leadership and encourage our students to meet with teachers to gather all work and get it finished and returned. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline.

Work or tests assigned prior to the absence, which fall on the date of the absence, or the following day, should be turned in or taken the day the absent student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his illness; the test could be delayed by one day.

If a student is absent for an extended period of time (three or more days), parents are to receive assignments through their home portal (FACTS) when possible. The teacher will provide work for the student if requested by the parent. **A twenty-four-hour notice is required to have the assignments prepared by the staff.**

Non-School Education Trips

Vacations taken during the school year, other than those scheduled by EFCA, must have the Preplanned Trip Form filled out and returned to the office at least **one week** before making final arrangements for travel. The duration of pre-planned trips should be no longer than 10 school days for the entire school year. EFCA encourages family vacations as positive growth experiences for your children. We have endeavored to allow adequate time in the school calendar for these activities. We strongly urge parents to plan family vacations only during scheduled school breaks

Releasing Students for Medical Appointment

When taking a student out of school, NOTIFY THE OFFICE by phone or excusal slip as soon as school opens that day. Every effort should be made to schedule appointments at times other than school hours. If it is necessary to schedule an appointment during the school day, a parent/guardian or designated person is to pick up the student in the school office. The person picking up the student must come to the office and sign the student out. If a student must attend a scheduled doctor's appointment during the school hours, a physician's note is required upon return for an excused absence.

Tardiness

Parents have the responsibility to make sure that their child arrives to school on time. Your student is tardy if he/she is not in the homeroom **by 8:45 a.m.** If your student is tardy, he/she is to go directly to the office for a tardy slip indicating whether the tardiness is excused or unexcused and present the slip to the teacher. Excessive tardiness may result in other consequences.

- K-8: Parents will receive an email letter at 3 unexcused tardiness, and a parent meeting at 5 unexcused tardies. Each quarter the student will begin with a clean record.
- 9-12: Parents will receive an email letter at 3 unexcused tardies. Students will serve an after school detention at 5+ unexcused tardies. Each quarter the student will begin with a clean record.

Athletic Policy

Athletic Department Philosophy and Objectives

The goal of the Athletic Department at EFCA is to provide an excellent means to teach Christian living and build Christian characteristics in the personalities of the students. Through these activities, athletic talents and abilities can be developed and recognized publicly. Sports teams can also be an effective way to build a sense of community by enhancing relationships between students, students and teachers, and the school and supporting families. The larger community can also be enhanced through school sports teams as athletics can serve as a method of witnessing. "Run in such a way as to get the prize" (1 Corinthians 10:5b).

As an athlete, the purpose of competing in athletics is to win; therefore, as an Athletic Department we want to build teams that are victorious. As a result, the goal of athletics at EFCA is to help each participant:

- Develop character traits including respect for others, integrity, and humility.
- Use critical thinking and good judgment in decision making.
- Form disciplined work habits and pride in careful workmanship that carries over into academics and other areas of life.

Overall Athletic Department Participant Rules

- Rules, strategies, and game plans shall be communicated to athletes as an aid in maximizing their potential success, knowledge, and enjoyment of their athletic event.
- Appropriate advanced techniques, skills and playing opportunities shall be provided to all athletes whose skill level enables them to go beyond the more introductory or participatory level of play.
- Sport practices will be organized so that each squad member is an active participant during practices and develops in skill and understanding of team strategies and physical conditioning.
- All squad members will experience learning opportunities in self-discipline, emotional control, and sportsmanship.
- Sportsmanship will be taught and emphasized in the school's athletic program. Participants are expected to be courteous to coaches, officials, and opponents as well as work with teammates in harmonious ways.

Athletic Standards

In accordance with the Athletic Department's Philosophy, academic excellence is paramount for the student-athlete—each athlete must maintain an average of 75% or above in each subject. The first eligibility report of grades will be made after the first two weeks. Thereafter, every Friday eligibility will be reported by the Athletic Director to the Administration for that week's grading period. Any student-athlete who is found deficient in any subject area will be placed on a one-week probation from any sports-related activity. While on probation the student-athlete may participate in practice and play in games. If after the one-week probation the student remains deficient, he/she will be removed from the team and not be permitted to participate at all for a period of two weeks. If the student is still deficient (or deficient in another class), he/she will be removed from the team for the remainder of the season.

A student is only allowed one probation period per season. Thus, if they regain eligibility after their initial probation period, but become ineligible later in the season, they are immediately removed from the team, without probation. Once a student has been removed from a team, they will be ineligible for the remainder of that sport's season, regardless of whether they improve their grades (subject to Administrator override).

Student-Athlete Classroom Attendance

A student must be in attendance at least two periods the day of a contest. Failure to attend at least two periods will result in the student becoming ineligible to play in that day's scheduled contest. Any student-athlete who fails to attend all classes the next school day after a scheduled contest may be placed on attendance probation. A second occurrence may result in the athlete becoming ineligible to compete in the next regularly scheduled contest. [*Exception: documented injury during the scheduled contest by the student to the A.D.*]

Student-Athlete Commitment and Conduct

Being a student-athlete at Erie First Christian Academy requires effort and dedication. Our student-athletes must not merely focus purely on athletic ability but must also strive to achieve academic and classroom excellence that is reflective of a disciplined life. As a result, a standard of conduct has been implemented while following the rules, policies and procedures as set forth by the Parent/Student Handbook. All conduct before, during, after, on the way to and from any sporting event is subject to the disciplinary guidelines outlined in the Parent/Student Handbook. Athletes must show respect for authority. A strong, capable opponent will bring out the best in us and show us our areas of weakness. Officials and opponents must be treated with the same respect and dignity that we would want to receive. Humility is the mark of self-control. We must build self-control and focus on the bigger picture, not letting circumstances distract us from our ultimate goal. Participants in the athletic program must die to self, giving up individual rights to gain team victories (Philippians 2:5-8). If any player is removed from a game for unsportsmanlike behavior, he/she will not be allowed to play in the next game but is allowed to practice, suit up, and sit with the team during the game. A second occurrence may result in removal from the team, pending a hearing with the Administration.

Practices

All athletes must faithfully attend practices and abide by team rules as set forth by the coach. Each athlete – whether starter or backup – must respond with maximum effort on practice days so the team may achieve maximum results on game days (Colossians 3:23-24).

Sports Events

Students and parents are encouraged to attend sports events in support of EFCA. There are gate fees for Volleyball and Basketball, however those fees can be waived on the day a parent volunteers to help with Admissions or Concessions.

Carpool

Parents are responsible to form car pools to transport children to and from school. The school **cannot** be responsible for the safety of the child in any car pool. Please be sure that the driver is adequately covered with insurance. In order to assure the maximum safety for the children who attend EFCA, we are asking you to observe the following drop-off and pick-up traffic procedures and rules. Students **SHOULD NOT ARRIVE** prior to 8:15 a.m. unless they have made arrangements with the school office or are setting up for a school event.

Traffic Pattern for Early Dismissal

Last names of STUDENTS:

A-L Under carport of morning drop off (Door #16)

M-Z Afternoon carline door (Door #17)

Transportation

Students are eligible to receive bussing through their home school district, if the district's border is located within a 10-mile radius of Erie First Christian Academy.

At the beginning of each school year, you will receive notification of bussing schedules from your school district. The following districts provide transportation: Erie, Fairview, Ft. LeBoeuf, General McLane, Harborcreek, Millcreek, Iroquois, and Wattsburg.

Policies for Conduct on the Bus

- No loud music to and from an off-site school function will be allowed. (Headphones are acceptable). Keep content clean.
- Students must respect the authority on the bus.

- **Consequences of Violating Policies on the Bus: Students are to follow home districts policy for transportation behavior. EFCA will follow its Code of Conduct for any bus violations.**

HEALTH POLICIES

We recognize that God has ordained the home as primarily responsible for the caring and upbringing of their children, and the purpose of Erie First Christian Academy shall be to complement the home by partnering with and not taking the place of parents in this caretaking. Staff will work together with families in the oversight of the student's health.

Dental Examinations

Pennsylvania State Law requires that children attending school receive a dental examination in grades K, or 1, 3, and 7. It is recommended that these examinations be done by your family dentist since he can best evaluate your child's health and assist you in obtaining necessary treatments and corrections. Children not examined by a private dentist will be examined by the school dentist.

Health Screenings

Certain health procedures are mandated and done on a yearly basis by the school nurse. These tests are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents NOT wishing their children to participate in these programs should advise the school office in writing early in the school year so your child can be excused while screenings take place.

These include:

- Height and Weight Screening
- Hearing Screening
- Vision Screening
- Body Mass Index Screening

Illness

Control of communicable illnesses is an important part of maintaining the health of school children. Students who have been diagnosed by a physician or are suspected by the school Nurses who have certain communicable diseases will be asked to remain home until diagnosis is no longer contagious.

A student who has been excluded from school due to symptoms of the following illnesses may return to school with physician's excuse if they meet these conditions:

- Chicken Pox-Blisters must be dried; no drainage.
- Respiratory streptococcal (strep) infections-(including scarlet fever) 24 hours **after** starting antibiotics.
- Head Lice-until judged non-infective by school nurse. *Must be nit free.*
- Infectious Conjunctivitis (pink eye) and/or Impetigo Contagiosa- 24 hours **after** starting antibiotics.
- Flu (fever of 100 or more, &/or throwing up) - 24 hours **after** symptoms have stopped

Immunizations

Pennsylvania State Law requires the following immunizations be completed and on file before a child may enter school.

K-12:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Students in 7th through 12th grade additional immunizations are required for attendance:

- 2 doses meningococcal conjugate vaccine (MCV)
- First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
- If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

**Usually given as DTaP or DTP or DT or Td*

***Usually given as MMR*

Because these immunizations are not a series, there is no provisional enrollment period. If students do not have the required Tdap or MCV on the first day attending school, they will be excluded from school. (According to PA Dept. of Health).

Any time your child receives any immunization, please record what was given and the date.

Send these to the school nurse so that they may be recorded on the health record.

Any families that choose to be exempt from immunizations must state so in writing and give to the school office. This will be filed in the office health file.

Medication Policy

Erie First Christian Academy permits only the school office personnel to administer prescribed medication provided that these procedures are followed:

- A permission form for the dispensing of medication to students has been completed by the **parents and physician**.
- A note describing the medication and specifying the times it is to be administered.
- Medication containers must be properly labeled with the child's name, medication name, dose, and time to be given. No medicine will be given which is not properly identified.
- The administration will not dispense any medication to any student unless the appropriate form is on file.
- **Tylenol, aspirin, and similar “over the counter” medications will not** be dispensed from the office unless a medication form is signed and the medication is sent in a container properly labeled for the student (as per medication policy).

Increasing numbers of students are requesting treatment for home-related illness/injury. It is encouraged that parents seek medical attention with a family physician for illness/injury occurring away from school. The school in such cases shall make referrals to the family and their physician. It is our desire to continue to provide the very best care for our students. Every effort will be made to communicate with parents, faculty, staff, and students to promote wellness.

Important Notice about Medications for Field Trips

If your student is going on a field trip, please make arrangements for him/her not to take medication. If it is necessary for him/her to take a daily medication, put the dose clearly marked in an envelope with the student's name, name of medication, and the time to be given. Seal the envelope and make sure the teacher receives it. Also, notify the school office so we know **NOT** to administer the usual dose that day. Do not ask the office staff to take a dose from your child's supply at school to send on the trip. This constitutes “relabeling medication” and is actually against nursing practice regulations. Of course, you may come in and request a return of medication from the school supply at any time.

Physical Examinations

Pennsylvania State Law requires children attending school to receive a physical examination at the following stated intervals: the original entry (Kindergarten or first grade), sixth grade, and eleventh grade. When your child is due for a physical, you will receive notification along with a form for your physician to fill out. Children not examined by a family physician will be examined by the Ft .LeBoeuf School District physician.

School Health Records

The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten, the school nurse begins compiling a confidential health history. This record is maintained throughout the child's school career.

Parents are urged to share with the school nurse any additions or changes to the health history. Emergency cards are sent home at the beginning of each school year. It is very important that these be completed in full and returned to school as soon as possible. There is space on the emergency card to indicate any health problems that school should be aware of as well as numbers to be called if your child should become ill or injured at school. An emergency contact person other than the parent must be listed.

SAFETY INFORMATION

Fire Drills

Fire drills will be held at various times during the school year. Directions are posted in each classroom. When the alarm sounds, students are to exit according to the designated route. This is to be done quickly and orderly. Talking is prohibited.

Safety Drills – Stay Put / Shelter-in-Place / Lockdown / Evacuation

In an effort to maintain a safe environment, we will conduct unannounced, quarterly lock-down drills to familiarize students with proper procedure during any emergency.

Release / Dismissal of Children

Parents must provide the Academy with the names of persons authorized to bring/pick up the child. It is the parent or guardian's responsibility to notify the Academy office of any changes in this authorization. Changes in dismissal pickup schedules must be submitted to the child's teacher **IN WRITING**. Verbal arrangements will be accepted **ONLY** in emergencies such as illness, accidents, or death in the family. This policy will ensure the safety of your child as well as alleviate confusion at an already busy time of the day. Children will be released only to those authorized on the emergency card. If necessary, photo identification may be required before the child is released. **Copies of legal documents must be provided to administration before any staff person can actively prevent a non-custodial parent from picking up his/her child.**

Security System

The entire school facility is locked during the normal school day (Mon - Fri 7:30 am – 5:30 pm). All visitors must enter through main school office door, labeled school entrance Door #16, which is controlled by the school receptionist with a buzzer and speaker to let guests enter. There is a second set of locked doors during school hours, which are opened **ONLY** by the receptionist.

Staff, faculty and parents of daycare are allowed to enter thru Door #16, under the carport by the school office. The code must be entered into the keypad located to the right of the school entrance door. The code only works Monday through Friday between 7:30 am and 5:30 pm.

Please remember the following if you are issued a code:

- This system will not be in operation after 5:30 p.m. or on weekends.
- For security purposes, these codes are for **ADULT USE ONLY! Please do NOT give your child/ren access to the code or allow them to play with the keypad.**
- **DO NOT ALLOW OTHER PEOPLE TO ENTER ON YOUR CODE** by holding the door open for them, etc... They must enter on their own code, be buzzed in the EFCA receptionist door, or call 866-6979 to be led in by Erie First staff.
- Please keep your code in a safe place.
- You may **ONLY** share your code with those listed on your child's emergency contact form as an authorized pick-up.
- Failure to comply with these policies may result in the deletion of your code.
- These policies are in place for the safety and security of **YOUR** child!

Parents and Visitors

Parents and visitors are always welcome; however, all parents and visitors to the school building shall be required to register with the office upon arrival and prior to leaving. Please do not proceed to any classroom before signing in at the office.

GENERAL INFORMATION

Student Personal Belongings

Each student's name should be marked on all of their belongings. (Example: coats, gloves, tablets, etc.) This will assist in returning lost items. Items found in school are also kept in our lost and found in the lobby and will be held until the end of each quarter. If you are missing clothing items at home, it's a good idea to have your child check at school immediately.

Teacher Aides, Parent Volunteers and Student Helpers

Aides, volunteers, and helpers can make an important contribution to our Christian school program at EFCA. In order that we may make good use of this type of contribution it will be important to follow certain guidelines.

Volunteers will be Christians who are caring, dependable and effective with children. They should be willing to work cooperatively with a teacher and under a specific teacher's supervision.

Clearances are required before the volunteers are allowed to work. Information regarding requirements can be obtained from the school office.

Student Resources:

Suicide & Crisis Lifeline-988

Achievement Center of Erie- 814.459.2755

Sarah Reed Children's Center: 814.838.1954

Children's Behavioral Health: 814.833.0355

Chapel

Students attend chapel services with their class on a weekly basis. The primary purpose of the chapel service is to draw the student into a more meaningful relationship with Christ. Chapel will present more opportunities for students to unpack and have dialog on the message that was delivered.

Communication

It is the desire of Erie First Christian Academy to maintain constant and open communication with our "school family." Miscommunication can create a quarrelsome environment. It is our desire to clear up misunderstandings as quickly and as efficiently as possible.

We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:18, Matthew 5:23-24 and Matthew 18:15-20. For example, if the situation involves your classroom teacher, you need to make an appointment convenient to both you and the teacher to discuss the issue with him or her. If after visiting with the classroom teacher, you still do not believe the matter is completely resolved, you may then schedule an appointment with the principal. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of school administration arbitrators.

Field Trips

Field trips are away-from-school experiences related to classroom study and activities. A permission slip for each trip will be sent home to be signed by parents/guardians and returned. No child will accompany any excursion without a permission slip on file. A letter explaining the objectives of each trip will be sent home by the teacher and will include specific dates, times, places, and costs. Appropriate dress and costs will be announced at that time as well.

Field trips are an important part of the learning experience; therefore, we encourage every student to attend. If a student cannot participate in a field trip, parents must submit a "permission for exclusion" request in writing one week prior to the trip date. The administration will consider this request and contact parents. **Credits/reimbursements will not be issued after the school has paid for reservations/tickets for the event.**

Lockers

Student lockers are the property of the school, and are loaned to the student temporarily for the student's convenience. At the end of the year, there will be a fee assessed if the locker is NOT in clean and good working order. **All student lockers are subject to search at the discretion of the administration in the interest of safety and the enforcement of the school's rules.**

Each student in grades 4-12 is assigned a locker in which to keep his/her books and possessions throughout the school year.

Locker Guidelines

Students may personalize their locker by using the following guidelines:

- Materials:
 - No stickers or other adhesive methods are to be used outside the lockers without prior Administration approval.
 - Mirrors, shelves, and fixtures must be easy to remove without any damage to the locker.
 - Do not paint or mark up any part of the locker.
 - Students should not leave leftover food, open drinks, or dirty clothing in their lockers overnight.
- Pictures:
 - When displaying pictures, students should use discretion and adhere to the mission, philosophy and beliefs of EFCA and limited to the interior of the locker.
 - The Administration has the final say in determining the appropriateness of locker content and reserves the rights to have the student remove any item deemed inappropriate.
- Advertisements and Words:
 - Appropriate material should be chosen.
 - Double meanings and suggestive materials must be avoided.

Patriotism

The school plays an important role in the development of patriotism. We expect each student to respect the US government and to feel proud to be an American. Therefore, at the beginning of each school day, our students recite the Pledge of Allegiance to the American flag, Christian flag, pledge to the Bible, and participate in prayer.

Loyalty

We hereby declare our uncompromising allegiance to the government of the United States of America and declare our intent to assist it in every way morally consistent with our Faith. The Scriptures indicate that believers need to have and show a strong loyalty to the Body of Believers, which is the Church. The school, as one arm of the Church, has that same loyalty.

Pledges

As noted above, here are the three pledges that students are to be familiar with:

American Flag: *I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with Liberty, and Justice for all.*

Christian Flag: *I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all mankind, in service and in love.*

Bible Pledge: *I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide God's Word in my heart that I might not sin against God.*

Recess

Students at EFCA have outdoor recess as weather permits. Children will be kept inside during recess time only if the teacher receives a note from a parent explaining the reason. Please do not ask to excuse your child from outdoor recess unless there is a medical reason for doing so. EFCA is committed to integrating Biblical principles in all areas of our program. Therefore, the guidelines for toys and play are as follows:

- **Toys:** Children may only bring in personal toys on prearranged Show-and-Tell days. All other toys from home will be put away until the end of the day when they will be returned to the child to take home. Parents should help select Show-and-Tell items. Please choose items or toys of educational value. Toys that promote aggressive play are not permitted.
- **Play:** During recess, free play or gym time, activities contrary to our Christian philosophy will not be permitted.

School Photographers

Color pictures will be taken each fall by a professional photographer and will be available for parents to purchase. You will be notified of the dates.

Spiritual Training

It is the requirement of EFCA to develop an attitude of service in the heart of every believer. Therefore, we foster the development of that attitude through a variety of ways; missions, service learning, and involvement in a local church.

Missions

The development of a mission mindset and involvement in mission's are an important part of our academic program. We have on occasion been a part of short-term mission/ outreach trips.

Church Attendance

Believing that our role at EFCA is to assist the home and church in the task of training young people, we feel that it is of utmost importance for all of our students to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in regular church attendance. Church attendance is a requirement as part of the bible class.

Service Learning (Grades 9-12)

7 Mountains of Influence

Genesis 1:26-28

²⁶ Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals,^[a] and over all the creatures that move along the ground. So God created mankind in his own image, in the image of God he created them; male and female he created them.

God blessed them and said to them, "Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground."

Service Learning will be built around 7 topics. Middle school students will be required to complete 2 service hours per quarter. High school students are required to complete 3 hours per quarter in one of the following areas:

- **Family**: Serve Erie, City Mission, Erie City Moms, work sporting events, assist at youth groups, youth community programs, community agencies, local food banks, crisis pregnancy center, Second Harvest Food Bank, Women's Care Center, etc.
- **Government**: Attend city or county council meetings (notes must be submitted to Head of School and a signed document from a council member). Student identifies something they see lacking that government oversees. Student writes a letter to voice thoughts and opinions, find local or national government webinars that address topics they are passionate about.
- **Economy/Business**: Student connects with a business where they can serve. Think of a business idea and how it could impact individuals' lives.
- **Arts and Entertainment**: What can a student create to influence this culture for the kingdom by way of arts and entertainment; art show with story lines; participate in dinner/theater, talent show; submit a piece of artwork to a local museum with a biblical storyline. Volunteer in concessions, help with theatre stage crew.
- **Media**: How can students influence social media, assist school with their social media, videos for student/youth events, kingdom youthful messages, creating a blog or podcast with kingdom content, write a newsletter (digital), assist with media at church.

- **Education:** Literacy Programs, after school tutor ideas, assisting an educator
- **Religion:** Lead a Sunday school (present material to Head of School), lead chapel (present material to head of School), lead an innovative church project, develop ways to reach the lost souls, mission trips with a chapel presentation, Youth For Christ volunteer

All service-learning projects must be approved by the Bible teacher and signed off by the director or leaders of the entity in which the student is participating.