



EFCA  
Parent-Student  
Handbook



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## 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 world-view that is distinctively Christian.

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

### **Vision Statement**

Every student, having received academic excellence, will respond to life with a Biblical world-view perspective.

### **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 world view, 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.

### **Core Values**

Partnering with parents is the best means to support the educational advancement of each student.

## EFCA C.A.R.E.S

- ❖ **Christianity** – Christianity is a vibrant relationship with Jesus Christ – a life rooted in Him, nurtured by prayer and governed by God's Word.
- ❖ **Acceptance** – Each student is a valued, unique, developing image bearer of God.
- ❖ **Relationship** – Teambuilding is an outgrowth of healthy relationships within the total organization.
- ❖ **Excellence** – Intentional improvement toward academic excellence is God's will.
- ❖ **Servant** – Servant leadership is to be characterized by Christ likeness.

## 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

### ❖ **Intellectual**

- To provide an academic climate conducive to learning
- To encourage the learning of those skills necessary for meaningful adult participation in society
- To provide a strong foundation for further educational pursuits
- To nurture competency in communication and research skills, and in the ability to make mature decisions

### ❖ **Social**

- To provide the student with opportunities for growth in the social skills necessary for adequate interaction in today's society
- To stimulate an adequate understanding and appreciation for privileges and responsibilities of living in a democracy

### ❖ **Cultural**

- To promote an appreciation for and creativity in the arts
- To encourage the students to understand and appreciate cultural patterns which are different from their own

### ❖ **Physical**

- To provide opportunity for the learning of those physical skills useful in the participation in athletic activities
- To provide opportunities for growth in physical performance skills

## Statement of Faith

We believe the following truths:

- ❖ **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, 1 Corinthians 12:12-13, Galatians 3:26-28).
- ❖ **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 (Gen. 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 (Gen. 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 (1 Cor. 6:18; 7:2-5; Heb. 13:4).

### **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 (MSACS).

### **Faculty**

- ❖ Insure that every staff member is a growing, mature Christian that models and clearly teaches God's Truth.
- ❖ Assist teachers in providing a classroom environment that is enjoyable for teachers and students.
- ❖ Encourage and support continual formal and informal spiritual and professional development of teachers.
- ❖ Develop a close personal, professional and spiritual bond between the staff members so they can unitedly serve students and parents.
- ❖ Secure the advice of teachers for the ongoing evaluation and development of the spiritual, academic, social and physical programs of the school.

## **ADMISSIONS INFORMATION**

Attendance at Erie First Christian Academy (EFCA) is a privilege and not a right. In that EFCA is a "discipleship school", we seek to enroll students who profess faith in Jesus Christ as Lord and Savior, who come from a Christian home, who regularly attend a Christ-centered church, and who support the mission of the school. If at any time a student's conduct, academic progress, or cooperation with the school administration of faculty is not acceptable, the school has the right to dismiss the student from enrollment at Erie First Christian Academy.

### **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, or athletics/extracurricular 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 - NEW (K-5)**

### **Policy**

The following policies will be used in determining whether a student is admitted to Erie First Christian Academy in grades K-5:

- Parents are expected to read, understand, accept and support EFCA's statements of Mission, Vision, Purpose and Philosophy, Faith and Core Values.
- Administrators are given the authority to admit qualified students in grades kindergarten through 12<sup>th</sup>.
- Every student in kindergarten through fifth grade may be given an enrollment assessment to determine if EFCA is the best fit academically.

### **Procedure**

The process of enrollment to EFCA prior to final acceptance shall include, but is not limited to the following:

1. Submission of properly completed application forms and non-refundable registration fee. A copy of immunization records and birth certificate must be included. If the student has attended another school, previous records are to be transferred to EFCA.
2. Entrance test may be given to all students entering kindergarten through fifth grade.
3. An interview with the parent(s) and student(s) with an administrator (principal) is required prior to acceptance. The administrator will insure that the parents desire a Christian education for their child, and that the family beliefs and practices are consistent with the standards, doctrines and values of the Academy.
4. Family financial tuition commitment is detailed and gone over with the finance secretary.

Following completion of the enrollment process, official acceptance is mailed to the family. We reserve the right to deny admission to any child who may have special needs that we may not be able to meet.

## **Admissions - NEW (6-12)**

### **Policy**

The following policies will be used in determining whether a student is admitted to Erie First Christian Academy in grades 6-12:

- All local students in grades 6-12 are expected to have made a personal profession of faith in Jesus Christ. All international boarding students are expected have an understanding of and open to Christianity.
- Students and parents are members or actively involved in a Bible-teaching church whose doctrinal position supports the EFCA Statement of Faith.
- Students have maintained at least a "C" average (2.0 Grade Point Average on a 4.0 system) during the most recent academic year and grading period.
- Students have a satisfactory citizenship record in the school they are presently attending.
- Students must have a desire to attend EFCA and are willing to comply with the school's standards as printed in the handbook.
- All local students applying must provide reference forms from the student's church and a current teacher.
- All local students applying **must** show documented proof of required immunization, previous academic records and standardized tests before acceptance can be granted.

The final step for acceptance will come after a completed application and related documents are received, testing (if determined by administration as needed) is completed for grades six through

eleven, and an interview has been held. After all of the steps are completed, the admissions committee can make the final determination for acceptance.

### **Procedure Students (9-12)**

The process of enrollment to EFCA prior to final acceptance shall be as follows:

1. Submission of properly completed application forms and non-refundable registration fee. A copy of immunization records and birth certificate must be included. If the student has attended another school, previous records are to be transferred to EFCA.
2. Entrance test may be given to students entering High School.
3. An interview with the parent(s) and student(s) with an administrator (principal) is required prior to acceptance. The administrator will insure that the parents desire a Christian education for their child, and that the family beliefs and practices are consistent with the standards, doctrines and values of the Academy.
4. Family financial tuition commitment is detailed and gone over with the finance secretary.
5. A personal testimony shall be provided describing how the student became a Christian and describing daily Christian experience.

Following completion of the enrollment process, official acceptance is mailed to the family. We reserve the right to deny admission to any child who may have special needs that we may not be able to meet.

### **Admissions – RETURNING Students (Grades 1-12)**

#### **Procedure**

The process of re-enrollment of all returning students is as easy as returning four forms:

1. 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 on the night of Open House will receive a \$300 family scholarship. The Registration form along with non-refundable fee secures placement on the class roster provided forms 2, 3 & 4 are completed and turned in to the school office by closing hours the last day of school.
2. 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 by closing hours the last day of school.
3. 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 by closing hours the last day of school.
4. Form #4 – **Act 195 & 90, Photo Release, Church Affiliation, and Parent's Acceptance of Handbook** (Green sheet) – This form must be completed and turned in to the school office by closing hours the last day of school.

### **Financial Policy**

#### **Registration**

Fees are payable 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, names will be put on a waiting list.

## Tuition Payments

- Option 1 - Single Payment - due postmarked by June 30 of current school year.  
\$100 full payment scholarship will be given toward the Tuition only if the deadline is met.
- Option 2 - Two Payments – ½ tuition due postmarked by June 30.  
Remaining ½ tuition postmarked by December 1.  
10% procrastination fee will be charged for unmet deadlines.  
**NO EXCEPTIONS!**
- Option 3 - FACTS Monthly Debit – Two options available
  - Tuition budgeted over 10 months July thru April.
  - Tuition budgeted over 12 months July thru June.  
Non-refundable, application fee of \$43.00 applies.  
Returning FACTS families will be electronically re-enrolled.  
New families enrolling for this option must contact the School Finance Secretary @868-4876 x277 to complete the FACTS contract.  
Payments may be withdrawn on either the 5th or 20th of the month.  
FACTS Credit Card Plan- convenience fee also applies.

In circumstances of early withdrawal from enrollment, families are required to pay tuition through the end of the quarter that the student is active in. **There will be NO tuition refund after 3<sup>rd</sup> quarter.**

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.

**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.**

## **STUDENT INFORMATION**

### Academics

The Commonwealth of Pennsylvania recognizes Erie First Christian Academy as a non-public, licensed day school for the education of children. It is further recognized that the school uses courses of study which meet all the requirements for a superior Christian education.

Our elementary curriculum for grades K-5 includes Bible, language arts (reading, composition, spelling, phonics, grammar, and handwriting), science, math, social studies, music, art, health/physical education, Spanish, and computer instruction.

Our middle school curriculum for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, consists of Bible, English (grammar, vocabulary and composition), reading, science, math, social studies, computer, Spanish, music, art, and health/physical education.

Our high school curriculum for grades 9<sup>th</sup> – 12<sup>th</sup>, offers an academic college preparatory program. Students must complete a minimum of 27.5 credits over four years of high school that are distributed as follows: Four credits in Bible, English, social studies, math, and science; 6 credits electives; one and a half credits in physical education and health.

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**

- Terra Nova tests will be administered in the spring of each year in grades K-11. These tests are a tool to aid in interpreting a child's academic achievements. Parents will be notified of the student's scores. The Terra Nova tests are norm-referenced tests and must be given in a classroom setting for accurate results.
- PSAT and ACT are tests that are offered and encouraged for our 11<sup>th</sup> 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.

### **Adaptations**

**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 adaptations in curriculum and/or instruction. These measures are taken according to the following guidelines.

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

- **Category I** - The general school population of learners who engage in the school's regular academic curriculum and meet the school's regular standards.
- **Category II** – Students who require minor accommodations to the typical classroom environment, to the curriculum, or to the presentation of the material but meet the school standards. Many accommodations are simply good teaching strategies or techniques and therefore, are not noted on the report card. Please refer to the Erie First Christian Academy Curriculum/Instructional Accommodations Checklist.
- **Category III** – Students who require more extensive adaptations to the typical classroom environment, to the curriculum, or to the presentation of material and have significant difficulty in meeting the school's standards.

Those students who have received a complete psycho-educational evaluation by a school psychologist and who have the diagnosis of specific learning disabilities or borderline learner.

Those 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.

Those 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.

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, principal, 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.

### **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.
- 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 text books 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 the 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), or 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. If assignments are inadequate or missing, a parent can view your home portal (INOW) for

updated grading information. In an effort to promote quality family and devotional time, homework will be limited on Wednesday evenings and weekends. When homework is assigned, it should average one half hour per night in grades 1 – 3 and one half to one hour per night in grades 4 – 8, one to two hours maximum and no more than twenty minutes per class in grades 9-12.

### **Library**

The Library is open from 8:30 am – 3:30 pm., Monday thru Friday. 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, principal, and other professional staff members. If continued non-achievement is evident, the child will be reevaluated by the appropriate professionals.

Secondary students are required to make up all failed classes during the summer months.

### **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 commits itself to help students whose families wish them to benefit from a Christian education. Today, more families of special students also wish to have their exceptional children educated in this Christian tradition. 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. This decision will always be made very carefully and our goal of providing a Christian education to all students, whose families want one, will be pursued whenever appropriate.

### **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.

## **Athletic Policy**

### **Athletic Department Philosophy and Objectives**

The goal of the Athletic Department at EFCA is to provide a venue for student scholars that allows them to "develop spiritual discipline and focuses them towards the goal of being conformed to the image of Christ" (Romans 8:29). Being consistent with the Mission, Vision, Educational Purpose and Philosophy Statements of EFCA is the cornerstone of the athletic program and with that it is the chief aim that all participants in sports activities demonstrate the love, grace, and mercy of Jesus Christ during any sports activity after the activity, in the classroom and out of the classroom. As a result, the standards and expectations of conduct for student athletes are much higher as they are representatives of the school and the student body to the community around us and are expected to be a shining light and beacon of hope to those we compete against.

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 and that "Run in such a way as to get the prize" (1 Corinthians 10:5b). As a result, the goal of athletics at EFCA is to help each participant:

- Develop character traits including respect for others, integrity, and honor.
- 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 Responsibilities**

- **Academic 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, sans 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 great effort and dedication. Our scholar-athletes must not merely focus purely on athletic ability but must also strive to achieve academic and classroom performance that is reflective of a disciplined life. As a result, a higher standard of conduct has been implemented which means that the student-athlete must conduct themselves in the classroom being careful to show respect, courtesy, and Christ-likeness towards staff, faculty, and fellow students and having a desire to follow 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 the proper 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 greatness (Proverbs 11:2, 12:1). Expect that some calls don't go our way – it is these games that become defining moments for our character development. We must stay cool and focus on the bigger picture, not letting circumstances distract us from our ultimate goal (1 Corinthians

9:25). 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 contest for unsportsmanlike behavior, he/she will not be allowed to play in the next contest but is allowed to practice, suit up, and sit with the team during the contest. 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).

## **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 SIX (6) basic excuses as valid reasons for being absent from school:

- Personal illness, injury or surgery to the student
- Death in the immediate family
- Quarantine
- Religious holidays
- Natural disaster or severe weather conditions
- Educational trips (*approved in advance by the administration*) and **not to exceed 5 days per school year**.

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 8 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 13 days. A meeting will be scheduled with the administration team and parents at this point. If a student should miss 18 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).

In addition, any parent who fails to comply with the provision of compulsory education may find that there are consequences of legal action which could result in a hearing and a monetary fine (Pennsylvania Public School Code 1949 Article XIII – Section 1332 & Section 1333).

### **Written Excuses**

In all instances of absence, a written excuse shall be required upon the student's return to school. Written excuses shall include the following information:

- Student's full name

- Student's grade
- Date of absence
- Reason for absence
- Parent/Guardian signature

In order for a written excuse to be accepted for purposes of establishing its legitimacy, an excuse should be submitted within 5 school days of the student's return to school.

TRUANCY – An absence without the knowledge or consent of the parents and/or school staff, including leaving school before the end of the day without permission, shall be considered grounds for dismissal.

### **Notification of Absence longer than three days**

If a student has been absent, due to illness, for three or more consecutive days, a written excuse from a doctor must be submitted on the day the student returns to school.

### **Make-up work Guidelines**

When a student is absent, the student must work carefully with the teachers to get the work made up as soon as possible, minimally within twice the amount of time which was missed but not to exceed six school days. However, such work is the responsibility of the student, not the teacher. 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 (INOW) 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 Sponsored 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 preplanned trips should be no longer than 5 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 child out of school, notify the office by a note 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 child out. If a child 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 child is tardy if he/she is not in school and in homeroom / first period **by 8:45 a.m.** If your child 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.

- Elementary – Each quarter the student will begin with a clean record. The first two times a student receives an unexcused tardy will result in a verbal warning. The third, fourth, fifth, etc., the student will lose a recess.
- Secondary – Each quarter the student will begin with a clean record. The first two times a student receives an unexcused tardy will result in a verbal warning. The third, fourth, fifth, etc., the student will serve an after school detention.

### **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. Come to the school office, whether to bring a lunch, a forgotten book or to pick up your child. For your child's safety, it is important that we know who is in the building at all times. A visitor badge must be worn by all visitors in the building. Volunteers assisting with a class must submit required PA clearances to the EFCA Office. (PA Criminal Record Check; FBI fingerprinting; Child Abuse Clearance)

### **Dress Code Policy**

**Where personal differences arise over any portion of the dress code policy, the final decision will be based on the discretion of School Administration.**

#### **Standards for Dress**

First through twelfth grade are required to wear uniforms to school. Uniforms are optional for Kindergarten.

The core of our instruction is to model Christ and have our students follow us as we follow Christ, developing Godly **HABITS**. While there are many pragmatic reasons for our uniform dress, we do believe that the self-discipline it encourages is beneficial in molding young people into the character of Christ. Uniform dress can be part of the learning experience, not just part of the learning environment.

- **Honor:** Showing deep respect for God and others. (Heb. 12:9)  
*Uniform dress is almost always used by organizations attempting to instill the concept of honor in their participants such as the marines and athletic teams.*
- **Accountability:** Doing what I know I ought to do. (1 Cor. 4:2)  
*Uniform dress gives students a daily responsibility.*
- **Blameless (Purity):** Living a holy life. (1 Thess. 4:3)  
*Uniform dress is overtly modest.*
- **Integrity:** Doing the right thing even when only God knows. (James 4:17)  
*Uniform dress is a continual opportunity to demonstrate soundness of moral character. Integrity is developed when honesty is personalized and internalized.*
- **Truthful:** Having truthful words and ways. (Eph. 4:25)  
*Uniform dress is a daily opportunity for our students to live a truthful life.*
- **Servant:** Being ready to serve at any time. (Isaiah 41:6)  
*Uniform dress has our students prepared for service.*

When students do not meet our dress standards, they will be counseled and the offense corrected. Students may be out of "student population" until the offense is corrected. Students may receive a disciplinary action form (write-up) for the offense. Administration reserves the right to make the final decision on a dress policy issue.

## General Dress Code

- **Hair**  
Hairstyles are to be neat, clean, moderate, combed and in good taste. Hairstyles should be modest and not interfere with the learning process by covering the eyes. Boy's facial hair should be neat and trimmed.
- **Jewelry/Body Art/Piercing/Accessories**  
All must be worn in moderation and must not be a distraction.
- **Foot apparel** –Footwear is required in our school. Proper athletic shoes must be worn for physical education class and recess.
- **Hats and Hoodies** –Hats and hoods are not to be worn within the school building except on special spirit-building days.
- **Dress Down Days**  
Clothing worn on dress down days must be appropriate. All shirts must be long enough so backs and midriiffs are not exposed when reaching up or bending over. Shirts are not to be tight fitting, low cut or revealing in nature. Pants must be clean and neat. There are to be no "rips" 4 inches above the knee. Offensive writing is not permitted on clothing.

## Elementary Dress Code

- **Shirts/Sweatshirts (Hoodies)**  
Polo shirts or Turtleneck, Uniform style (Solid Color) sweaters/cardigan, sweatshirts/hooded sweatshirts-White, light or navy blue, and red (NO COMMERCIAL LOGOS).
  - ✓ All shirts must be long enough so backs and midriiffs are not exposed while sitting, standing, bending over or when raising arms.
  - ✓ Shirts are not to be tight fitting, low cut or revealing in nature.
- **Jumpers/Skirts**  
Tan, Black, or Navy (Must be four inches from the top of the knee when standing, even if leggings/tights are worn underneath the clothing.)
- **Pants/Shorts/Skorts**  
Tan, Black, or Navy (Dress, Corduroy, and Cargo pants are acceptable). **No jeans, leggings, yoga or sweat pants permitted**
  - ✓ Pants must be clean and neat, not frayed or torn.
  - ✓ All pants must fit properly (not excessively tight or low cut, large or baggy, or sagging).
  - ✓ Shorts and skorts are to be no more than four inches from the top of the knee when standing, even if leggings/tights are worn underneath the clothing.
  - ✓ All leggings/tights are to be school uniform colors (tan, black, navy, & white).
  - ✓ No "jean" leggings, and ALL leggings must be worn under a uniform pants, shorts, skirts, skorts, jumpers, etc...

## Secondary Dress Code

- **Shirts/Sweatshirts**  
All secondary students will be required to wear school uniform tops with the school logo, purchased through the EFCA school office.
  - ✓ All shirts must be long enough so backs and midriiffs are not exposed while sitting, standing,

- ✓ bending over or when raising arms.
- ✓ Shirts are not to be tight fitting, low cut or revealing in nature.

- **Pants/Shorts/Skorts/Skirts**

Tan, black or navy (Dress, Corduroy, and Cargo pants are acceptable). **No jeans, leggings, yoga or sweat pants permitted**

- ✓ Pants must be clean and neat, not frayed or torn. Jeans and jean leggings are not allowed-even black.
- ✓ All pants must fit properly (not excessively tight or low cut, large or baggy, or sagging).
- ✓ Shorts, skirts and skorts are to be no more than **four inches from the top of the knee** when **standing** even if leggings/tights are worn underneath the clothing.
- ✓ All leggings/tights are to be school uniform bottoms colors (tan, black, navy) and only worn under skirts/shorts/skorts (not as pants alone).

## **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

### **Before and After Care**

Adult supervision is offered before and after school upon request and if space is available. Please call the school office for availability and fees. Parents must sign in their child to before care and sign out their child every evening before leaving and note the time. Children who have not been picked up by 3:30 may be sent directly to After Care and may be charged a “Late Pick-up Fee” of \$3.00 for each ten minutes or part of ten minutes per child. Parents will be billed accordingly.

**Only students who are enrolled in these programs are to be in the building before 8:30 a.m. or after 3:15 p.m.**

### **Inclement Weather and School Closing**

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

- Public announcements or decisions will be communicated via television and telephone (blackboard connect) as the situation requires or permits.
  - In closing schools 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 television and telephone (blackboard connect).
  - If school is to be dismissed early due to emergency conditions, announcements will be made via television 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 television stations in the above situations.
- ✓ WJET-TV Channel 24
  - ✓ WSEE-TV Channel 35
  - ✓ WICU-TV Channel 12

- **PLEASE DO NOT CALL THE SCHOOL.**

### **Early Dismissal**

EFCA students will be dismissed from school occasionally at 12 noon. (Please see school calendar for these predetermined days.) All families must make pickup arrangements for your students. There will be NO busing available these on early dismissal days. (See page 29 for Traffic Pattern)

## **Standard of Conduct**

### **Student Responsibilities**

- Since attending EFCA is a privilege, students are responsible for regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations.
- No student has the right to interfere with the education of his fellow students.
- It is the responsibility of each student to respect the rights of teachers, other students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner so as not to offend others.
- It is also the responsibility of the students to
  - ✓ Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - ✓ Volunteer information in matters relating to the community and the protection of school property.
  - ✓ Dress and groom in a way that meets fair standards of safety and health and does not cause substantial disruption to the educational process.
  - ✓ Exercise proper care when using school and church facilities and equipment.
  - ✓ Make up work when absent from school.

### **Cell Phone Policy / Electronic Devices (school wide)**

Cell phones and electronic devices (including air pods/ear buds/head phones) must be out of sight and turned off at all times between the start of the school day (8:45 a.m.) and the beginning of homeroom at the end of the school day (3:08 p.m.).

- **1<sup>st</sup> offense** – phone or electronic device will be confiscated and given to the student at the end of the school day with a verbal warning and a notice of disciplinary action form (write-up).
- **2<sup>nd</sup> offense** – phone or electronic device will be confiscated and given to the parent. The student will receive a verbal warning and a notice of disciplinary action form (write-up).
- **3<sup>rd</sup> offense** – Cell phone or electronic device will be confiscated and given back to the student on the last day of school. The student will also receive a notice of disciplinary action (write-up).

### **Elementary Disciplinary Policy**

Consequences encountered for inappropriate behavior increase in significance. Classroom consequences are defined by the teacher. School-wide consequences are defined below in increasing order of significance and may also include a written “Notice of Disciplinary Action”:

1. Warning/Verbal or Written (Write Up)
2. Parent contact by phone or email
3. Parent-teacher and principal conference
4. Behavioral contracts will be used when previous consequences have not resulted in a change of behavior. The contract will specify the behavioral expectations to be observed, and the consequences which will be encountered if the rules are broken. The contract must be signed by the student, parent, teacher and administrator. A copy of the contract will be given to each.
5. Suspension, expulsion, or withdrawal

## Secondary Disciplinary Policy

As members of this Christian community, all of our actions must necessarily meet the test of being signs of love and respect for us and for each member of the Erie First Christian Academy. The basic norm is Christ's commandment that we love God and our neighbor. Students who violate the norms of respect for self and others are subject to disciplinary action by EFCA.

- **Merit System**

The merit system is a positive reward system to encourage positive behavior. Each student starts the school year with two merits. Your goal is to keep these two merits for the entire year.

Approximately once a month, we will go off campus for lunch as a reward for those students who have not received a merit loss or written warning during that month.

### ***What behaviors may cause me to receive a written warning?***

- ✓ Violation of dress code
- ✓ Classroom disruption
- ✓ Inappropriate physical contact (PDA)
- ✓ Late for class or homeroom
- ✓ Bringing a book-bag, food or drink (other than water) to class
- ✓ Chewing gum
- ✓ Sleeping in class
- ✓ Cheating or lying
- ✓ Destroying property
- ✓ Disobedience or Disrespect
- ✓ Fighting

Note: Not being prepared for class and late or missing homework will be dealt with in the classroom with academic consequences commensurate with the offense; example, points deducted from homework assignments when homework is late or points lost from class work if book or other necessary tools are missing.

## **Consequences for Middle School**

- |                     |   |
|---------------------|---|
| <b>Level 1:</b> 1-3 | Disciplinary actions (write-ups)<br>Consequences - Written warning, parent(s) notified  |
| <b>Level 2:</b> 4-7 | Disciplinary actions (write-ups)<br>Consequences - written warning, parent(s) notified, after-school detention  |
| <b>Level 3:</b> 8-9 | Disciplinary actions (write-ups)<br>Consequences – 1 day of out-of-school suspension, meeting with parents, teachers and principal  |
| <b>Level 4:</b> 10+ | Disciplinary actions (write-ups)<br>Consequences - merit loss, 2 days of out-of-school suspension, meeting with parents, teachers and principal<br><i>OSS (out of school suspension) – required for admittance back into school</i> <ul style="list-style-type: none"><li>○ Hand written pages from student handbook (to be determined by Administration.)</li><li>○ Written apology to the teacher/principal</li></ul> |

## **Consequences for High School Students**

- Level 1:** 1-2      Disciplinary actions (write-ups)  
Consequences - Written warning, parent notified
- Level 2:** 3-6      Disciplinary actions (write-ups)  
Consequences – Written warning, parent(s) notified, after-school detention
- Level 3:** 7-9      Disciplinary actions (write-ups)  
Consequences – Written warning, parent(s) notified, Saturday detention (8:00 a.m. – 10:00), \$10.00 fee – **parents, please have student pay**
- Level 4:** 10+      Disciplinary actions (write-ups)  
Consequences - merit loss, 2 days of out-of-school suspension, meeting with parents, teachers, principal and superintendent. An individual plan will be decided upon at this time. - **(possible expulsion)**  
*OSS (out of school suspension) – required for admittance back into school*
- Hand written pages from student handbook (to be determined by Administration)
  - Written apology to the teacher/principal

### **How do I lose a merit?**

You will lose a merit once you have accumulated a total of 10 written warnings. You may also lose a merit for the following behaviors. Anytime a student loses a merit, the level 4 consequences are invoked.

- ✓ Disrespect for school staff, students, and property
- ✓ Offensive or profane language
- ✓ Fighting
- ✓ Being in any area without appropriate authorization
- ✓ Insubordination, disobedience, or defiant behavior
- ✓ Inappropriate physical contact or any public display of affection
- ✓ Possessing inappropriate printed material
- ✓ Cheating or lying
- ✓ Truancy
- ✓ Continuing disregard for rules and notices
- ✓ Possession of Tobacco, Alcohol, or any Illegal Drugs

### **Is it possible to regain a merit?**

Yes! After a six-week probation period, if the student has not received any written warnings, the student will regain a merit.

- **Detention Behavior**

Come to detention prepared by:

- ✓ Being on time
- ✓ Being ready to do written work; bring pencil or pen and paper.
- ✓ Working the full time quietly and independently. The teacher will assign work to accomplish

- **Probation Policy**

Probation may occur if a currently enrolled student consistently shows a lack of effort and responsibility in academic and/or behavioral areas. Any student who does not maintain a grade of "C" and/or repeatedly fails to complete assignments may be subject to probation or expulsion. Any student who repeatedly violates school rules and/or classroom rules can be placed on probation or expelled. A student on probation will be subject to an academic/behavioral contract in which the school may place requirements upon the student which are not placed upon the student body at large. A student failing to comply with the requirements of the contract may be expelled.

### **Technology Use**

The privilege of using the technical resources provided by EFCA is accompanied by the responsibility of using it properly and for appropriate purposes. Please know that use of these tools indicates your awareness and acceptance of the following rules. Inappropriate use will result in suspension of your privileges and, if deemed necessary, further disciplinary procedures.

These regulations will not hamper legitimate academic study. They are meant to help illustrate a Christian view of technology and protect our users, our equipment, and our staff from unnecessary problems. Below is an abbreviated outline of the *EFCA Acceptable Use Agreement*. A complete copy is available at the main office.

#### **Acceptable Use Policy**

- Users may use EFCA's technological resources only for legitimate academic purposes. A supervising member of the faculty must give specific authorization for Internet use and be present during the time of Internet use.
- Users will not seek to use the school's network or the Internet for illegal, commercial, or inappropriate activities.
- Users will adhere to copyright laws and other legal protections when using information obtained over the network or the Internet.
- Users will respect the computer equipment (both hardware and software) and will not seek to subvert network security or alter any installed hardware or software. Students may not, ever, install software on school equipment.
- Users must log onto the network only with their assigned user name and password and must log off of the network when finished.
- If a user's web browsing results in a blocked page, the user must notify the supervising teacher of the incident. Students witnessing violations of the Acceptable Use Policy must notify the supervising teacher.
- Students may not access personal email through school equipment. Examples of specific actions that are in violation of the Acceptable Use Policy are, but are not limited to: Stealing or damaging any computer hardware.
- Installing any software program on any computer. (Additional software requests should be proposed in writing to the Director of Information Technology.)
- Attempting to bypass the web filter.
- Using the network or internet for activities such as cheating on homework, viewing inappropriate materials, causing harm to others, of checking personal email.
- Logging into the network with any user name that was not assigned to you for use.
- Leaving the computer without logging off of the network.

## **Internet Use Policy**

- While students are strongly encouraged to take advantage of the information available online, some rules have been put in place to ensure that this privilege is not abused:
- If your class is in a computer lab, you may not browse the web without direct permission from your teacher. They have the right to limit you to specific sites as well.

## **Guiding Principles**

In making information technology resources available to all members of the school community, Erie First Christian Academy affirms its commitment to a scriptural standard of behavior.

Erie First Christian Academy values the free flow of information. The school respects individual privacy, civility, and intellectual property rights.

Under normal circumstances, school officials will not examine personal information transmitted over the network or stored on school-owned computers. However, the school reserves the right to monitor system resources, including activity and accounts, with or without notice, when:

- Necessary to protect the integrity, security, or functionality of school computing resources
- An account or system is engaged in unusual or excessive activity
- It has good cause to believe that regulations, rules, or laws are being violated

Additionally, the normal operation and maintenance of the school's computing resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities as may be necessary in order to provide desired services.

## **User Responsibilities**

Access to computing resources and network capacity is a privilege to which all school faculty, staff and students are entitled. (Access may be granted to other individuals affiliated with the school or school personnel, as situations warrant and with approval from the Director of Information Technology.) Certain responsibilities correspond with that privilege, including those responsibilities listed below. Since no list can cover all possible circumstances, the spirit of this policy must be respected, namely: any action that hinders legitimate computer usage or invades the privacy of another person or institution is unacceptable.

## **Use of EFCA Computer Facilities**

- Users must not abuse equipment and are asked to report any mistreatment or vandalism of computing or network facilities to EFCA staff. If a user is found to be responsible for any damage he/she will be held accountable for repair or replacement costs. Food and beverages (including water) are prohibited in all EFCA computer facilities, because of potential harm to equipment.
- Users should relinquish the computer they are using if they are doing non-essential work when others are waiting for a computer to perform course-related activities.
- Game playing is prohibited at all times unless authorized by an EFCA staff member.
- Users will not install software, alter system files, or disconnect any cables on computers or other equipment.

## **Legal Usage**

- Information technology resources may not be used for illegal or harmful purposes, including:
  - ✓ Harassment of others
  - ✓ Destruction or damage to equipment, software, or data
  - ✓ Disruption or unauthorized monitoring of electronic communications

## **Ethical Usage**

- Users should not use information technology resources, including personally-owned computers connected to the school network, for non-education, unsanctioned, commercial activity.
- Users should make no attempt to alter the condition or status of any computing network component in any manner.
- Users should make no attempt to alter software, or to copy software intended only for execution.
- Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other EFCA resources.
- Users should not attempt to connect to a host via the network without explicit EFCA permission.
- Users should not provide, assist in, or gain unauthorized access to school computing or network resources.
- Users should not attempt to circumvent or defeat computer or network security measures.

## **Security**

- The school uses various measures to ensure the security of its computing resources. Users should be aware that the school cannot guarantee total security and should apply appropriate safeguards for their accounts, such as guarding their passwords and asking for password changes regularly (required for e-mail accounts), and logging out of computers when done.
- The default protection setting on EFCA servers is that all files belong exclusively to their owners. Unless the owner changes the protection level, no file may be read, executed, or modified by users other than the owner. The only exception to this understanding is that designated members of the EFCA staff may examine accounts or files of users to investigate security problems, possible abuse of the Erie First Christian Academy computing system, or violations of regulations.

## **Account Usage**

- Account holders should use only their own personal 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 or 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.

## **Personal Computer Usage**

The following are responsibilities that are particularly applicable to those users that are permitted to attach their personal computer to EFCA's network:

- No personal computers are permitted without administrative approval.
- The owner of that computer system is responsible for that computer's use, and all activity originating from that computer, at all times.
- Excessive or improper use of network resources that inhibits or interferes with use by others is prohibited and will be cause for action by EFCA, which may include restricting, limiting, or disabling network access.

## **Enforcement**

Violations of this Policy will be adjudicated, as deemed appropriate, and may include the following:

- Loss of computing privileges
- Disconnection from the network
- Prosecution under applicable civil or criminal laws

## **Transportation**

Any student with a valid Driver's License may drive on school property with parental permission and school authorization. It is understood that driving to school and parking on the student lot is considered a privilege at Erie First Christian Academy.

### **Student Driver Regulations**

Driving to school and parking on the student lot is considered a privilege for Juniors and Seniors only at EFCA. The cost of a parking permits is \$20.00 (non-refundable) and must be paid prior to receiving the permit.

### **Parking Information and Rules**

- Students will lose parking privileges if found leaving school without authorization. Students will also lose their parking privileges if they transport other students off of school property during the school day and be subject to disciplinary action up to and including suspension and the following without proper permission:
  - ✓ 1st Offense – 1 week loss of parking privileges
  - ✓ 2nd Offense – 1 month loss of parking privileges
  - ✓ 3rd Offense – Loss of parking privileges for the year.
- The parking permit must be hung on the rear view mirror when the car is parked on the school property. The permit number must be visible from the outside of the vehicle.
- Student drivers will abide by all school regulations and policies, including a **10 mile per hour speed limit** in the school zone. Student drivers will follow faculty directions when entering or exiting the parking lots.
- Student drivers will maintain academic eligibility (no F's or incompletes on the previous quarter's report card). If a student becomes academically ineligible their permit may be revoked until eligibility is restored.
- Punctuality and good attendance are necessary to maintain parking privileges. Habitual lateness and/or absences may be grounds for revocation of that privilege. Tardiness will be monitored and a scheduled meeting with Administration may result.
- The student driver will drive carefully on school grounds at all times and will park his/her car immediately upon arrival (between 8:30 and 8:45) at school. Students will vacate their vehicles immediately upon parking. Loitering in vehicles is grounds for revocation of the parking privilege.
- The student driver will park only in the designated student parking area (southwest parking lot immediately in front of Entrance #1)
- Student drivers will not interrupt the flow of bus traffic. At afternoon dismissal, students will wait until "ALL CAR DRIVERS" are called.
- The school assumes no responsibility for vehicles on School/Church property since each student is provided with the opportunity to ride a school bus.
- **Please note that all vehicles are subject to be searched while on school property.** Students are responsible for ensuring all contents in their vehicle adhere to EFCA school

policies. EFCA retains authority to conduct routine patrols of the student parking lot and to inspect the exteriors of student automobiles on school property.

- ✓ The interiors of student vehicles may be inspected whenever a school authority has “*reasonable suspicion*” to believe that illegal or unauthorized materials are contained inside.
  - ✓ Such patrols and inspections may be conducted without notice, without a student’s consent, and without a search warrant.
- The student driver will immediately notify the school of any change in vehicles. The permit must match the car for which it was issued and cannot be used on any other vehicle or by any other driver.

### Fines

No Permit	\$10.00
Reckless Driving / Speeding	\$20.00
Parking Outside of Student Area	\$20.00
Unauthorized Use of Permit	\$10.00

### 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 8:30 a.m. unless they have made arrangements with the school office for the “before care” program.

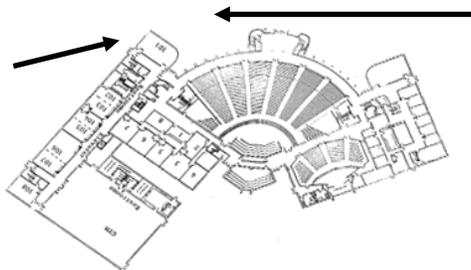
### Traffic Pattern for early dismissal

#### Traffic Patterns

Last names beginning with A-L enter the church parking lot through the main entrance veer right towards, Door #16, and form a carline to pick up under door canopy.

#### **A-L (Morning Drop Off/ Door #16)**

#### **M-Z (Main School Entrance/ Door #17)**



Last names beginning M-Z enter through the main entrance and veer left towards the playground. Proceed under the main building canopy, driving through to the end of the sidewalk, stopping past, Door #17.

### **Transportation Benefits**

Students are eligible to receive busing benefits 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 busing 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).
- ✓ The chaperone, however, may not allow certain music to be played.
- ✓ Boys and girls may not be allowed to sit in the same seat.
- ✓ All students must respect the authority of the bus chaperones and driver.

- **Consequences of Violating Policies on the Bus**

- ✓ 1st Offense — Verbal warning
- ✓ 2nd Offense — Student will not be allowed to ride the bus to the next off-site school function.
- ✓ 3rd Offense — Student will not be allowed to ride the bus to off-site school functions for the remainder of the school year

## **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 students 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.

### **First Aid**

The school is equipped with first-aid supplies for use in case of accidents or illness. When students are ill, parents will be contacted to come and pick them up. In the first aid area the following medications, treatments and solutions may be used per first aid situation: baking soda, Calamine or Caladryl lotion, hydrogen peroxide, alcohol, peppermints, Vaseline, warm salt water, hand sanitizer, soapy water, also a heating pad may be used for menstrual cramps only. Please contact your school if you do not want any of the above items used for your student or if any allergies are known to the above items. If a heating pad is needed for injuries or pain, a note from a parent will be needed.

### **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. 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 nurse to have certain communicable diseases will be excluded.

A student who has been excluded from school due to symptoms of the following illnesses may return to school without 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 antibiotic.
- 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 antibiotic.
- Flu (fever of 100 or more, &/or throwing up) - 24 hours after symptoms have gone away.

For COVID guidelines and isolation times, please contact school administration for the most up-to-date information.

### **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 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> 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 7<sup>th</sup> through 12<sup>th</sup> 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 12<sup>th</sup> 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 supply a written response to the school office to be filed in the health file in the office.

### **Medication Policy**

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

### **General Information**

- 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 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 Services**

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.

### **School Nurse**

The school nurse is responsible for protecting and promoting the health of all students. She works closely with teachers, administrators and parents to maximize each child's potential to learn and grow. Parents should share information and concerns regarding student's health to assist the nurse in providing quality care. In addition to health screenings, the nurse provides health education and counseling, manages communicable diseases, and promotes a helping relationship between the school and community.

## **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's 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 (Monday - Friday 7:30 am - 6:00 pm). All visitors must enter through main school office door, labeled school entrance Door #17, which is controlled by the school receptionist with a buzzer and speaker to let guests enter.

The staff/faculty and parents of daycare and before care are allowed to enter thru Door #16, under the carport by the school office. This requires a code that only works until 8:45 a.m. and after 3:15 p.m. In order to gain entrance to the building through this door during hours that the main entrance door is locked, a code must be entered into the keypad located to the right of the entrance door. *Numbers will be given only to parents whose children are enrolled in the before or after school program.* The code only works Monday through Friday between 7:30 am and 6:00 pm.

Please remember the following if you are issued a code:

- This system will not be in operation after 6:00 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.
- Please remember, these policies are in place for the safety and security of YOUR child!

## GENERAL INFORMATION

### Assemblies and Programs

Special assemblies and programs will be conducted from time to time during the school year. Each student will be required to attend and behave in the proper manner at these functions.

### Cafeteria

The cafeteria period will be 25 – 30 minutes in length. This will allow time for your children to be taken to and from the cafeteria. Rules of the cafeteria are as follows:

- Each student is responsible for the cleanliness of the area in which he/she is seated.
- **All** paper, food, milk cartons, and straws are to be disposed of in the proper containers.
- Students may talk in an orderly manner, but are prohibited from yelling or screaming in the cafeteria. Behaviors of this type may result in a write up.
- Students must remain seated unless carrying out specific duties or requests from the teacher on duty.
- Students are not to share their lunches.

### Chapel

Chapel services on the students' level of understanding are presented on a regular basis. The primary purpose of the chapel service is to draw the student into a more meaningful relationship with Christ. Opportunities for decision and commitment to enhance one's spiritual life are presented to students.

### Communication

It is the desire of Erie First Christian Academy to maintain constant and open communication with our "school family." Sometimes misunderstandings occur because of miscommunication. 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.**

### Harassment

EFCA is committed to maintaining an environment in which individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Our school is prepared to take action to prevent and correct any violations of this policy. Anyone, including school personnel and students, who violate this policy, will be subject to discipline, up to including termination or expulsion.

## Lockers

Student lockers and locks 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 and / or the lock is missing or not working. **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.**

### **Locker Assignment**

Each student in grades 5-12 is assigned a locker in which to keep his/her books and possessions throughout the school year. One combination lock will also be issued for each locker to the student. The School recommends that student utilize the School lock on their locker. It is the student's responsibility to memorize the combination for the lock and to use the lock. Lockers must be locked at the end of each school day.

### **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 over night.
- **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.

## Parties

Each class will hold scheduled parties during the year for special celebrations or holiday times. EFCA classes will celebrate the following at the teacher's discretion:

- **Thankful Day** - a celebration of God's blessings on the day before Thanksgiving.
- **Jesus' Birthday** - Each class will celebrate Jesus' birthday on the day before Christmas break.
- **Valentine's Day** - Each elementary class will exchange Valentine cards. The room parents may coordinate parties as requested by the teacher.
- **Resurrection Celebration** – a celebration of the Resurrection of our Savior. This will be held the day before Easter vacation.
- **Birthday Treats** – Teachers should always be contacted before treats are sent to school. If teachers know in advance, they can plan for a SMALL TREAT to be distributed some time during the day.

Teachers will not give out phone numbers and addresses to parents or students.

Teachers will not pass out party invitations. Students may bring invitations to school ONLY when the entire classroom or every student of a specific gender is invited.

## **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.

Erie First 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 (i.e., Power Rangers, weapons, monsters, Gargoyles, etc.)
- **Play:** During recess, free play or gym time, activities contrary to our Christian philosophy will not be permitted. This includes martial arts, guns or warlike actions, Power Rangers, Batman, etc.

## **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, community service, 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. We also give opportunity for involvement as we share our abundant resources with people in need. We want to be used as a tool to extend God's love in the Erie area and around the world.

## **Community Service (Grades 6-12)**

The purpose of the missions/service requirement for EFCA secondary students is to help our students put into practice a Biblical worldview. The heart of being a Christian is service to our community. Each student should meet minimum hours of missions/service each year (middle school =16 hours; high school = 24 hours). The community service hours may be tracked in the students Bible class. Below is a list of ministries we highly encourage our students with which to be involved.

### • **List of Approved Missions/Service Ministries**

- ✓ ServErie
- ✓ City Mission
- ✓ Sunday School teacher and/or aide
- ✓ Church Visitation
- ✓ Special Church Projects
- ✓ Hospital Volunteer
- ✓ Nursing Home
- ✓ Resident Home
- ✓ Crisis Pregnancy Center
- ✓ Gospel Mission
- ✓ Vacation Bible School
- ✓ Bible Clubs
- ✓ Literacy Program
- ✓ Church Choir
- ✓ Playing a Musical Instrument at Church or Church Sponsored Activities
- ✓ Youth Group Leadership
- ✓ Church Maintenance or Custodial work outside of school hours
- ✓ Evangelism Program (e.g. Evangelism Explosion)
- ✓ Camp Staff
- ✓ Church Baby-sitting
- ✓ Church Drama or Ensemble
- ✓ Tutoring
- ✓ AWANA/Royal Ranger Type Groups Leadership
- ✓ Mission Trips Sponsored by Church, DCS, or Approved Agency
- ✓ Operation of Church Sound or Video System
- ✓ Helping Senior Citizens
- ✓ Teacher Aide (outside of school hours)
- ✓ Computer Work for Church

*(This list is not an exhaustive list. If a ministry is not on the list, prior approval can be obtained from the student's Bible teacher.)*

## **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.

## **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.

### **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 box in the office for one week. If you are missing clothing items at home, it's a good idea to have your child check at school immediately.

### **Threats / Intimidation / Weapons**

Our school's first responsibility is the protection of all students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student immediately pending an investigation and a hearing to determine the student's continued enrollment. Parents are advised that the school will contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse or vehicle.

If the school determines that a threat of violence is credible or specific, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the student's parents and appropriate authorities. Students making such threats will be suspended. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking" (Eph. 5:4). The administration will notify the threatened parties and their parents, even when threat is not deemed credible.

We urge you as parents to pray daily that God will build a hedge of protection around each of our families, students and staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.

### **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.

\*\*revision date 8/21/2019