



# **EXCEL**

## CHRISTIAN ACADEMY

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# **STUDENT AND PARENT HANDBOOK 2016-2017**

**Excel Christian Academy  
325 Old Mill Road  
Cartersville, GA 30120  
[www.excelca.org](http://www.excelca.org)**

**Elementary School  
770-607-6616  
FAX 770607-8812**

**Secondary School  
770-382-9488  
FAX 770-606-9884**

At Excel Christian Academy we believe it is very important to communicate effectively with our students and their parents. To that end we publish this handbook, which includes information about our school, our beliefs, and our expectations. While the handbook is very thorough, there may be some questions that arise that are not addressed by the handbook. In such cases the school staff would be the best place to seek answers. The authority of the school staff comes from the school administration and the school board.

This Handbook for Parents and Students explains Excel Christian Academy's academic policies and procedures. We ask that parents/ guardians study the Handbook in its entirety and review the contents with their children. Each student is expected to understand and be familiar with the Handbook's contents so that she or she may have a productive and beneficial school experience.

ECA operates under the philosophy that students are best prepared for life when they have established academic and personal standards that entail responsibility and accountability. It has been said, "You are free to choose, but you are not free to determine the consequences of your choices." This Handbook, therefore, should help a student make those choices that lead to the academic and personal rewards of continued growth, self-discipline, and self-esteem.

ECA reserves the right to amend any of its academic policies and procedures in order to uphold the school's philosophy and objectives and to provide for the general welfare, financial security, and safety of its community. Changes or modifications will be disseminated via written and oral communication and will be available on the school's website. This Handbook is not a contract.

### **General Philosophy**

The Bible clearly indicates that parents are responsible for the discipline, training and instruction of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, ECA seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child's training process. In formulating a philosophy of education and discipline, ECA has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between training received at home and training received at ECA. In that same spirit ECA likewise expects parents to direct and discipline their children accordingly. Discipline may be viewed as both a process and a product. God expects parents or other authorities to discipline children in a manner to produce a child who consistently becomes more self-disciplined, requiring less supervision as he matures.

Then as a self-disciplined adult, the process begins again as that person, qualified by his/her self-discipline, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. ECA's philosophy of education and discipline exists to serve and further these ultimate spiritual goals.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other related and school supervised functions, students are to respond to ECA faculty and supervisory staff members with the same obedience in action and respectfulness that should be present when they respond to their parent or guardian. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary actions appropriate for the violation.

Excel Christian Academy expects that parents will support the administration in such disciplinary action.

Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. ECA is committed to the philosophy and principles of Christian education. Student conduct, which works against school philosophy, will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Excel Christian Academy, under the counsel and advice of the School Board, a standing committee of The Church at Liberty Square, operates as an extension to the ministry of The Church at Liberty Square. The school is a vital segment of the church. The opportunity for educational training, from five-year-old kindergarten through high school is to be provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are to be viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing a Christ-honoring education, which reflects a commitment to God's Word, and academic excellence. The educational process will be measured by the criteria stated in Luke 2:51: *“And Jesus increased in wisdom and stature, and in favor with God and man.”*

The school's educational process and commitment, both in and out of the classroom, will be directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, enrollment is not limited to Christian students. Evangelism, through proclamation of the gospel to students and parents, is an important part of the school's educational process. The school is also committed to advancing Christian education in our region. Faculty and staff selections are based upon criteria consistent with promoting the purpose and goals of the school.



## Excel Christian Academy 2016 – 2017 School Calendar

August 1	New Teacher Orientation
Aug 1- Oct 29	Softball Season
Aug 1 – Nov 5	Cross Country Season
Aug. 2-4	Pre-Planning for School Staff
Aug. 4	Open House (5:30 – 7:00)
Aug. 5	First Day of School
Aug. 25	Back to School Bash!
Sept. 5	Labor Day – No School
Sept 20	Half School Day/ Half Day Teacher Prof. Dev.
Oct. 6	Last Day of 1 <sup>st</sup> 9-Weeks
Oct. 7	First Day of 2 <sup>nd</sup> 9-Weeks
Oct. 10-11	Fall Break – No School
Oct. 25	Fall Band and Chorus Concert and Art Show
Oct 31- Mar 11	Basketball Season
Nov. 12	Auction Day
Nov. 21-25	Thanksgiving Break – No School
Dec. 1	Band in Cartersville Christmas parade
Dec 8	ES Christmas Musical
Dec. 13-16	Exams
Dec. 16	Last Day of 2 <sup>nd</sup> 9-Weeks Half Day
Dec. 19- Jan. 2	Christmas Break – No School
Jan. 2	Teacher Planning and Prof. Dev.
Jan. 3	First Day of 3 <sup>rd</sup> 9-Weeks
Jan. 9- May 6	Tennis Season
Jan. 16- May 13	Soccer Season
Jan. 16- May 27	Baseball Season
Jan. 16	Martin Luther King, Jr. Day – No School
Feb. 14	Winter Band and Chorus Concert and Art Show
Feb. 20- Feb. 24	Winter Break – No School; School Trip to London, Paris and Barcelona
Mar. 2	Celebration of Excellence
Mar. 3	No School
Mar. 14	Last Day of 3 <sup>rd</sup> 9-Weeks
Mar. 15	First Day of 4 <sup>th</sup> 9-Weeks
Mar. 21	Half School Day/ Half Day Prof. Dev.
Apr. 3-7	Spring Break- No School- Band to Disney World
Apr. 14	Good Friday- No School
May 2	Spring Band and Chorus Concert and Art Show
May 18-23	Exams
May 21	Baccalaureate
May 23	Last Day of 4 <sup>th</sup> 9-Weeks (Last Day of School – Half Day)
May 23	Senior Graduation 7:00 pm
May 24-25	Post-Planning for School Staff

August 2016

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May 2017

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Dear Students:

At this time in my life, I have been called by God to spend my professional life with you. Working with a great team of leaders, teachers, staff members, and your parents, we have planned for the best year in the life of Excel Christian Academy. It is our goal to provide an excellent education in a Christ-centered atmosphere. That is not just a mission that we say, but rather it is a mission that we sincerely believe and will live. We are going to establish high standards for teaching and learning and for living as Christ has modeled for us. Not only will we make sure that we uphold those standards, but we will put supports in place so that each of you is able to meet them. We commit to praying for you and your family regularly, and we ask the same from you for us. Together we are all TEAM EXCEL and together we will prepare you for God's mission for you in your lives.

Please use this handbook as a resource when you have questions about school at Excel. It would not be possible for us to include every school eventuality, but it covers most. It contains the guidelines by which our school will operate. We, as administration, do reserve the right to make changes or updates for the greater good of the school family and community.

In His Service,  
Mrs. Tammy Griffith  
Principal

### Mission Statement

**The mission of Excel Christian Academy is to provide excellence in education in a Christ-centered atmosphere.**

### Vision

**The vision our school embraces is for every student to be inspired, challenged, and equipped to glorify God with responsible leadership and action in a modern society.**

#### School Identity

Mascot	Eagle
School colors	Navy, White, Maroon
Motto	We Believe

#### Administration of the School

Chief Executive Officer	Mr. Danny Deems
Chief Operating Officer	Mr. Clay Stewart
Principal	Mrs. Tammy Griffith
Assistant Principal/ Athletic Director	Mr. Kenn Baker
Assistant Principal/ Curriculum Director	Mrs. Sheila Langford

### **Academic Enrichment**

To provide support for students in grades 6-12 who are taking a challenging curriculum which might include Advanced Placement Classes and who are actively participating in extra-curricular activities at ECA, the school will provide an Academic Enrichment period each morning from 8:00-8:25. Students may finish up their homework, study for tests or quizzes for the day, or go get academic help from one of the teachers. To receive help, students must first report to homeroom at 8:00 and then ask the teacher for a pass to go to a specific teacher's class. It will be the responsibility of each student to use this time to his/her advantage to maximize learning potential.

### **Academic Yearbook**

Each high school class has specific requirements for graduation that are delineated in the Academic Yearbook posted on the Excel Christian Academy website and at the end of this document. Every student will work in their Academic Enrichment time, in their English class, in other classes, and at home on completing the requirements for the Academic Yearbook. Along with a 25 hour per year community service requirement that is a part of the Academic Yearbook, **completion is required for graduation.**

### **Admission and Enrollment**

Students must be enrolled by a parent or a legal guardian or under special circumstances approved by the principal. Students must be living with at least one parent or legal guardian with the exception of approved temporary arrangements, such as exchange students.

### **Admission Procedure**

1. Schedule entrance testing or present ITBS, SAT, or other comparable standardized test scores from previous school. Students who do not have test scores will be tested before admission.
2. Submit complete academic, discipline, and attendance records from previous school.
3. Submit a completed Teacher Recommendation Form.
4. Schedule a parent interview with a school administrator.

### **After School Hours- Students on Campus**

All students must vacate the school campus at the end of each school day unless under the supervision of school personnel (coach, tutoring teacher, etc.). Elementary students not picked up within 30 minutes after dismissal will report to our extended care program where they will be under proper supervision. There is a charge for the after-school program. Students will not be permitted to roam the campus or to loiter through the buildings in an unsupervised fashion.

### **Alma Mater**

#### ***To Thee We Will Be True***

*E is for the everlasting love of Christ and school*

*X is for the Ten Commandments given from above*

*C is for the everlasting courage gained to face the world*

*E is for the education with which we train our minds*

*L is for the lifetime legacy that we leave behind*

*Flying high with wings like eagles*

*In strength and one accord*

*We shall run and not be weary*

*As we serve our Lord!*

### **Appropriate Relationships- Philosophy**

It is our desire for students to benefit from healthy relationships and to avoid the pit falls of inappropriate relationships. A healthy relationship is one in which both persons enjoy the fellowship of the other and in which God is glorified. We believe that in society today the popular culture often places a pressure on young people to enter into inappropriate relationships. Because these inappropriate relationships are neither healthy for the persons involved nor do they glorify God students should be encouraged to avoid them.

Because dating relationships bring a whole new set of situations and related temptations we believe young people should be mature enough to handle them before being faced with them. Students often lack the maturity to handle dating relationships responsibly and therefore are often hurt from them. The following guidelines are intended to promote healthy relationships and to help students to avoid inappropriate relationships:

1. School dances are sponsored for high school students only.
2. We encourage our girls to wear clothes appropriate to their age, hairstyles that are not elaborate or “adult looking,” and jewelry that is simple and not “high fashion.”
3. Students are discouraged from calling on the telephone, emailing, or electronically messaging for the purpose of furthering a dating relationship before high school. We solicit the help of our parents in enforcing telephone and computer boundaries.
4. Pre-high school students are discouraged from “going with” each other, actually going places as a “couple” outside of school, or having dating parties. Because these kinds of activities are encouraged in our society at a younger age, we are committed to do all we can to delay them until an appropriate age.
5. Inappropriate public displays of affection are prohibited.

**Athletics- Please see all athletic information in the ECA Athletic Handbook posted on the ECA website, [www.excelca.org](http://www.excelca.org).**

### **Attendance**

Research shows that regular class attendance directly correlates to the success of students at school. That is one reason why we require students to have good attendance. Developing a habit of regular punctual attendance will help a student not only at school, but in his/her endeavors beyond the classroom.

### **Attendance- Absences**

While regular attendance is expected of all students, it is understandable that any student may from time to time have to miss school. Upon returning to school after an absence a student should present a dated note, signed by a parent or doctor indicating the reason for the absence. Elementary students will present these notes to their homeroom teachers. Middle and high school students will present these notes to the office. Middle and high school students will receive from the office an absentee slip to present to each teacher during the school day. Each teacher will sign the slip. The slip will be left with the last teacher of the day.

### **Attendance- Arrival at School**

The school doors will open at 7:00 am. Students are to enter the building through the designated entrances. Students should arrive at school no earlier than 7:00 am and should report immediately to the gym area until 7:45 am. Elementary students will report to their designed holding rooms until 7:45. Beginning at 7:40 am students may report directly to their homerooms. Elementary school students begin classes at 7:50 a.m.; MSHS students begin classes at 8:00 a.m.

### **Attendance- Checking Out of School in Middle of School Day**

Occasionally students must check out or be checked out during the middle of the school day. The school will allow such checkouts as long as it is a parent checking out the student or someone the parent has designated in writing to be allowed to check out the student. Student drivers who need to check out in the middle of the school day must have a note from their parents before the office will allow them to check out. Early checkouts are counted the same as tardies. To be counted present an elementary student must not check out earlier than 11:30. For a middle or high school student to be counted present for a class then he/she must not check out before a class is at least half over.

### **Attendance- Departure from School**

The safety of our students during dismissal is our greatest concern. All drivers are reminded to be patient and to drive carefully on campus.

Normal dismissal for students begins at the following times:

K – 2<sup>nd</sup> grade dismissal is at 2:30 pm.

3<sup>rd</sup> – 5<sup>th</sup> grade dismissal is at 2:45 pm.

6<sup>th</sup> – 12<sup>th</sup> dismissal is at 3:20 pm.

### **Attendance- Dismissal Policy**

Elementary students must leave with either their parent or with an adult their parent has designated to pick them up. Changes in the arrangement for who picks up an elementary student should be requested by the parent in writing. It is expected that middle and high school students are capable of being instructed by their parents about who will pick them up and who they may ride with when school dismisses. The school is not in a position to closely monitor who middle school and high school students ride with after school.

### **Attendance- Excused Absences**

Absences for the following reasons will be considered “excused” for the purpose of the student’s school attendance record:

1. Illness or injury that prevents a student from attending school.
2. A serious illness, injury, or death in the family that prevents a student from attending school.
3. “Acts of God” that prevent a student from attending school.
4. Death or illness in the immediate family.
5. Religious Holiday
6. Test and physical exams for military or National Guard service

Parents or guardians of absent students must submit a written note to the front office with the following information

1. Student name and grade level
2. Date of absence
3. Reason for absence
4. Parent contact information
5. Parent signature

### **Attendance- Late Arrival To Class (6<sup>th</sup> – 12<sup>th</sup> Grade)**

Sufficient time is provided for students to transition from one class to another. For that reason it is expected that students report to their classes on time. Arriving late for a class will warrant disciplinary action. Teachers will assign consequences to late students. Multiple late arrivals to class will be referred to an administrator or to a grade-level lead teacher.



### **Attendance- Makeup work after an absence**

Regardless of whether an absence is excused or unexcused a student is expected to make up any work missed due to absence(s). It is the responsibility of the student (or if the student is young, the parents) to make arrangements with his/her teacher(s) to make up missed work. Such arrangements should be made immediately upon returning to school.

### **Attendance- Other Absences**

Occasionally special situations arise when a student may have an opportunity to represent his/her church, scout troop, civic organization, or some such group in an event that would prevent the student from attending school. While we are proud to have our students involved in these kinds of activities, they do not constitute a medically excused absence from school. However, there will be no academic penalty incurred for students who miss for these reasons other than their impact on a high school student's exam exemption status. Students will be allowed to make up their work after these absences in the same way that work would be made up after any other absence.

Family vacations should be planned at times when school is scheduled to be out. Family vacations planned when school is scheduled to be in session will not be considered excused. Exams will not be administered early to accommodate students who want to be out of school on regularly scheduled exam days.

### **Attendance- Out – of – country mission trips.**

We believe the opportunity for students to participate with church sponsored out-of-country missions trips is valuable for students. Such experiences are consistent with the heart of Excel's mission. As such, students who miss school while participating with a church-related, out-of-country mission trip may count up to three days as "field trip" days, which means those days will not be marked as absences and students will be allowed to make up any missed work in the same manner as they would for any other field trip. Any student who plans to miss school for an out-of-country church-related mission trip must complete and have his or her pastor sign the Mission Trip Related Absences form. This completed and signed form must be turned in to the school office prior to the mission trip.

### **Attendance Policy**

Students who are absent for more than 20 days in one school year may not receive academic credit. High school students who are absent more than 10 days in one class may not receive academic credit for that class. Appeals for credit in such cases may be submitted to the school administration.

Students who are absent from school will be prohibited from participating in any after-school activities for that day, unless they have prior approval from an administrator.

Students must be in school for one half of the school day to be eligible to participate in any extracurricular activity.

### **Attendance- Tardies**

Students arriving after 8:00 are considered to be tardy. Tardy students must report to the office to check in.

Tardies will be excused in the following instances:

1. Illness or injury preventing a student from being at school on time. A parent or doctor's note should be presented in these instances.
2. Doctor appointments (when after-school appointments are not feasible)

- 3. Participation in school sponsored activities preventing a student from being at school on time.
- 4. Serious illness, injury, or death in the family preventing a student from being at school on time.
- 5. Other situations, approved by an administrator, that prevent a student from being at school on time.

**Examples of tardies that are NOT excused:**

- 1. Traffic was bad.
- 2. Overslept
- 3. Brother or sister took too long getting ready.
- 4. Train blocked the road.
- 5. Bad hair day
- 6. Other situations, not approved by an administrator

**Attendance- Tardy Policy**

It is important for students to be at school on time, ready to learn. Tardy students may cause disruptions upon their entrance to a class that is already started. Tardy students have to be caught up, taking the teacher’s time away from other students. For this reason, administration will address habitually tardy students by speaking with them and/or their parents. Administrative detention will be assigned to students who are habitually tardy to school. The tardy discipline ladder will start over at the beginning of the new semester. For the purposes of perfect attendance and other reasons, every three unexcused tardies to class will count as one day absent in that class.

**ECA School Discipline Ladder for Tardies**

1 – 3 Tardies	No penalty
4 – 5	Teacher Detention
6 -7	Administrative Detention and Parent Contact
8 – 10	ISS

**Attendance- Unexcused Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent(s)/guardian(s) within three days of the absence. Unexcused absences are considered as personal business, babysitting, no personal transportation to school, attending to a sick relative, non-emergency situations, and/or family trips.

**Cafeteria and Food Services**

Hot lunches will be provided at the school for a reasonable cost or students may bring their lunch from home. Fast food or food from a restaurant is discouraged from being brought to students during the lunch period. Students must eat lunch in the cafeteria unless they have prior approval from a teacher.

**Chapel**

Weekly chapel services are required attendance for all students. The purpose of these services is to challenge students to commit their lives to serving Christ or reaffirm their commitment to Christ. These services will inspire students to lead a Christian life. Students will be encouraged to participate with praise and worship to God for His great gift of salvation. Each grade level 6-12 will lead one chapel service during the course of the school year. Guest speakers at our chapel services may be local youth pastors, Christian men or women from the business community, or government officials. Parents are invited and encouraged to attend our chapel services. Student recognition is a part of the monthly chapel.

### **Closing School for Inclement Weather**

Occasionally conditions such as inclement weather occur that make it necessary to cancel school or to dismiss early. In these situations the administration will make the cancellation/early dismissal information available to students and parents on local radio and TV as well as Facebook. Be sure to “like” our Excel Christian Academy Facebook page to stay up to date on school closing information. When school is closed for inclement weather events for that day may be canceled. The following stations will report school closings for ECA:

Local Stations – WBHF (1450 AM), WCCV (91.7 FM), and WYXC (1270 AM) and TV station CATV.

Atlanta Stations – WSB-TV (channel 2), WAGA-TV (channel 5), and WXIA-TV (channel 11), and channel 46.

### **Communicable Diseases**

ECA desires to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises from specific infectious agents which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. When school staff members suspect that a student or employee has a condition that presents an infectious health risk to others then they will immediately notify school administration.

Reportable conditions include the following:

Acquired immune deficiency syndrome (AIDS)	AIDS related complex (ARC)	Amebiasis
Animal bite (only by a potentially rabid animal)	Anthrax	Botulism
Brucellosis	Campylobacteriosis	Chancroid
Dengue	Diphtheria	Encephalitis
Giardiasis	Gonorrhea	Granuloma inguinale
Hansen’s disease	Hemorrhagic fevers	Hepatitis
Histoplasmosis	HIV	Keotisourisus
Lymphogranuloma	Vibrio infections	Yellow fever
Malaria	Meningitis	Meningocoele disease
Mumps	Paralytic shellfish poisoning	Pertussus
Pesticide poisoning	Plague	Poliomyelitis
Psittacosis	Rabies	Relapsing fever
Rocky mountain spotted fever	Rickettsia	Rubella
Salmonellosis	Schistomiasis	Shigellosis
Small pox	Syphilis	Tetanus
Trichinosis	TB	Tularemia
Typhoid fever	Vibrio cholera	

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from attending school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from attending school while ill. If the nature of the disease and circumstances warrant, ECA may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. ECA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable

diseases within the school.

### **Community Service**

As a Christian school, it is our goal to equip students to live out the Christian faith as Scripture teaches that we should "... be doers of the word, and not hearers only..." (James 1:22). Participating in community service is one way we enable students to do for others by not being "... ministered unto, but to minister..." (Matthew 20:28).

To support this mission, students in 3<sup>rd</sup>-12<sup>th</sup> grades will complete required, documented community service each year according to the following scale: 3<sup>rd</sup>-5<sup>th</sup> grades – 7 hours; 6<sup>th</sup>-8<sup>th</sup> grades 10 hours; 9<sup>th</sup>-12<sup>th</sup> grades – 25 hours for a total of 100 or more hours of community service for his/her high school career. One hundred hours of community service is required to graduate from ECA.

### **Credit Recovery**

Students who fail a class with a 63 or higher grade will have an opportunity to recover the grade in that class by attending credit recovery classes offered by Excel during the first three weeks of the summer. Students must meet the specified criteria to attend the credit recovery classes. The classes are coordinated and are administered by a certified member of the Excel Staff. There is a fee for the recovery classes.

### **Curriculum**

The curriculum of ECA is designed to meet and exceed state standards. Curriculum is researched, discussed, and selected based on meeting our mission to provide excellence in education in a Christ-centered atmosphere while ensuring that our students benefit from the best possible materials.

The curriculum at each school level is designed to be rigorous and strong while building on age- appropriate abilities at each grade and each school level.

The elementary program is designed to equip students with a strong foundation and depth of knowledge which they can apply to life situations and excel in middle school. The middle school curriculum is designed to transition students from their foundational knowledge to application of their skills as teens who will be equipped to excel in high school. The high school curriculum is designed to help prepare students for successful entrance into a college or university.

### **Discipline- A Disciplined Image**

The word "discipline" is often viewed in a negative light. However, there is a very good aspect about discipline that should cause it to be seen very positively. Discipline is an essential ingredient to success. Any time you find someone who has achieved something worthwhile you can be certain that the achievement came in part because of good discipline. This kind of discipline is what sets the exemplary apart from mediocrity. This kind of discipline is what causes someone to overcome challenges, obstacles, and other deterrents. It is the intent of Excel to help students to have this kind of discipline. There are many ways in which a student may possess and demonstrate discipline in their lives. But, the following are a few of the characteristics of discipline that Excel students are expected to demonstrate both at school and away from school:

1. Use good manners.
  - a. Students should say "please" and "thank you".
  - b. Students should show respect for adults by addressing them as "m 'am" or "sir".
  - c. When passing through a door, students should hold the door for those coming in behind them.
2. Use appropriate language.

- a. Students should not curse or use vulgar language.
- b. Students should practice and demonstrate appropriate command of grammar.
3. Demonstrate respect, kindness and service to others
  - a. Students should not speak behind the backs of others.
  - b. Students should not resort to name-calling and insults.
  - c. Students should look for ways to encourage others.
  - d. Students should avoid things that agitate or get on the nerves of others.
  - e. Students should be quick to see ways to help others and then offer that help as appropriate.
4. Demonstrate appropriate hygiene and dress for success
  - a. Students' hair should be well-kept.
  - b. Students' clothes should be clean.
  - c. Shirts should be tucked in and belts worn appropriately.
5. Manage time well
  - a. Students should avoid procrastination with studying and assignments.
  - b. Students should come to school well-rested and alert.

Students who embrace the mission of Excel will easily develop and demonstrate these and other characteristics of discipline. These students will find success both at school and beyond their school years. Students who do not develop and demonstrate a disciplined life will find themselves out of harmony with the school which will eventually lead to the need to reconsider their continued enrollment

### **Discipline**

Obedience to Excel rules and respectful compliance to the direction of Excel faculty, staff, and administration is expected at all times. Excel students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive in nature. Students may be held accountable for behavior both on and off campus, including when school is not in session. The Excel administration retains at their sole discretion the prerogative to assign specific consequences up to and including suspension/ expulsion.

1. Students must be respectful of others, including school staff and other students.  
*Matthew 7:12 So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. Ephesians 4:32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*
2. Students must exert their best efforts in all that they do.  
*Colossians 3:23 Whatever you do, work at it with all your heart, as working for the Lord... 2 Timothy 2:15 Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.*
3. Students must respect the property of the school and of others.  
*Ephesians 4:28 He who has been stealing must steal no longer, but must work, doing something useful with his own hands, that he may have something to share with those in need.*
4. Students must demonstrate honesty.  
*Proverbs 6:16,17 & 19 ... the LORD hates... a lying tongue... a false witness who pours out lies*
5. Students must honor and follow the instructions/rules of school staff.  
*Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. 1 Thessalonians 5:12 & 13 ...respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.*
6. Students must conduct themselves, both on campus and off, in a way that protects their witness as a Christian.

*Ephesians 4:1...live a life worthy of the calling you have received.*

*Colossians 3:17 ...whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

### **Discipline- After-School Detention**

Teachers may assign students to stay in after-school detention to end no later than 4:15 (general detention- 3:30-4:15). When such assignments are made parents will be notified in writing in advance the reason for the detention and the time, date, and location of the detention. Students must return the detention notification to the school with their parent's signature. Students who neglect to return the signed notification or who neglect to serve teacher-assigned detention will be referred to the administration for further disciplinary action. Detentions are not typically served on Fridays.

In addition to teacher-assigned detention, after-school administrative detention may be assigned by school administration. Administrative detention will end no later than 4:30 (3:30-4:30). The same guidelines for providing notification to parents and requiring the return of the parent-signed notification will apply for administrative detention.

### **Discipline- Bullying Policy**

Bullying, according to Georgia Law 20-2-751.4, means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The administration will respond to any allegations made by parent, student, or staff member of bullying with thorough investigation and appropriate corrective action when bullying is found to have occurred. Such corrective action will include, though not be limited to, disciplinary consequences for students who have committed bullying behavior. Furthermore, after investigation of bullying allegations, the administration will provide a response to those who brought the allegations explaining what was concluded about the validity of the allegations and what corrective actions have been applied. Bullying is a serious infraction of the student code of conduct and may warrant suspension or expulsion from Excel. Actions that happen off campus but that precipitate actions at school may be considered under this policy. Actions on social media may be considered "cyber-bullying" and may be considered under this policy.

**Discipline- General School Rules and Expectations**

<ol style="list-style-type: none"> <li>1. Report to class on time ready to work.</li> <li>2. Complete assignments on time.</li> <li>3. Leave electronic devices that may be disruptive to the learning environment at home.</li> <li>4. Cell phones should be turned off and put away during the school day unless permission is granted from a staff member.</li> <li>5. Food, beverages, gum, or candy should not be in the classroom without special permission.</li> <li>6. Do not run in the school building.</li> </ol>	<ol style="list-style-type: none"> <li>7. Technology use at school must be for educational purposes.</li> <li>8. Use good manners in the cafeteria, restrooms, media center, and other areas of the school.</li> <li>9. Clean up after yourself.</li> <li>10. Show respect for school property and the property of others.</li> <li>11. Office phones may be used with permission.</li> <li>12. Follow school rules while on field trips or when away from campus for other reasons.</li> </ol>
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**Discipline- Misbehavior and Disciplinary Consequences**

It is the belief of the school staff and administrators that very little learning takes place in an unruly environment. It is in the student’s best interest for the school and parents to partner together to address discipline issues that arise. The support of parents is vital to maintain a well-ordered school. Discipline is a means to an end. Its ultimate goal is to help students become more successful. ECA expects full cooperation from both students and parents in supporting the Code of Conduct. If at any time the school feels that cooperation is lacking from a student or parents in the area of discipline then the student may be required to withdraw.

In addition to the general rules stated above, each teacher shall develop a set of classroom rules with appropriate consequences for violation of those rules. These rules and consequences will be sent home at the beginning of the school year. Parents will be asked to sign and return these to the teacher.

The tables that follow provide a general summary of examples of misbehavior and disciplinary consequences. They divide discipline issues into four categories: mild, moderate, serious, and very serious. Misbehaviors and consequences at the school are listed in the tables, but are not limited to what is listed.

**Mild Discipline Issues - Mild discipline issues will be addressed in the classroom by the teacher.**

<b>Examples of mild discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>- no materials in class</li> <li>- tardy to class</li> <li>- minor dress code infractions</li> <li>- gum/candy</li> <li>- talking/off task</li> <li>- dishonesty/cheating</li> <li>- failure to follow directions</li> <li>- running/horseplay/pushing or shoving</li> <li>- disrespectful/unkind to other students</li> <li>- inappropriate language</li> <li>- out of seat without permission</li> <li>- loud or running in hallway</li> <li>- restroom misbehavior</li> <li>-electronic device misuse</li> </ul>	<ul style="list-style-type: none"> <li>- proximity control</li> <li>- redirection of student behavior</li> <li>- verbal redirection/warning</li> <li>- required to correct minor dress code violation (tuck in shirt, take off hat, etc.)</li> <li>- loss of privilege(s)</li> <li>- seating reassignment</li> <li>- use of discipline charts (elementary school) or discipline levels (middle school)</li> <li>- parent contact</li> <li>- conference with student and/or parents</li> <li>- referral to counselor</li> <li>- behavioral contracts</li> <li>- silent lunch</li> </ul>

	- teacher-assigned detention
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**Moderate Discipline Issues** - Moderate discipline issues may go beyond what should be handled in the classroom and may be referred to the office for administrative action.

<b>Examples of moderate discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>- chronic level one infractions</li> <li>- defiance</li> <li>- disrespect of authority</li> <li>- severe dress code infraction</li> <li>- accessing inappropriate material on a computer</li> <li>- inappropriate displays of affection</li> <li>- profanity or vulgar language</li> <li>- racial or ethnic slurs</li> <li>- stealing (small item type things)</li> <li>- skipping class</li> <li>- being in unauthorized area</li> <li>- physical aggression toward another student</li> <li>- misuse of technology at school</li> <li>- misbehavior on bus</li> <li>- inappropriate touching or behavior</li> </ul>	<ul style="list-style-type: none"> <li>- any consequences listed for mild issues</li> <li>- referral for administrative action</li> </ul> <p>Administrator's options include:</p> <ul style="list-style-type: none"> <li>- verbal warning/consultation</li> <li>- loss of eligibility, activity participation, etc.</li> <li>- administrative detention</li> <li>- in-school suspension (1-3 days)</li> <li>- parent contact</li> <li>- conference with student, teachers, and/or parents</li> <li>- out-of-school suspension (1-3 days)</li> </ul>

**Serious Discipline Issues** - Serious discipline issues warrant severe consequences. These issues must be referred to the office for administrative action.

<b>Examples of serious discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>- chronic/extreme level two infractions</li> <li>- cheating on test or other severe cheating infraction</li> <li>- fighting</li> <li>- bullying (including "cyber-bullying")</li> <li>- harassment (verbal, physical, or sexual)</li> <li>- threats of violence (verbal, written, or implied)</li> <li>- making terroristic threats</li> <li>- vandalism/destruction of property</li> <li>- possession or distribution of pornographic material</li> <li>- use, possession, or distribution of tobacco / smoking</li> <li>- leaving school without permission</li> <li>- computer trespass</li> </ul>	<ul style="list-style-type: none"> <li>- any consequences listed for moderate issues</li> <li>- extended in-school suspension (4-5 days)</li> <li>- extended out-of-school suspension (4 – 5 days)</li> </ul>

**Chronic and Extreme Discipline Issues** - Very serious discipline issues may warrant expulsion from school. The school administration will consult with the school board to address very serious discipline issues.

<b>Examples of serious discipline issues include:</b>	<b>Examples of discipline/corrective actions include:</b>
<ul style="list-style-type: none"> <li>- chronic/extreme serious infractions</li> </ul>	<ul style="list-style-type: none"> <li>- any consequences listed for severe issues</li> </ul>



<ul style="list-style-type: none"> <li>- use, possession, or distribution of banned/illegal substances</li> <li>- illegal use, possession, or distribution of prescription or non-prescription drugs.</li> <li>- use, possession, or distribution of alcohol</li> <li>- failure of parents to cooperate with the school in discipline of their children</li> <li>- physical aggression toward staff member</li> <li>- sexual misconduct, including pregnancy or the causing of pregnancy</li> <li>- other serious moral misconduct</li> <li>- theft</li> <li>- use or possession of a weapon</li> </ul>	<ul style="list-style-type: none"> <li>- expulsion</li> <li>- referral to law enforcement/juvenile court</li> <li>- pressing of legal charges</li> </ul>
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**Discipline- Suspensions, Expulsions, and Readmission**

An out-of-school suspension is an unexcused absence from school for which a student will not receive credit for missed work, even though the student may be required to make up missed work.

Expulsion is the removal of a student from the school and will be administered by the school administration with the counsel of the School Board for very serious infractions. An expulsion decision may be appealed in writing to the school’s administrator within three days of the expulsion. The school administration will submit the appeal to the School Board and the School Board will consider such appeals in a timely fashion. However, an expelled student will not be allowed to attend classes during the appeal process. All decisions made by the School Board regarding the appeal are final. ECA reserves the right to suspend or expel a student for misconduct that occurs either on or off campus either during or beyond normal school hours. Students expelled from ECA are not normally allowed to be readmitted. However, a request for readmission may be made in writing to the school administration. The school administration and the School Board will make all decisions regarding the readmission of previously expelled students.

**Dress Code- Uniform Dress Code & Grooming**

The school’s uniform dress code is intended to serve three purposes: 1. Promote an environment that is conducive to learning; 2. Ensure safety of students; and 3. Distinguish our students with an image of excellence that helps cultivate a sense of pride in our school. Our school is a place where neatness and good grooming go hand in hand with being a good student. Our uniform dress code policy will enhance the educational environment and school spirit while still allowing room for individuality. Parents will be required to come to school with a change of clothes if necessary to ensure that their child(ren) meet the uniform dress code requirements. Apparel that meets our school’s uniform dress code requirements must be purchased from the following vendors: Lands End or Uniform Source. These suppliers are familiar with our uniform dress code guidelines.

Appearance expresses attitude and personality; it also influences behavior. The Dress and Grooming Code of Excel Christian Academy expresses seriousness and a positive attitude that suggests a readiness for learning. Clothing that is excessively faded, torn, or otherwise worn out is not consistent with this philosophy and, therefore, should not be worn to school, even if it is otherwise in accordance with the ECA Dress Code. The purpose of the Dress and Grooming Code is to teach and model lasting principles of appropriate dress and

behavior, not simply to address fashions and fads. Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances. The following is an outline of the guidelines for student dress as approved by the Board of Trustees.

**Chronic violation of the school dress code will result in disciplinary action. Administrative detention will be assigned according to the School Discipline Ladder.**

**ECA School Discipline Ladder for Dress Code Violations**

1 – 3 Violations	Change dress
4 or more violations	Referred to Administrator

Students are required to follow the school’s uniform dress code policy which is as follows:

	GIRLS	BOYS
Pants	- khaki-colored or navy-colored	- khaki-colored or navy-colored
Shorts	- khaki-colored or navy-colored - at most two inches above the knee	- khaki-colored or navy-colored - at most two inches above the knee
Belts	- must wear black or brown belt	- must wear black or brown belt
Skirts	- khaki-colored, navy-colored, or school-colored plaid - at least knee length, including slits	- prohibited
Shirts	- must have official school logo - may be golf style or long-sleeved twill style - must be in approved school colors (maroon, navy, or white) - must be tucked in	- must have official school logo - may be golf style or long-sleeved twill style - must be in approved school colors (maroon, navy, or white) - must be tucked in
Undershirts	- Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.	- Undershirts, if worn, should be white, black, or the same color as the shirt worn over them.
Outerwear	- ECA sweaters, crew neck sweatshirts, jackets, vests, or pullovers may be worn. - Collared shirts must be worn under outerwear. - Spirit Wear (crew neck sweatshirts, jackets, etc.)	- School sweaters, jackets, vests, or pullovers may be worn. - Collared shirts must be worn under outerwear. - Spirit Wear (crew neck sweatshirts, jackets, etc.)
Socks & Leggings	- must wear socks, tights or leggings with standard uniform. Leggings may not be worn as slacks to school; they are only appropriate if the rest of the accompanying attire meets dress code without the leggings.	- Must wear socks with standard uniform; no leggings
Shoes	- must be closed toe and closed heel	- must be closed toe and closed heel

<p>Hair &amp; Makeup</p>	<ul style="list-style-type: none"> <li>- Hairstyle and/or makeup should not call inappropriate attention to the girl. Hair should be clean and neat.</li> </ul>	<ul style="list-style-type: none"> <li>- Hairstyle should not call inappropriate attention to the boy. Hair should be clean and neat. Hair should be above the eyebrow, trimmed neatly on the side and not covering more than one-half the ear. The back should be tapered neatly with a uniform length, thickness, and no lower than the shirt collar.</li> <li>- Students must be clean-shaven.</li> <li>- Sideburns may be worn down to the middle of the ear.</li> </ul>
	<p>GIRLS</p>	<p>BOYS</p>
<p>Not Allowed</p>	<ul style="list-style-type: none"> <li>- extremes in dress (both in brevity and in style)</li> <li>- athletic shorts</li> <li>- yoga pants, form-fitting pants, leggings without appropriate length over-garments</li> <li>- any apparel or hairstyle deemed by the administration to interfere with the learning environment, to be unsafe, or inconsistent with the school's conservative image (examples: Mohawks, unnatural hair colors, shaved or crew cut hair styles, etc.).</li> <li>- tattoos</li> <li>- visible body piercings (modest earrings are acceptable)</li> <li>- distracting jewelry (examples: large jewelry, tongue piercings, or lobe enlarging jewelry)</li> <li>- House-shoes, slippers, flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>- extremes in dress (both in brevity and in style)</li> <li>- athletic shorts</li> <li>- any apparel or hairstyle deemed by the administration to interfere with the learning environment, to be unsafe, or inconsistent with the school's conservative image (examples: Mohawks, unnatural hair colors, asymmetrical styles, etc.).</li> <li>- makeup</li> <li>- tattoos</li> <li>- earrings or visible body piercings</li> <li>- distracting jewelry (examples: large jewelry, tongue piercings, or lobe enlarging jewelry)</li> <li>- House-shoes, slippers, flip-flops</li> </ul>

**Dress Code- Friday Casual Dress**

Fridays will be casual dress day. Students must be in compliance with the dress code during Friday Casual Dress Day. The casual Friday dress would allow students to wear t-shirts or other appropriate shirts with various pants or shorts as long as they are not athletic apparel (warm-up pants, sweat pants, gym shorts, etc.) or pajama wear and as long as their lengths meet required guidelines. Shorts should be appropriate length. Holes in clothing are not allowed. Girls may wear full sleeveless apparel that covers the whole shoulder. Tight or form fitting clothing are not permitted. Spandex or compression shorts are not allowed and wearing these form-fitting shorts underneath shorts that are too short does not satisfy dress code requirements. Loose-fitting jeans may be worn. The rest of the uniform dress code will remain the same even on casual dress code days. Leggings may not be worn as slacks to school; they are only appropriate if the rest of the accompanying attire meets dress code without the leggings.

**Dress Code- PE Dress Code**

Students in grades 6 – 12 are required to dress out for PE. Students are to wear a “PE uniform” (an Excel t-shirt with black or navy gym shorts that are no more than 2” above the knee and athletic shoes) during class.

Students will NOT be allowed to wear short-shorts, clothing with inappropriate messages, or tank tops in PE. Elementary students should have tennis shoes for PE but are not otherwise required to dress out for PE.

### **Dress Code- Senior Dress Code**

Seniors are given the choice to dress in the same uniform dress code as underclassmen or they may dress in professional attire that would be perceived as “above” the regular uniform dress code. The reason for this option is to allow seniors to become more accustomed to dressing professionally and to presenting themselves in an appropriate way for scholarship interviews, job interviews, or as representatives of the school at community events. Dressing “above” would allow seniors to wear dress slacks, loose-fitting dress pants, or maxi skirts instead of the khakis required of underclassmen. The seniors are also allowed to wear a dress style button up or polo style shirt. This dressing “above” the dress code option available to seniors is a privilege and it allows the seniors to enjoy more individuality in their attire while distinguishing them as students dressing for success. The rest of the dress code regarding belts, shoes, etc. still applies to seniors.

### **Driving- Students:**

Students may drive their own vehicles to school with the following guidelines:

1. **Student drivers must complete an application form and be approved to park on campus.** Parking passes cost \$25.00.
2. Student drivers must show proof of insurance and a valid driver’s license before a parking permit will be issued.
3. Student drivers must park in the designated student parking area.
4. Students’ vehicles should be locked while parked on campus.
5. Immediately after parking, student drivers and their passengers should enter the school building and report to their designated holding areas. Students are not permitted to “hang out” in their cars on campus.
6. No students should get into vehicles during the school day without written permission from school staff.
7. A student driver who becomes ill during the day who needs to leave school may drive home only after permission is granted from the office. The office will obtain permission from the student’s parent before granting permission for the student to drive off of campus.
8. Under certain circumstances a student driver may use a personal vehicle to leave and return to campus during the school day. However, this requires permission from the school office as well as the student’s parent. Students are required to sign in and out at the office. **Students who leave campus without permission or transport students off campus without administrative approval will result in the automatic suspension of their driving privileges.**
9. The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.
10. The campus speed limit is 5 MPH. Speeding, reckless driving, or abuse of driving privileges such as leaving without permission, chronic tardiness, going to the car during the school day may result in a student’s driving privilege being suspended or revoked.
11. A student’s driving privilege may be suspended or revoked for misbehavior at school and/or for poor academic performance, including but not limited to failure to complete homework, failing grades, or attendance or punctuality problems.
12. Student drivers should not transport any other students, before or after school, without the permission of their passengers’ parents.

### Eagle Care Program (Extended Care)

Students whose parents are unable to arrange for them to be picked up after school may use our Eagle Care Program. This service provides supervision for children from the time that school dismisses until 6:00 pm. Children will be supervised by a member of the school's certified staff. Students will be given the opportunity to work on homework as well as to participate in fun activities. A snack will be served each day. Parents whose children stay in the extended care program will be charged for this service. Parents will be charged an additional \$1 per minute per child after 6:00 pm if their children are not picked up on time.

### Electronic Devices and Cell Phone Use- Students

Students may not use any electronic devices including cell phones unless approved by the classroom teacher for instruction during instructional time from 8:00-3:20. Any misuse of a device will lead to immediate confiscation by a school employee to be returned to the parent. Students shall not send texts or emails, take pictures or record video, make calls, or other actions that involve another person without that person's explicit permission. Headphones, earbuds, "beats," etc. are not appropriate for school and should be left at home or in backpacks or lockers. **Neither administrators nor faculty members are responsible for any lost, damaged, misplaced, or stolen electronic devices.**

### ECA School Discipline Ladder for Electronic Device Violations

1 Violation	Phone taken up; parent must come to school to pick up.
2 or more violations	Referred to Administrator; parent must come to school to pick up.

### Exam Exemption for High School Students

High school students may earn exemption status for their classes' final exams. Exemption status is awarded based on meeting criteria for attendance, grades, and behavior according to the following:

Grade Requirements	Maximum Absences per Year	Disciplinary Infractions Per Year
85 - 89	4	2 Office Referrals, including Administrative Detention
90 - 100	5	2 Office Referrals, including Administrative Detention

Exemption status for each class is earned independently; thus, a student may be exempt in one class and not exempt in another class. A student with a grade of 85 or lower will not be exempt. A student with more than two office referrals in the school year will not be exempt. A student who checks in late or leaves early, missing more than half of a class will be considered absent for that class that day. **Three unexcused late arrivals or leave earlys to a class will also be counted like an absence in the determination of a student's exemption status.**

### Extracurricular Activities

A vital part of school life is its extracurricular activity program. Our extracurricular and social activities play an important role in the growth and development of students. As a Christian school we are concerned not only for the intellectual dimension of our students, but also for their spiritual, social, and physical growth and development. Our students may participate in the following extracurricular programs:

Junior Beta Club  
Beta Club  
Y-Club  
FCA

Spanish Honor Society  
National Honor Society  
Science Olympiad  
Jazz Band

Student Council  
Athletics  
Band

Drama  
Chorus

### **Faith Statement (Adopted From Association of Christian Schools International)**

Students at Excel will be asked to affirm that they are in agreement with and will uphold the school's statement of faith as described below.

#### **We believe:**

1. The Bible to be the inspired, only infallible, authoritative Word of God (2 Timothy 3:15, 2 Peter 1:21)
2. There is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. 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, Hebrews 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 to power and glory (Acts 1:11, Revelation 19:11).
4. 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 Christ and that only by God's grace and through faith are we saved (John 3:16-21, John 5:24, Romans 3:23, Romans 5:8&9, Ephesians 2:8-10, Titus 3:5).
5. In the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28,29)
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12,13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13,14, 1 Corinthians 3:16, 1 Corinthians 6:19,20) Ephesians 4:30, Ephesians 5:18).

#### **Field Trips**

Field trips serve as extensions for classroom learning. Field trip permission forms are signed by parents with other annual registration forms at the beginning of each school year.

Most field trips occur during the school day. The school provides transportation for off-campus field trips. Some field trips may be scheduled after school hours. Overnight trips will be carefully supervised and require special permission forms to be signed by parents. Parents are responsible for any costs associated with fieldtrips.

Field trips are a part of the educational program and are considered to be a normal academic day. Field trips are mandatory unless excused by school administration. The teacher may give participation grades for field trips. Students who are unable to attend a field trip may be required to do extra work related to the field trip to make up for the participation grade. Unless otherwise advised, the students' uniform dress code should be followed on field trips.

#### **Financial Responsibilities**

The following is an excerpt from the resolution from the Finance Committee and Officers that was adopted by the ECA Board of Directors on November 27, 2007, revising policies regarding past due accounts. This

revised policy, in part states: *Once any portion of an account billed after December 31, 2007, becomes thirty days past due, a statement of the account shall be mailed to the party responsible for payment of the account. Included with such mailing shall be a notice reminding the responsible party that the student shall be prohibited from attending classes and functions if any portion of the account billed after December 31, 2007, shall become past due by sixty days or more. Once any portion of an account billed after December 31, 2007, becomes sixty days past due, the related student shall be prohibited from attending all classes and functions until such time as the account balance is paid in full.*"

1. Payment schedule of fees, tuition, and other charges are available at the school.
2. Any account not paid in accordance to specified terms is considered past due and the appropriate fees will apply.
3. In the event that an account becomes past due, the student(s) are subject to dismissal.
4. Once any portion of an account becomes sixty days past due, the related student(s) shall be prohibited from attending all classes and school functions until such time as the account balance is paid in full.
5. We will notify parent/guardian of any account that is past due.
6. A late fee of \$25 will be charged after the 5<sup>th</sup> of each month. There is a \$30 fee for each returned check. After the 2<sup>nd</sup> returned check, all future payments must be paid in cash or cashier's check.
7. It is not our intent to embarrass or place a student in an awkward situation. Parents are responsible to honor their financial commitments to the school.
8. Financial assistance that has been awarded may be discontinued if account becomes delinquent. Financial assistance must be applied for on a yearly basis.
9. The school will not release student records until the tuition bill is paid in full.

### Grades

Grading is not an exact science, but rather a teacher's best means of measuring and communicating the progress of students. Nonetheless, in an effort to achieve objectivity in the grading process teachers will establish and communicate criteria on which grades will be based. Letter grades are determined by the following criteria:

#### Kindergarten:

S = Satisfactory            I = Improving            N = Needs Improvement            U = Unsatisfactory            X = Not Introduced

S, I, and N are all considered to be passing. U is considered to NOT be passing.

#### 1<sup>st</sup> – 12<sup>th</sup> Grade:

A = 90 – 100            B = 80 – 89            C = 70 – 79            F = 0 – 69

GPA for 9<sup>th</sup> – 12<sup>th</sup> grade is based on a 4.00 scale and calculated as follows:

#### College Prep classes

A = 4.00            B = 3.00            C = 2.00            F = 0.00

#### Advanced Placement

A = 5.00            B = 4.00            C = 3.00            F = 0.00

#### Dual Enrollment

A = 4.50            B = 3.50            C = 2.50            F = 0.00

### **Grievance Procedure**

While we are committed to meeting the needs of our students and being responsive to their parents, there are occasions when questions, concerns, or even complaints may arise. In such cases we ask that the “Matthew 18 Principle” be followed by those involved. According to this principle the person with a grievance should seek resolution first with the person to whom the grievance is directly related. For example, if a parent has a concern or a problem with a particular teacher’s practice then the parent should first communicate with that teacher. If no resolution is achieved with the teacher, then the parent should speak with the school administrator. From there the parent may submit a written description of the grievance for the Chairman of the Board to present to the School Board for consideration. Decisions of the school board may not be appealed.

By following the Matthew 18 principle the circle of people involved is kept to a minimum and it ensures an opportunity for people to at least attempt to clarify or correct actions from which the grievance arose. Matters of grievance should be kept between just the parties involved when possible. It is beneficial for issues to be resolved among a few people rather than unnecessarily involving many people. Our goal is to create an environment where the parents and teachers have good communication. The Matthew 18 principle should help us to preserve the integrity of any parties involved with a grievance.

### **Grades- Progress Reports**

Progress reports are issued at the midpoint (4.5 weeks) of each quarter. Progress reports are issued to the student and initialed by the teacher and are a summary of student grades. This is to ensure that both parents and students stay informed about the student’s progress in school. Parents should review and discuss the progress reports with their students and contact the school with any questions or concerns. Students are expected to take the progress reports home to parents and return signed progress reports to their homeroom teachers. Parent- Teacher Conferences are scheduled to be held shortly after progress reports are issued.

### **Grades- Report Cards**

Report cards are issued at the end of each quarter. Students will take the report cards home where parents will be able to review and discuss them with their students. Parents should sign the report cards and return them to school.

In addition to regular grades, marks indicating effort and conduct will be given in some elementary areas. An I for “incomplete” may be assigned in lieu of a grade if a student has had insufficient time to makeup missing work from a recent absence. Any student receiving an “I” on the report card must have all work made up in five days or less from the time the report card is issued. Otherwise any missing work will be given a grade of zero.

### **Graduation Requirements- High School**

To graduate in the class of 2017, 2018, or 2019, a high school student must earn at least 26 credits in the following way:

English	4 (including 9 <sup>th</sup> Lit and American Lit)
Social Studies	4 (including US History, World History, Government, and Economics)
Math	4 (including Algebra I, Geometry, Algebra II, and one higher math)
Science	4 (including Biology, Chemistry, Physics, and one other science)



Health / PE	1
Foreign Language	2 (in the same language)
* Electives	3
** Bible	4
Total	26

\* One elective must be one of the following courses: Web Page Design, Yearbook, Lifetime Fitness, Art, Band, Chorus, or Drama.

\*\* The credits required for Bible may be adjusted for students who transfer to Excel after having begun high school elsewhere. The number of credits required for graduation will not be adjusted.

To graduate in the class 2020 and beyond, a high school student must earn at least 27 credits in the following way:

English	4 (including 9 <sup>th</sup> Lit and American Lit)
Social Studies	4 (including US History, World History, Government, and Economics)
Math	4 (including Algebra I, Geometry, Algebra II, and one higher math) units earned IN HIGH SCHOOL
Science	4 (including Biology, Chemistry, Physics, and one other science)
Health / PE	1
Foreign Language	3 (in the same language)
* Electives	3
** Bible	4
Total	27

\* One elective must be one of the following courses: Web Page Design, Yearbook, Lifetime Fitness, Art, Band, Chorus, or Drama.

\*\* The credits required for Bible may be adjusted for students who transfer to Excel after having begun high school elsewhere. The number of credits required for graduation will not be adjusted.

Graduation requirements are subject to change based on the requirements of the state of Georgia and accrediting agencies.

A high school certificate may be awarded to students who do not meet all the criteria required for a college prep diploma, but who have earned a minimum of 22 credits. This allows a student to “walk” with his/her classmates at graduation.

### **Graduation Requirements- Additional for Each Grade**

Along with the academic requirements, each student who attends Excel Christian Academy must complete a series of activities beginning with their freshman year (starting with the Class of 2016). These include but are not limited to the freshman project and research paper, the sophomore project and research paper, the junior project and research paper, the Opportunity Cost Project, the senior project and presentation, the senior career report, and community service during each year.

### **Health & Safety**

According to Georgia State Law each student must have up-to-date physical records and required

immunizations. Proof of these will be kept in the students' files in the office.

### **Homework**

Homework is intended to serve three purposes: 1) it may provide practice to reinforce concepts that have already been taught in class; 2) it may provide a preview to prepare students for upcoming lessons; or 3) it may be to complete projects or assignments that are not able to be completed during regular class time.

### **The guidelines below apply to homework at ECA:**

1. Homework will not count more than 20% toward a student's overall grade for each quarter.
2. Assignment due dates for projects will be provided to students well in advance.
3. Homework assignments are expected to be completed by their due dates.
4. Students who neglect to complete homework assignments may be required to make up the missing assignments after school or during recess or other activity classes.
5. A student who regularly neglects to complete homework assignments will be referred to the administration and may be asked to withdraw from ECA.
6. As a **general** rule, homework should normally not take more minutes per night than about five times the student's age. However, there may be some variation in this time depending on how well a student uses time in class, how prone the student may be to procrastinate, or how well a student understands the material addressed by the homework. If a student is having to spend an excessive amount of time on homework on a regular basis then it may be helpful for the parent to speak with the teacher to see if the student may need additional help at school or if better time management skills are needed.
7. Teachers will provide instructions specific to their classes about their expectations regarding homework.

### **Honor Graduates**

Honor graduate distinction is bestowed upon students who earn the following GPA's for their high school classes:

Summa cum Laude	4.0 (Highest Honors)
Magna cum Laude	3.7 (High Honors)
Cum Laude	3.4 (Honors)

### **Honor Roll**

After each semester, ECA recognizes the academic achievement of high performing students. Students who earn all A's for a grading period have their names published on the "High Honor Roll". Students who earn all B's or a mixture of A's and B's have their names published on the "A-B Honor Roll".

### **Illness at School- Students**

If a student becomes sick while at school then a teacher may have the student report to the office. At the office the student's condition will be further assessed to determine a proper response. If the child has a fever or is throwing up or other serious conditions then the child will be sent home. A parent or an approved contact person will be called and asked to pick up the child from school. If no serious conditions are present then the office may administer medicine approved by the child's parents and then allow the child to return to class.

### **Injuries at School- Students**

ECA desires to maintain a safe environment at school. However, even with our best efforts, we still have children from time to time who will incur an injury on the playground, in PE, or elsewhere. Minor injuries

that can be treated at school will be so treated and the child will be allowed to return to class. However, for more serious injuries, such as broken bones, serious cuts, etc., first aid will be administered at school but more advanced care will be needed. If it is feasible to have a parent or an approved contact person pick up the child at school to take him/her to the doctor then that will be our course of action. However, for some serious injuries when time is of essence the school will ensure that the student is transported to a doctor for more immediate care. Parents will be contacted any time a child is injured at school.

### **Leadership Team**

Mrs. Tammy Griffith	Principal
Mr. Kenn Baker	Assistant Principal/ Athletic Director
Mrs. Sheila Langford	Assistant Principal/ Curriculum Director
Mrs. Tiffany Mero	Guidance Counselor
Mrs. Carrie Peterson	Director of Student Activities
Mrs. Jillian Mroczko	High School Lead Teacher
Mrs. Christie Taylor	Middle School Lead Teacher
Mrs. Fran Youmans	Elementary School Lead Teacher
Dr. Sam Simon	Fine Arts Lead Teacher
Mrs. Tamara Deems	Librarian/ Food Services

### **Lockers**

Students in grades 6 – 12 are assigned a locker at the beginning of the school year. These lockers are for personal use of students and should be kept locked. The school will provide locks. The school retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be conducted at any time. Lockers may not be decorated on the inside or on the outside with stickers, pictures, etc. Students are not permitted to place their own locks on the school lockers. Students' parents will be charged for the cost of repair or replacement for locks or lockers that they damage.

### **Lost and Found**

Lost clothing, books, personal items, etc. will be placed in a central location. Students and their parents are asked to check and reclaim items that they have lost. The school assumes no responsibility for lost items. If articles are not reclaimed in a timely manner then they may be given to a charitable organization.

### **Media Center**

ECA provides excellent service to our students with our media center. Students will use the media center to conduct research as well as for selecting material for reading pleasure. Resources, materials, and equipment in the media center are expensive to maintain. Students must be careful to not misuse or abuse resources from the media center. Students who lose materials or neglect to return borrowed items will be required to pay for their replacement. A late fee is charged for each day a book is past due. Report cards may be held for students who owe money to the media center.

### **Medical Treatment Form- Consent**

A form for each student must be kept on file at school whereby the student's parents authorize the school to provide medical care to the student or to transport the student to a doctor to provide care to the student. This form is a part of the application to ECA.

### **Medicine, Administration of**

All medications (prescription or non-prescription) will be kept in the school office. A student who brings medication to school must immediately turn it in to the school office or to his/her teacher who will then

ensure that it is turned in to the school office. All medicine should be turned in to the office in its original container along with a parental note stating what the medication is for, when it should be taken, and for how long the student will be taking the medication. If the medication requires any special handling such as dilutions must be done by the parent. Teachers will allow student who need medicine to report to the office to receive their medication.

### **Non Discrimination Policy**

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

### **Parent-School Communication**

Parents or guardians are encouraged to see any member of the teaching staff any time they have questions or concerns about their child's progress. Teachers are available after school for this purpose. Parent who wish to meet with a teacher are asked to call the school office to set up an appointment with the teacher. Parents may either request that the teacher give them a phone call or that the teacher meet with them in person after school.

Email is another good way to communicate with a teacher in some instances. Teachers' email addresses will be shared with parents. Teachers will also ask for the email address of parents for the purpose of communicating with them.

The school will publish a regular newsletter to be sent home to parents. The newsletter will include information about upcoming events as well as reports about past events.

The school maintains a website ([www.excelca.org](http://www.excelca.org)) and a Facebook page. Both of these forms of electronic media provide information for our students and parents.

### **Parent-School Relations**

The success of our students in large measure depends on a strong partnership between parents and the school. We welcome parents to be involved at school and seek their input for how we can improve our services to them and their students.

### **Parent-Teacher Fellowship (PTF)**

ECA benefits from a supportive PTF organization. Parents are encouraged to get involved with the PTF. There are regular PTF meetings held each year where meaningful information is shared with parents. The PTF Bylaws are available at the school office.

### **Permanent Records**

ECA maintains a permanent cumulative record file for all Excel students. Records of health, grades, standardized test scores, reports of parent conferences, and disciplinary records make up most of the permanent record files.

### **Phone Use by Students**

The office phones are reserved for school business only. Student and parent calls are limited to emergency or approved calls only. Parents may not call the school phone to speak with students though messages can be taken over the phone and delivered to students. Messages will be delivered at the end of the school day.

### **Pictures- Student**

An approved photographer will take individual school pictures in the fall and in the spring as well as group pictures in the spring. Students will wear their uniform dress code for the pictures in the fall. They will be permitted to wear casual dress code or to dress up for the spring pictures. The pictures in the fall are used for the school's yearbook.

### **Prayer and Devotions for Students- Daily**

It will be the practice of the teachers at ECA to pray each day with each class of students. This reinforces the Christ-centered environment we seek to foster. Biblical principles will be integrated into each subject area consistently and organically. In the secondary school, all faculty members and high school students are involved in delivering the daily prayer and devotion to the student body.

### **Promotion (Academic):**

#### **Elementary School Students**

Elementary students who are failing two or more core subjects after the second nine weeks will be put on academic probation. At the end of the year elementary students who are failing two or more core subjects will be retained and may be asked to withdraw. To be promoted to the next grade an elementary student must not fail more than one core subject. Core subjects in elementary school are defined as follows:

1<sup>st</sup> Grade – Math, Phonics, Reading, and Spelling

2<sup>nd</sup> Grade – Math, Language, Reading, and Spelling

3<sup>rd</sup> & 4<sup>th</sup> Grades – Math, Language Arts, Reading, History, and Science

5<sup>th</sup> Grade – Math, Language Arts, History, and Science

#### **Middle School Students**

Middle school students who are failing two or more core subjects (Bible, History, Language Arts, Math, and Science) at the end of a semester will be placed on academic probation. At the end of the school year any middle school student who is failing two or more core subjects may be retained. Middle school students on academic probation for two consecutive semesters may be asked to withdraw. To be promoted to the next grade a middle school student must not fail more than one core subject.

#### **High School Students**

High school students must maintain at least a 2.0 GPA for each semester. Students who fail to meet this minimum requirement will be placed on academic probation for the following semester. A student who fails to meet this minimum GPA for two consecutive semesters may be asked to withdraw. To be promoted to the next grade a high school student must earn six credits to become a sophomore, 12 credits to become junior and 18 credits to become a senior.

### **Records, Release of**

ECA will release student grades, standardized test scores, and other information upon the written request of another school system for students transferring to that school system. No school records other than the official transcript described above will be released to a student's parents or any other agency except for a requesting school. The confidentiality of cumulative records will be protected. The professional staff at the school may access cumulative records on an as needed basis as approved by the school administration. **No records will be released for a student with outstanding balances due for tuition and/or other school fees.**

### **Service Projects**

We believe it is important for students to develop an awareness of the call to serve others. For that reason we require all of our students to participate in service projects. Students in grades 6 – 12 will participate in at least two service projects each school year. These service projects may be coordinated through our student clubs. By participating in service projects students will develop an understanding that it is more blessed to give than to receive. Furthermore, they will develop an awareness of the needs of others and the joy of helping to meet those needs.

### **Supplies and Fees**

Extracurricular activities not covered by the student activity fee may require additional fees from participants.

### **Teacher Qualifications**

All teachers must profess Jesus Christ as their personal Lord and Savior. All regular classroom teachers at ECA will be required to be eligible to be certified by the Georgia Professional Standards Commission. They will be expected to serve as role models with strong academic and Christian principles.

### **Textbooks**

Textbooks are available, without cost to students, as a loan. Students are accountable for all textbooks. Excel Christian Academy must be reimbursed for any books that are damaged, destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

### **Transcripts**

Transcripts of a student's grades will be provided free upon request by the student's parent. The transcript will include the full record of grades and standardized test scores. Students or alumni who are at least 18 years old may make their own request for transcripts. A processing fee may be charged for multiple requests. Official transcripts are sealed in a school envelope and marked "official".

### **Visits to Classrooms**

Parents are welcome to visit any classroom with the approval of the school administration. However, to protect the learning environment, visitors may not simply show up at classrooms at will. Visitors must have a pass from the school office before visiting in classrooms. Non-parental visitors must also have approval of the school administration before visiting classrooms.

### **Withdrawal Fee**

Students are registered for the entire school year and the parent/guardian is responsible for payment of the entire school year's tuition with the following three exceptions:

1. Students who move further than 25 miles from the school during the school year.
2. Students who withdraw from the school during the school year due to the death of a parent or guardian.
3. Students who are asked by administration to withdraw from ECA during the school year.

For the three exceptions described above a withdrawal fee of an additional month's tuition may be charged.

<b>EXCEL COURSE OFFERING AND PROGRAM OF STUDIES- Grades 9-12</b>				
<b>SUBJECT</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<b>ENGLISH</b>	9TH LIT & COMP 23.06100	WORLD LIT 23.06300	AM LIT & COMP 23.05100	BRITISH LIT 23.05200
		AP LANG		<b>AP LIT 23.06500</b>
<b>MATH</b>	ALGEBRA I 27.06210	GEOMETRY 27.06220	ALGEBRA II 27.06230	PRE-CALC 27.06240 <b>AP CALC 27.07200</b>
	GEOMETRY 27.06220	ALGEBRA II 27.06230	PRE-CALC 27.06240	MATHEMATICS OF FINANCE 27.08700
<b>SCIENCE</b>	BIOLOGY 26.01200	CHEMISTRY 40.05100	ANATOMY & PHYS 26.07300/ <b>AP BIOLOGY 26.01400</b>	ANATOMY & PHYS 26.07300
<b>SOCIAL STUDIES</b>	<b>AP HUMAN GEOGRAPHY 45.07700</b>	WORLD HISTORY 45.08300	US HISTORY 45.08100	ECONOMICS 45.06100 <b>AP ECONOMICS - 45.06300</b> GOVERNMENT - 45.05700
			<b>AP US HISTORY 45.08200</b>	
<b>FOREIGN LANGUAGE</b>		SPANISH I 60.07100	SPANISH II 60.07200	SPANISH III 60.07300 SPANISH IV 60.07400
<b>HEALTH / PE</b>	HEALTH 17.01100 Personal Fitness 36.05100			
<b>BIBLE</b>	Bible I 23.02400	Bible II 23.02410	BIBLE III 23.02500	APOLOGETICS 23.02510

<b>ELECTIVES</b>	YEARBOOK 23.03200, 23.03300, 23.03500, 23.03600	ART 50.02110, 50.02120, 50.02130, 50.02140	BAND 53.03610, 53.03710, 53.03810, 53.03910 ADVANCED INSTRUMENTAL ENSEMBLE 53.07410, 53.07510	CHORUS 54.02110, 54.02210, 54.02310, 54.02350
	LIFETIME FITNESS 36.02200, 36.03200, 36.04200	TEACHER CADET (SENIORS) 13.01100	SAT PREP 35.06600	PSYCHOLOGY 45.01500
	INTRO TO DIGITAL TECHNOLOGY 44.41500	BEGINNING PROGRAMMING 11.41800 INTERMEDIATE PROGRAMMING 11.42100		
<b>PROJECTS</b>	Academic Yearbook/ Research Paper in Biology 3-5 pages/ Community Svc	Academic Yearbook/ Research Paper in Mathematics 3-5 pages / Community Svc	Academic Yearbook/ Opportunity Cost / Research Paper in US History 5- 8 pages/ Community Svc	Academic Yearbook/ Research Paper / Senior Project and Portfolio with Formal Presentation





## Academic Yearbook

Dear Excel Christian Academy High School Parents, Guardians and Students,

In pursuit of Excellence in a Christ-Centered Atmosphere, ECA High School students will embark on a journey which will prepare them for post-secondary success. The academic yearbook is an initiative designed to showcase each student's high school progress and achievements. It integrates knowledge, skills and concepts from the student's program of study into one culminating project.

There is a content area focus for each year of the academic yearbook. As a school focusing on excellence, we require that all students read 25 books per academic year. In addition, students are required to complete 100 hours of documented community service (25 hours per year) throughout their high school career. Requirements are listed below by grade level:

### Basic requirements

#### Freshmen

- Title Page with recent photo and quote
- Signed Portfolio Commitment Form
- Transcript with Schedule Evaluation
- Freshman Year Goals Page
- Autobiography (3-5 pages)
- Biology Research Paper (3-4 pages)
- Community Service Documentation (25 hours per year enrolled at ECA)
- Future Plans
- Artifacts of Ninth Grade Learning Experiences (listed on a later page)
- Reflection of Freshman Year (requirements listed on a later page)

#### Sophomore

- Title Page with recent photo and quote
- Signed Portfolio Commitment Form
- Transcript with Schedule Evaluation
- Sophomore Year Goals Page
- Mathematics Research Paper (3-5 pages)
- Community Service Documentation (25 hours per year enrolled at ECA)
- Personality Assessment
- Copy of PSAT Scores
- Artifacts of Tenth Grade Learning Experiences (listed on a later page)
- Reflection of Sophomore Year (requirements listed on a later page)

#### Junior

- Title Page with recent photo and quote
- Signed Portfolio Commitment Form
- Transcript with Schedule Evaluation
- Junior Year Goals Page
- Opportunity Cost Project
- Student Resume
- Research Paper in United States History (5-8 pages)
- Oral Presentation of Paper
- Community Service Documentation
- Copy of PSAT Scores
- Artifacts (5) of Eleventh Grade Learning Experiences

#### Senior

- Title Page with recent photo and quote
- Signed Portfolio Commitment Form
- Transcript with Schedule Evaluation
- Senior Year Goals Page
- Revised Resume
- Writing Samples
- Two Letters of Recommendation
- Career- Based Research Paper
- Visual Product/Service
- Oral Presentation
- Copy of SAT Scores and/or ACT Scores
- Copy of College(s) application(s)
- Copy of Etowah Scholarship application
- Copy of Other Scholarship Application(s)
- Community Service Documentation
- Artifacts (6) of High School Experience

Students need support from teachers, counselors, advisors, mentors and parents to ensure successful completion of the academic yearbook. More detailed information concerning each year's requirements can be found in the Academic Yearbook handbook.

If there are any questions or concerns please contact one of us at (770)382-9488.

Thank you,

Mrs. Tammy Griffith  
Principal

Mr. Kenn Baker  
Assistant Principal

Mrs. Sheila Langford  
Assistant Principal



Dear Excel Christian Academy Parents and Guardians,

In pursuit of Excellence in a Christ-Centered Atmosphere, ECA students will embark on a journey which will prepare them for post-secondary success. The academic yearbook is an initiative designed to showcase each student’s high school progress and achievements. It integrates knowledge, skills and concepts from the student’s program of study into one culminating project. Students are required to complete components each year. The academic yearbook begins with the Freshman Portfolio and culminates with the Senior Project.

All ECA High School students are required to complete one hundred (100) hours of community service throughout their high school career as a graduation requirement. Students will document their community service through the use of logs which will be checked periodically by their advisor.

Parents, teachers and advisors should work with students to ensure successful completion of the portfolio. More detailed information concerning the requirements for each year can be found in their grade level Academic Yearbook handbook.

By signing you are stating that you are aware that the academic yearbook is a graduation requirement. In addition, you are agreeing that all work presented in your Academic Yearbook are original and have not be plagiarized.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

**THE ACADEMIC YEARBOOK IS A GRADUATION REQUIREMENT.**

Please feel free to contact any advisor with questions or concerns.



## **Freshman Portfolio Important Information**

**Freshmen Portfolio Advisors**

Mrs. Hibbard

Dr. Simon

**Components**

**Freshmen**

- Title Page with recent photo and quote Due: \_\_\_\_\_
- Signed Portfolio Commitment Form Due: \_\_\_\_\_
- Transcript with Schedule Evaluation Due: \_\_\_\_\_
- Freshman Year Goals Page (from form) Due: \_\_\_\_\_
- Autobiography (3-5 pages) Due: \_\_\_\_\_
- Biology Research Paper (3-4 pages) Due: \_\_\_\_\_
- Community Service Documentation (25 hours per year enrolled at ECA) (form) Due: \_\_\_\_\_
- Future Plans Due: \_\_\_\_\_
- Artifacts of Ninth Grade Learning Experiences Due: \_\_\_\_\_
- Reflection of Freshman Year (requirements listed on a later page) Due: \_\_\_\_\_

**Autobiography**

The autobiography should include at least the following: family, hobbies, activities, goals in life, professional goals, people that have had a major impact in your life.

**Research Paper**

You will complete a research paper in your Biology class. Your science teacher will serve as your advisor for this portion of the freshman portfolio. Once you submit your research paper it will be stored for submission with your senior project.

**Community Service**

Community service involvement is a large part of the school experience. You will be required to complete twenty five (25) hours of community service as a part of the freshman experience. Use the community service verification form to record all community service. Please check with your advisors for opportunities for community service throughout the school year.

**Future Plans**

Each freshman must complete a four year plan. This one page essay will detail what you plan to accomplish within your high school career. Please include academic, career-related and extracurricular goals. Mrs. Mero will serve as your advisor for this portion of the freshman portfolio.

**Artifacts**

Artifacts will be included in your freshman portfolio. This should be items that represent your ninth grade learning experience. You may include pictures, certificates, awards, etc. Write a 3- 5 Page typed reflection of your freshman year. It should include the following items:

1. Introduction
2. Memorable Moments
3. Special Occasions
4. Class Activities

5. Field Trips
6. Projects
7. Friends
8. Chapel
9. Sports
10. Concerts
11. School Activities
12. What was the biggest challenge of your freshman year? (Explain)
13. Discuss why you are a better student now than at the beginning of your freshman year.
14. Discuss your spiritual growth that occurred during the school year.
15. What are the areas of improvement in which you will focus on during your sophomore year?

### **Freshman Portfolio Research Paper Guidelines**

The scientific research paper is a large part of the freshman portfolio. Your science teacher will provide you with a list of topics. The paper should be 3-4 pages in length, double spaced, using a standard twelve point font.

#### **Research**

You will be able to visit the media center and computer lab throughout the semester in class. However, do not limit your research to these times. It is your responsibility to conduct research outside of class time.

#### **Writing Sessions**

Opportunities for assistance with research and composition: Peer editing sessions, student-teacher conferences and meetings with your advisor. Use this advice to prepare your paper.

#### **Works Cited Page**

This is used to document your sources and should be developed according to MLA format. These websites will prove helpful:  
<http://owl.english.purdue.edu/owl/resource/557/01/> and [www.palomar.edu/dsps/actc/mla/](http://www.palomar.edu/dsps/actc/mla/)



## Sophomore Portfolio Important Information

### Sophomore Portfolio Advisors

Mrs. Mroczko

Mr. Adcock

### Components

- |   |            |
|---|------------|
| • Title Page with recent photo and quote                              | Due: _____ |
| • Signed Portfolio Commitment Form                                    | Due: _____ |
| • Transcript with Schedule Evaluation                                 | Due: _____ |
| • Sophomore Year Goals Page   | Due: _____ |
| • Mathematics Research Paper (3-5 pages)                              | Due: _____ |
| • Community Service Documentation (25 hours per year enrolled at ECA) | Due: _____ |
| • Personality Assessment  | Due: _____ |
| • PSAT Scores   | Due: _____ |
| • Artifacts of Tenth Grade Learning Experiences                       | Due: _____ |
| • Reflection of Sophomore Year  | Due: _____ |

### Research Paper

You will complete a research paper in your Mathematics class. Your Mathematics teacher will serve as your advisor for this portion of the sophomore portfolio. Once you submit your research paper it will be stored for submission with your senior project.

### Community Service

Community service involvement is a large part of the ninth grade academy experience. You will be required to complete twenty five (25) hours of community service as a part of the freshman portfolio. Use the community service verification form to record all community service. Please check with your advisors for opportunities for community service throughout the school year.

### Personality Assessment

Students will take a self- assessment to help determine their strengths and apply results to finding compatible career choices. Results will be maintained in portfolio. Mrs. Mero will serve as your advisor for this portion of your portfolio

### PSAT scores

The PSAT is scheduled for October 19, 2016. Meetings will be held with the counselor and the advisors to discuss the results. A copy of the results should be maintained in the portfolio.

### Artifacts

Artifacts will be included in your sophomore portfolio. This should be items that represent your tenth grade learning experience. You may include pictures, certificates, awards, etc. Write a 3- 5 Page typed reflection of your sophomore year. It should include the following items:

1. Introduction
2. Memorable Moments
3. Special Occasions
4. Class Activities

5. Field Trips
6. Projects
7. Friends
8. Chapel
9. Sports
10. Concerts
11. School Activities
12. What was the biggest challenge of your sophomore year? (Explain)
13. Discuss why you are a better student now than at the beginning of your sophomore year.
14. Discuss your spiritual growth that occurred during the school year.
15. What are the areas of improvement in which you will focus on during your junior year?

### **Sophomore Portfolio Research Paper Guidelines**

The research paper is a large part of the sophomore portfolio. The topic of your research paper will be a Christian Mathematician. Your Mathematics teacher will provide you with a list of topics. The paper should be 3-5 pages in length, double spaced, using a standard twelve point font.

#### **Research**

You will be able to visit the media center and computer lab throughout the semester in class. However, do not limit your research to these times. It is your responsibility to conduct research outside of class time.

#### **Writing Sessions**

Opportunities for assistance with research and composition: Peer editing sessions, student-teacher conferences and meetings with your advisor. Use this advice to prepare your paper.

#### **Works Cited Page**

This is used to document your sources and should be developed according to MLA format. These websites will prove helpful:  
<http://owl.english.purdue.edu/owl/resource/557/01/> and [www.palomar.edu/dsps/actc/mla/](http://www.palomar.edu/dsps/actc/mla/)



**Junior Portfolio**

**Junior Portfolio Advisors**

Mr. Slider

Mrs. West

**Components**

- Title Page with recent photo and quote Due: \_\_\_\_\_
- Signed Portfolio Commitment Form Due: \_\_\_\_\_
- Transcript with Schedule Evaluation
- Junior Year Goals Page Due: \_\_\_\_\_
- Opportunity Cost Project
  1. top three career choices Due: \_\_\_\_\_
  2. three Georgia colleges Due: \_\_\_\_\_
  3. college descriptions Due: \_\_\_\_\_
  4. three out-of-state colleges Due: \_\_\_\_\_
  5. GPA, SAT, and ACT for six colleges Due: \_\_\_\_\_
  6. Common Core Application, college essay, teacher recommendation Due: \_\_\_\_\_
  7. college costs for three colleges Due: \_\_\_\_\_
  8. miscellaneous expenses for three colleges Due: \_\_\_\_\_
  9. courses required for one college Due: \_\_\_\_\_
  10. scholarship information Due: \_\_\_\_\_
  11. three jobs with current skill level Due: \_\_\_\_\_
  12. two paragraph conclusion Due: \_\_\_\_\_
- Student Resume Due: \_\_\_\_\_
- Research Paper in United States History (5-7 pages) Due: \_\_\_\_\_
- Oral Presentation of Paper Due: \_\_\_\_\_
- Community Service Documentation Due: \_\_\_\_\_
- PSAT Scores Due: \_\_\_\_\_
- Artifacts (5) of Eleventh Grade Learning Experiences Due: \_\_\_\_\_

**Community Service**

Taking ownership and modeling citizenship in your community is an important piece to the junior project and building character. You will be required to complete 25 hours of documented community service as a part of the Junior Project. There will be numerous opportunities for community service both on and off campus throughout the school year. Please check with your advisors for these upcoming opportunities.

**PSAT scores**

The PSAT is scheduled for October 19, 2016. Meetings will be held with the counselor and the advisors to discuss the results. A copy of the results should be maintained in the portfolio.

**Artifacts**

Artifacts (at least five) will be included in your junior portfolio. This should be items that represent your eleventh grade learning experience. You may include pictures, certificates, awards, etc. It could be items that represent what you did in the following:

1. Introduction

2. Memorable Moments
3. Special Occasions
4. Class Activities
5. Field Trips
6. Projects
7. Friends
8. Chapel
9. Sports
10. Concerts
11. School Activities
12. What was the biggest challenge of your freshman year? (Explain)
13. Discuss why you are a better student now than at the beginning of your freshman year.
14. Discuss your spiritual growth that occurred during the school year.
15. What are the areas of improvement in which you will focus on during your sophomore year?

**OPPORTUNITY COST PROJECT**  
**Excel Christian Academy 2016-2017**

1. List your top 3 career choices. Write a paragraph that explains why you chose each career. Describe the basic duties and responsibilities of each career choice. Discuss the level of education needed or preferred for each career choice.  
Due: \_\_\_\_\_
2. Identify three colleges in Georgia that offer a degree in your career choice. If you choose to attend a community college first, you must include that choice in your college choices; however, it does not count as one of your three colleges. Due: \_\_\_\_\_
3. Write a brief description of each Georgia college and explain why it is one of your three choices. Include the distance from your home. Due: \_\_\_\_\_
4. Identify three out- of- state colleges that offer a degree in your career choice. Write a brief description of each college and explain why it is one of your three choices. Include the distance from your home. Due: \_\_\_\_\_
5. List the GPA, SAT, and ACT Scores needed to gain entrance to each of your college choices. Present these in a table form.  
Due: \_\_\_\_\_
6. Fill out the College Common Application. You must include the printed out complete application for 2015-2016 (neat and complete as though it is for the college that you passionately want to attend most), the essay for one of this year's essay prompts (typed, spelling and grammar correct, of a length that would be appropriate for a college essay, and your best work), and one teacher recommendation from the common application website (YOU must print it out and give it to one teacher and give him/her adequate time for completion.). Print in black ink, use correct spelling, and leave nothing blank unless the information is not available. Due: \_\_\_\_\_
7. Provide a detailed summary of the cost of your college education for three of your chosen colleges. Attach printed documentation of each cost. Put this in a table. Write a paragraph reflection on what you learned from this activity.

	College	College	College
Tuition			
Housing			
Books			
Student Activity Fees			
Parking Fees			
Transportation Cost			
Testing Fees			
Graduation Fees			
Cap & Gown Fees			
Senior Dues			
Spring Break			
Miscellaneous Items			



Total Cost for Four Years			
---------------------------	--	--	--

Due: \_\_\_\_\_

8. Provide the cost of the following expenses during your college career for three of your chosen colleges. Provide written documentation for each expense. Write a paragraph reflection for what you learned from this exercise.

College	Car Payment	Insurance	Food	Clothing	Entertainment	Tires	Automobile Maintenance	Parent Funds	Total

Due: \_\_\_\_\_

9. List in detail the courses you must take to complete you major and graduate for three of your colleges. Separate the core classes from the classes in your major. List the hours for both core and major classes. List the total number of hours needed to graduate.

Due: \_\_\_\_\_

10. Scholarship Information (Undergraduate). Provide written documentation of each.

- List and identify five scholarships offered by a school you have chosen to attend.
- List and identify five scholarship offered at the local (Cartersville) level.
- List and identify five scholarships that are offered on the state level.
- List and identify ten scholarships that are offered on the national level that are based on your occupational choices, gender, and ethnicity.
- List the major components of the Hope Scholarship.

Due: \_\_\_\_\_

11. List three jobs that you could obtain with your current skill level. Present in a table.

- Identify the duties and responsibilities that are required for the job.
- List the weekly, monthly and yearly salary and/or wages for the job.
- Deduct 35% of your salary and wages for taxes (Federal and State Income Tax and Social Security) to determine your take home pay.

Due: \_\_\_\_\_

12. Write a two paragraph conclusion to your project.

## Research Paper

The research paper is a large part of the junior project. The topic of your research paper should be an assigned topic from US History. It should be 5 – 7 pages in length, double spaced, using a standard twelve point font.

### Thesis Statement

The thesis statement should clearly present an argument. Guide your research to support this argument. Your ELA teacher will help you in developing an effective thesis statement if you seek out the assistance.

### Outline

This is designed to help you guide the format of your paper.

### Research

You will be able to visit the media center and computer lab throughout the semester in class; however, do not limit your research to these times. It is your responsibility to conduct research outside of class time. More detailed information will be provided by your ELA and US History teacher.

### Rough Draft

Opportunities for others to critique your paper: Peer editing sessions, student-teacher conferences and meetings with your advisor. Use this advice to revise your paper and prepare it for final submission.

### Works Cited Page

This is used to document your sources and should be developed according to MLA format. These websites will prove helpful: <http://owl.english.purdue.edu/owl/resource/557/01> and [www.palomar.edu/dsps/actc/mla](http://www.palomar.edu/dsps/actc/mla)



## Senior Portfolio

### Senior Project Important Information

#### Senior Project Advisors

Mrs. Peterson

Ms. Edwards

#### Components

- |   |            |
|---|------------|
| • Title Page with recent photo and quote    | Due: _____ |
| • Signed Portfolio Commitment Form          | Due: _____ |
| • Transcript and Schedule Evaluation        | Due: _____ |
| • Senior Year Goals Page                    | Due: _____ |
| • Writing Samples                           | Due: _____ |
| • Revised Resume                            | Due: _____ |
| • Two Letters of Recommendation for College | Due: _____ |
| • Career- Based Research Paper              | Due: _____ |
| • Visual Product/Service                    | Due: _____ |
| • Oral Presentation                         | Due: _____ |
| • Copy of SAT Scores and/or ACT Scores      | Due: _____ |
| • Copy of College(s) application(s)         | Due: _____ |
| • Copy of Etowah Scholarship application    | Due: _____ |
| • Copy of Other Scholarship Application(s)  | Due: _____ |
| • Community Service Documentation           | Due: _____ |
| • Artifacts (6) of High School Experience   | Due: _____ |

#### Community Service

Taking ownership and modeling citizenship in your community is an important piece to the senior project and building character. You will be required to complete 100 hours (25 hours per year) of documented community service as a part of the Senior Project. There will be numerous opportunities for community service both on and off campus throughout the school year. Please check with your advisors for these upcoming opportunities.

#### Writing Samples

The opening writing sample should be an essay (1 page). This can be either a college essay or an essay of future plans. This will be followed by two journals (1 page minimum). One should be a review of your high school experience and you may choose the topic for your second journal. The book review (2 page minimum) should be on a classic or contemporary piece of literature. The journal article review (1 page minimum) should be written in response to a literary criticism about the book selected for your book review.

#### Guidelines

##### Research Paper

The research paper is a large part of the senior project. The topic of your research paper should be related to an issue within your chosen career path. This is not a paper about your career choice. It should be 5 – 7 pages in length, double spaced, using a standard twelve point font.

**Thesis Statement**

The thesis statement should clearly present an argument. Guide your research to support this argument. Your English teacher will help you in developing an effective thesis statement if you seek out the assistance.

**Outline**

This is designed to help you guide the format of your paper.

**Research**

You will be able to visit the media center and computer lab throughout the semester in class; however, do not limit your research to these times. It is your responsibility to conduct research outside of class time. More detailed information will be provided by your ELA teacher.

**Rough Draft**

Opportunities for others to critique your paper: Peer editing sessions, student-teacher conferences and meetings with your advisor. Use this advice to revise your paper and prepare it for final submission.

**Works Cited Page**

This is used to document your sources and should be developed according to MLA format. These websites will prove helpful:

<http://owl.english.purdue.edu/owl/resource/557/01> and [www.palomar.edu/dsps/actc/mla](http://www.palomar.edu/dsps/actc/mla)

**Guidelines****Presentation**

You are to sign up for a presentation date and time with your ELA teacher.

**Minimum requirements**

PowerPoint Format

8- 10 slides

10 minutes

**Suggested Slides**

- |                              |  |
|------------------------------|--|
| 1. Opening Slide             | 8. Extracurricular Activities & Sports |
| 2. Introduction              | 9. Educational Goals                   |
| 3. Strengths & Weaknesses    | 10. Career Goals (Career Report)       |
| 4. Passions & Values         | 11. Advancements in Career Field       |
| 5. Skills & Aptitudes        | 12. Product                            |
| 6. Experience                | 13. Research Paper                     |
| 7. Community Service         | 14. Thanks & Tributes                  |
| <b>Non Negotiable Slides</b> | <b>1, 7 &amp; 9-13</b>                 |

**Artifacts**

Please include a copy of your most current transcript, a second letter of recommendation, community service verification forms indicating 100 hours of community service served, a copy of your PowerPoint presentation (in handout layout 6 slides per page).



**Community Service Verification Form**

**Student Name** \_\_\_\_\_

<b>Organization/ Agency</b>	<b>Date</b>	<b>Activity</b>	<b>Hours</b>	<b>Agency Representative</b>	<b>Signature</b>
<b>(Example) Happy Pet Veterinary Hospital</b>	<b>10/10/2016</b>	<b>Fed the sick animals</b>	<b>3</b>	<b>Sally Vet</b>	<b>Sally Vet</b>