



EAGLE'S NEST CHRISTIAN ACADEMY

Director: Lucy Dutton

P.O. Box 129

Milton, DE 19968

Telephone (302) 684-4983 * Fax (302) 684-2905

Website: www.eaglesnestschool.org

Mission Statement

Colossians 1:28 – Him we preach, warning every man and teaching every man in all wisdom, that we may present every man perfect in Christ Jesus.

Purpose

Eagle's Nest Christian Academy exists for the purpose of providing quality Christian education for parents who want to see their children committed to the Lord Jesus Christ as their Savior. It is our goal to integrate the Word of God in all academic disciplines taught.

Recognizing the home to be the primary instrument in the nurturing of children, we stand ready to assist families in their God-given responsibility of training young people for Christ. It is also our goal to have each student see all aspects of life through the eyes of God.

In order to accomplish the aforementioned, we pledge to:

1. maintain a close walk with the Lord through Bible study, prayer, witnessing, and involvement in the local church;
2. implement the finest curriculum available and employ the most effective instructional staff to assist in each child's academic growth;
3. seek the salvation and/or spiritual growth of each student;
4. be fair and consistent in our treatment of all students and to fairly administer the rules and regulations set forth in this handbook.
5. be available to all parents to discuss ways to help their children improve grades, demeanor, and/or their walk with the Lord.

In order to accomplish the above goals, we ask you to:

1. pray for the school and the staff on a regular basis,
2. help your children understand the heritage and value of the pledges/salutes to the Christian Flag, American Flag, and the Bible (It is mandatory for all students in our school to participate.),
3. speak positively about the school to your child and others in the community,
4. keep open channels of communication between the home and school,
5. be in regular attendance of all school functions,
6. show real interest in your child's school work,
7. show interest in your child's spiritual development,
8. be selective about the TV programs your child watches and the friends your child associates with,
9. provide a quiet relaxed atmosphere for study time,
10. curtail extra activities and work if it interferes with your child's educational or spiritual development, and
11. support the school as we set standards and implement rules and regulations as presented in the Student Handbook.

We do not exist as a substitute for a Godly home. Parents are the primary source that provides a Biblically based moral foundation for their children. We are here to compliment and reinforce what has been started at home.

Statement of Goals

Our goal is to develop each student socially, intellectually, physically, and spiritually to the honor and glory of God.

We pursue social development by preparing students to:

1. be righteous citizens,
2. function in a family unit, and
3. appropriately handle interpersonal relationships.

We pursue the intellectual development of our students by helping them to:

1. set and achieve high academic goals for a strong educational foundation,
2. integrate God and the Bible into all academic subjects,
3. develop a lifelong love for learning, and
4. discern God's will in their lives.

We pursue our students' physical development by teaching them:

1. that the body is the temple of the Holy Spirit and is not to be abused by drugs, alcohol, tobacco, improper diet or deviant sexual behavior, and
2. to develop a sound body through physical fitness and good health habits.

We pursue our students' spiritual development by:

1. presenting the plan of salvation to each student;
2. helping Christian students grow in their faith through prayer, Bible study, witnessing, and involvement in the local church; and
3. helping them to find and develop their spiritual gifts.

Brief History

In the spring of 1997, Pastor Sammons felt led to begin a daycare at the church facility. In the fall of the same year, Eagle's Nest Christian Academy began with one teacher, one aide, and nine students in Kindergarten. The following year the first grade program was started with the enrollment of nine children and twenty enrolled in the Kindergarten program with two teachers and one aide. The need for quality Christian education has continued to be placed before us by the Lord.

Eagle's Nest Preschool began in September of 1999 with one three-day-per-week program. The preschool currently includes two classes each of three-year-old children who attend two days per week, four-year-old children who attend three days per week, and four-year-old children who attend five days per week.

During the next few years, the school continued to grow rapidly, and in 2005-2006 we enrolled 374 students in preschool through eighth grade with 25 teachers and 10 teachers' assistants. During the 2006-2007 school year, the staff consisted of 33 teachers and 10 teachers' assistants with a student enrollment of 422.

As the student enrollment grew, we realized that the need to offer more than basic academic classes was growing as well. Other classes currently offered to students during the school day include computer, physical education, band, Spanish, and a developing arts program. After school activities were also added including golf, choir, dance, Math Olympiad, Tang Soo Do, soccer, basketball, baseball and softball.

Affiliation/Staff/Continuing Education

We are members of the Mid Atlantic Christian School Association and the Association of Christian Schools International.

We require all first through eighth grade teachers to have state certification, be pursuing certification, or certifiable.

ENCA offers quality education through the eighth grade, and graduating eighth graders are eligible for admission to Delmarva Christian High School (DCHS), which is located in Georgetown, DE. Parents and students interested in DCHS should begin the application process during the student's eighth grade year.

Curriculum

E.NCA strives to provide quality Christian education for all students enrolled. The curriculum programs we use are A Beka Book and Bob Jones University. The content, scope and sequence, and details pertaining to each grade are noted in the Curriculum Appendix of this handbook.

Report Cards and Grades

Students will receive a report card four times each year.

Academic Subjects are assessed using the following percentage weights:

Tests = 50%, class work and quizzes = 40%, and homework and projects = 10%.

Preschool is not graded, but is assessed using a skills checklist developed from the curriculum used. The assessment checklist uses S for satisfactory and N for needs improvement, and may include a + or - sign to indicate a strength or weakness.

Kindergarten is graded using S for satisfactory or N for needs improvement, and may include a + or – sign to indicate a strength or weakness.

Grades 1-8 are assessed based on the following number grade system:

A= 91-100 B= 82-90 C= 73-81 D= 65-72 F= 64 and below

Note: Not all subjects taught in first and second grade are assessed using the above numerical value system. If applicable, an S or N is used.

Note: Special grading circumstances must be approved by the Director. If special circumstances exist, the student report card will note the grade level performance in the content area and curriculum or program used.

Computer Grading and Student Information Website

RenWeb is a web-based system that allows parents to view their child's report card, menu, attendance, school announcements, and classroom information via the internet. In order to log on to RenWeb, a parent must first complete a form, which can be obtained at the school office.

Retention

Retention in any grade is based on individual achievement. The decision includes an evaluation of the student's academic strengths and weaknesses balanced with a realistic ability to obtain the skill or knowledge needed to complete the next

Retention (continued)

course of study. When applicable, A Beka guidelines are referenced to assist teachers and administration with decisions concerning the retention of a student.

A student may be retained pending specified academic improvement or a repeat of the class in summer school.

A student may be promoted on a trial basis. The trial basis may include assistance from the Cyber classroom. Report cards will reflect any accommodations implemented, academic progress, and the program used to determine assessment and skill level.

Social, emotional, and behavioral development will be heavily factored into the decision. We require that parents be involved with the academic progress of their child. If your child is not making academic progress, we will ask you to employ a tutor to help with the academic pursuit of your child's education.

Any teacher suspecting that a student is in danger of failing for the year will schedule a conference with the parents at the end of the second marking period. The Director will attend that meeting and a course of action will be determined.

Standardized Tests

The Stanford Achievement Test (SAT) is administered to students in the third, fifth, and eighth grades. Student scores have generally indicated a 1-2 year advanced placement in the standardized testing.

Parent/Teacher Conferences

The school calendar includes several days for conferences. However, if you feel that a parent conference is necessary before one of the scheduled dates, you are urged to make an appointment, which must be scheduled with the teacher. You may visit the teacher in the classroom before or after school or call the office between 3:00 and 3:30 p m.

ENCA has a parent/teacher Open House at the beginning of each school year. It is designed as a time for parents, students, teachers and staff to meet one another. If an issue ever arises with a teacher, please discuss the situation with the teacher before approaching administration. It is our desire to seek a Biblical solution to all problems. We follow the Matthew 18 principle and believe that most issues are able to be resolved with clear communication.

Homework

In case of absence, you may call the school and request that day's work assignment, and it will be available by 2:00 p.m. at the school information desk. It is the student's responsibility to make up any homework missed due to illness.

All assignments must be completed by the end of the marking period in which they are assigned, or the student's grade average will be lowered (unless due to lengthy illness). Homework assignments will be kept to a minimum on Wednesdays in order to encourage participation in Wednesday evening services at church.

Copying homework from one student to another is considered a serious violation of Christian conduct and will result in disciplinary action for both students.

Attendance/Absence/Tardiness

The State of DE requires that all students attend 180 days of school.

All students who miss a day of school must have a note from his/her parent or doctor explaining the reason for the absence upon return to school. Students returning without an excuse from their parent or doctor will be given a school absentee form to be completed and returned the next day. The office may attempt to call the student's home, but if the attempt is unsuccessful, the absence will be considered unexcused.

Following are the definitions of Excused, Unexcused, and Illegal absences.

1. Excused absences are granted when students are sick or when circumstances beyond their control prevent them from being in school. Notice must be given one week in advance of absence due to family vacations or church retreats in order to be considered excused. Please notify the school by sending a note to both your child's teacher and the office. A maximum of five (5) days absent is allowed.
2. Absences are considered unexcused when the school does not receive a note from the parent, or a school absentee form is not completed and returned to the teacher during the marking period in which the absence occurred, or when the conditions presented in item no. 1 above are not met.
3. Illegal absences are assigned for truancy or willfully missing school for no apparent reason.

Excessive absenteeism could result in your child being retained.

Illness Guidelines

If your child exhibits any of the following symptoms, please do not send him/her to school: vomiting, diarrhea, rash, fever of 100.4 or greater, flu like symptoms, redness of the eye with a green discharge, or diagnosis of strep throat. If your child misses school due to pink eye or strep throat, or misses three (3) consecutive days, they must have a note from a physician before returning to school.

Your child must be free of fever, diarrhea or vomiting for 24 hours before returning to school.

Tardiness Regulations

School begins at 8:00 a.m. After 8:10 a.m., a student is considered tardy unless adverse weather conditions are in effect. If a student is tardy seven times in one marking period, a conference will be scheduled to help resolve the problem. Promptness enables all students to begin the school day together and shows consideration for the group of children and the teacher. Children learn best using parents as examples.

School Delays or Closings Due to Severe Weather or Emergencies

Delays or closings will be announced on WBOC TV (channel 16), WMDT TV (channel 47), and WGMD Radio station 92.7 FM. Information will also be posted on our website: *eaglesnestschool.org* and on RenWeb.

Regarding delays for severe weather – please use your own discretion regarding safe driving conditions. If you feel that road conditions are not safe, please do not attempt the commute. The absence or tardiness will be considered excused.

In regard to emergency or terrorist threat – the safety of the children is our first priority. The school has procedures in place to respond to various scenarios, and in addition to the resources noted above, parents would be contacted via e-mail and telephone as soon as possible.

School Supplies

The classroom teacher will send a letter home indicating what school supplies are needed before school begins. Please write your child's name on all school supplies including lunch boxes or bags, sweaters, coats, boots, etc. Please do not bring valuable items to school as we cannot be responsible for their safety. Textbooks are provided as part of the book fee.

School Property

The school and its surroundings belong to the Lord and must be kept in good repair and tidy as a testimony to the cause of Christ in our community.

Chapel

Chapel services for kindergarten through eighth grade are determined by the Bible leader in charge.

Field Trips

The teachers in each grade determine the field trips that will be taken each year. The following guidelines must be observed to ensure a safe, enjoyable trip for all.

1. A permission slip must be completed, signed and submitted by a parent for each field trip before a student is allowed to participate.
2. Only currently enrolled students may attend field trips.
3. All students must ride the bus to the field trip destination. If a student will be going home with his/her parent at the conclusion of the trip, a written note must be given to the teacher no later than the morning of the field trip.
3. Parents may ride the bus if room is available.
4. Siblings that attend the school may not attend trips scheduled for another grade.
5. Younger siblings may not be a formal part of a field trip, and a parent who meets the group at a destination with a younger sibling may not be used as a chaperone.

Telephone

Students may only use the phone for emergencies (teacher supervised). In order to encourage responsibility, they may not call for items forgotten at home.

Lunch Accounts

Parents must begin a lunch account. The office requests that each account begin with the amount needed to purchase one lunch card (25 lunches). The amounts are as follows: **K–3rd (\$37.50) and 4th–8th (\$50.00)**. The lunch card is given to the classroom teacher who monitors purchased lunches. The teacher will notify the parent when the account needs to be replenished. Lunch cards with remaining funds are given to the office at the end of the year.

Two copies of the school lunch menu will be sent home each month to children in grades K-1. Please circle “yes” or “no” for each daily choice and retain one copy at home and return the other to the school. If the student is not buying lunch for a given month, return the menu with “No Lunches” written at the top. If your child is in grades 2-8, they will be asked to fill in their menus during school hours. One copy will remain here and the other will be sent home for your reference.

Fire Drills

The school holds fire drills once a month.

Transportation

We offer bus service to the Lewes and Milford areas. Parents must call RJK Transportation at 422-3188 for further information concerning cost and stops.

Dismissal Procedures/Extended Care

Students who ride the bus are dismissed from the classroom at 2:50 p.m. Students in grades K-5 are escorted to the bus.

General school dismissal is at 3:00 p.m. Parents who pick their children up at the school must go to their child's classroom. *All students, including middle school, are to remain in the classroom until the parent arrives.*

Students who are not picked up by 3:15 and those who stay for Extended Care are dismissed from the classroom at 3:15 p.m. and escorted to the cafeteria. All students who attend Extended Care will be charged an additional fee. The Extended Care program is available to all students upon request.

Please notify your child's teacher if someone different, or someone not listed on the paperwork in the office, will be picking your child up from school.

Custodial parents will be required to notify the school in writing specifying the date and time when the non-custodial parent is permitted to pick up their child from school.

School liability ends at 3:15 p.m. unless the child is in Extended Care, tutoring, or academic enrichment.

Lost and Found

Items are turned in at the office and placed in a storage area. Please inquire at the office for the location. Any items not claimed within two weeks will be donated to charity.

Visitors

All visitors must report to the information desk, sign in, and obtain a visitor's pass from the secretary. Parents are welcome to visit the school and observe their child's classroom. However, we request that permission be obtained in advance from the office.

Dress Code

Eagle's Nest recognizes that a person's dress does not make them a Christian or even more spiritual. However, as a school, we reserve the right to set a standard we believe will honor God and create an atmosphere conducive to learning. We

Dress Code (continued)

expect parents to make sure that their child is conforming to this standard when they come to school.

Girls Uniforms

1. Girls must wear a tan, navy, or green plaid uniform, and the hem of the skirt must touch the floor when kneeling.
 - a. K-4th grade girls must wear the jumper or culotte-style jumper only.
 - b. 5th-8th grade girls may wear uniform style skirts, jumpers or skorts.
2. Polo-style shirts must be worn with the jumpers (K-4th) or skirts (5th-8th). The acceptable color combinations are as follows:
 - a. A red polo-style shirt must be worn with the blue uniform.
 - b. A navy blue polo-style shirt must be worn with the tan uniform.
 - c. Green plaid jumper:
 - K-4th Grade Girls – a white polo-style shirt must be worn.
 - 5th-8th Grade Girls – a red or navy blue polo-style shirt may be worn.

However, all shirts and blouses must be buttoned up; only the top button is allowed to be open.
3. Pants may be worn under the uniforms, but must be the tight legging type only, and students in 6th-8th grade must remove them before school begins.
4. Red, green, white or blue socks or leotards must be worn. If socks are worn, white, red, green, or blue shorts must be worn under the uniform.
5. Hair should be neat and out of the eyes.
6. No flip-flops or wheeled shoes of any kind are permitted. Sandals with a strap on the back will be permitted.
7. Any make up should be kept to a bare minimum.

Note: J.C. Penney, Flynn & O'Hara, and Savoy Enterprises have the green plaid, tan, and blue uniforms available.

Boys Uniforms

1. Boys must wear docker-style pants and 3-button polo-style short- or long-sleeve shirts in the following color combinations:
 - a. Navy blue pants with a red, polo; **OR**
 - b. Khaki pants with a navy blue polo.
2. Boys must wear a black or brown leather belt. However, decorative buckles or adornments are not permitted.
3. Boys must wear dark socks.
4. Hair must be off the collar and above the ears.
5. The only jewelry that boys are permitted to wear is a watch.

General Information Regarding Uniforms & Special Days

1. All sweaters must be button down or zip-up. The acceptable colors are blue, green, white or red.
2. Students in 6th-8th grade may wear plain (no designs) sweatshirts. The sweatshirts must have a full length zipper down the front. Hooded sweatshirts are permissible, but the hood may not be worn in the building. The acceptable colors include blue, green, white, red, gray, tan, brown, or black.
3. Shirts must be tucked in at all times during the school day.
4. We ask that shoes are black or brown leather. Sneakers may be black, blue or white without fancy decals. We ask that students wear sneakers on the days that they have physical education. No flip flops or wheeled shoes are permitted.
5. Undergarments of any type are to be white and without any type of print.
6. Hats are NOT to be worn in the building.
7. Chewing gum is not permitted in the school building.
8. Following are the dress code standards for Dress Down Days (DDD):
 - a. T-shirts or tops must cover the hips, even when hands are raised.
 - b. Jeans/pants must be worn up on the waist and must be loose fitting.
 - c. A belt must be worn if pants/shorts have belt loops or if the shirt is tucked in.
 - d. Shoes must be able to stay on the foot. NO flip flops or wheeled shoes.
 - e. A DDD card must be given to the teacher the day before a student is planning to dress down.

Note: If a student comes to school inappropriately dressed on a normal or Dress Down Day, parents will be called and must pick the student up immediately.

Discipline Procedures

We encourage the use of positive reinforcement in all classes and for all students. We desire to follow Biblical principles when dealing with any behavioral concern relative to student issues. ENCA supports the Biblical perspective on discipline and feels the ultimate responsibility lies with the parent. ENCA is here to build on what is taught at home.

Teachers in grades K-5 will use discipline which they feel is appropriate to improve a student's behavior. If the concern continues, the student will be sent to the office and a decision will be made as to whether a parent needs to be called.

Teachers in grades 6-8 also determine classroom rules and expectations in general. However, if a student behaves in a non-compliant manner in or out of the classroom he/she may be given an in-school suspension. If an in-school

Discipline Procedures (continued)

suspension is given, the student will receive a zero in each class for that day. A parent will be notified by telephone and in writing before the in-school suspension takes place.

Lunch detentions are used as a disciplinary measure before resorting to using in-school suspensions. On the 4th occurrence of a detention, an in-school suspension will be given. The following rules apply to detentions:

1. Common violations for 6th-8th graders which will result in a detention are length of hair, decorative belt buckles, belt color, decorative undershirts, tight-fitting blouses, or printed undergarments.
2. Willful or direct disobedience will result in a detention or in-school suspension depending on the circumstances.

In-school suspensions consist of supervised service work that occurs within the school. The student is not permitted fellowship, verbally or physically, with any other student. The student is given 20 minutes for lunch. The supervision is determined by the school personnel available. The following offences will result in an immediate in-school suspension:

1. Inappropriate touching, aggressive or personal,
2. Vandalism of any kind,
3. Continual disrespect of school personnel or property, which is determined at the discretion of teachers and administration, and
4. Repetitive willful or direct disobedience may result in an immediate in-school suspension depending on the circumstances.

Electronic Devices

No student cell phone usage is permitted. Cell phones must be stored in the student's locker with the ring and vibrate features turned off. Cell phones that are not kept in a locker are confiscated on the spot. They are given to the school Director and must be retrieved by a parent.

I-pods should not be brought to school in general. If a student brings an I-pod to school for any reason, it must be turned in at the office before school begins by the parent or the student. It must be in a clearly marked bag or container and may be retrieved at the end of the day.

Admission Standards

Following are our Spiritual admission standards:

1. We do not discriminate against students on the basis of race, color, or national/ethnic origin.

Admission Standards (continued)

2. We would prefer that both parents are born-again believers, but in certain circumstances a child may be admitted with only one born-again parent.
3. We are an extension of the Christian home. Therefore, in order for the home and school environments to be in harmony spiritually, we need to be in agreement in all areas.
4. ENCA is not a reform school for children that are having difficulty with authority in another school. If your child has been expelled or suspended from another school, they need to return to that school and be placed under the correct authority. If they still desire to have a Christian education, they may enroll in ENCA.
5. Your child should desire to attend a Christian school. Children that attend ENCA will receive an education that is Christ based and is in alignment with the Bible.
6. Our desire is to see every child become a born-again believer. We realize that this is a matter of choice and is subject to God's timing. The key issue at ENCA is that the values being taught at home and school are the same.
7. All families are encouraged to grow spiritually through church attendance, school sponsored activities, and their own personal and family devotions.

Following are our Academic/Procedural admission standards:

1. A parent interview is required before being accepted at ENCA. *We may also mail a form to your pastor requesting a recommendation.*
2. All paperwork must be completed including the following forms:
 - a. Authorization for Release of School Records
 - b. Data Entry and Emergency Medical Treatment Form
 - c. Various medical forms including a health appraisal, immunization records, permission to administer specific medication, etc.
 - d. Teacher Emergency Information Card
 - e. Transportation/Bus Form, if needed
 - f. Financial Enrollment Agreement
3. All children being enrolled in Kindergarten must turn five years old on or before October 1st of the year he/she enters Kindergarten.
4. Any student may be required to complete academic testing prior to placement in a classroom.

Handbook Revisions

The school reserves the right to change or amend the Student Handbook at any time including during the academic year.

Curriculum Appendix

Preschool	A Beka
Kindergarten	A Beka
1st Grade	A Beka – All subjects
2nd Grade	A Beka – All subjects except English Bob Jones – English
3rd Grade	A Beka or Bob Jones – Reading & English A Beka – All other subjects
4th Grade	A Beka or Bob Jones – Reading & English A Beka – All other subjects
5th Grade	A Beka or Bob Jones – Reading & English A Beka – All other subjects
6th-8th Grades	A Beka – Literature A Beka or Bob Jones – English, Writing/Grammar A Beka – Math A Beka – Science A Beka – History LifeWay or A Beka – Bible
Music	Bob Jones – Band is inclusive Individual instrumental instruction, while available, requires an additional fee. Inquire at the office.
Computer	Tech Works – Used as a guideline for K-2nd Grade ENCA developed skill-based content
Art (Preschool-8th Grades)	ENCA Teacher developed
Physical Education (Preschool-8th Grades)	ENCA Teacher developed
Spanish	A Beka, Bob Jones, Risas y Sonrisas, or Bienvenidos/Glencoe Spanish