

**Eagle's Nest Christian Academy**

**Middle School**

**6<sup>th</sup> – 8<sup>th</sup> Grades**

**Student Handbook**

**2011 - 2012**

**P. O. Box 129, Milton, DE 19968**

**(302) 684-4983**

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**EAGLE'S NEST CHRISTIAN ACADEMY**

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**Mission Statement**

Preparing Students for Life

**Vision Statement**

Educating Students with a Biblical Perspective

**Core Values**

Respect – Mt. 22:37-40

Responsibility – Mt 7:1-5

Reliability – Phil. 2:19-23

Realness – John 13:3-5

Relevance – 1 Cor. 9:19-23

Relationship – Gen. 2:18-25

Results – Gen.1:20-28

Rest – Ex. 20:8-11

### **Objectives – 2 Timothy 2:15**

- To reach all parents for Christ and prepare them to be the parents God wants them to be. (John 3:16)
- To provide an environment that is loving, supportive and nurturing for children, family and staff.
- To Integrate God’s Word in all areas of teaching.
- To provide students with the tools to be prepared with a Christian world view.
- To provide students with the opportunities to open their hearts to Christ.
- To provide students with ministry opportunities.
- To have a staff that models Jesus Christ in their daily lives.
- To prepare staff to be capable and ready in the classroom to be ministers of God’s Word, and to teach academics to students of differentiated learning styles.

### **Statement of Faith**

1. God is – He Exists – Gen. 1:1
2. God is one but three – The Trinity – Mat. 28:19
3. God is Creator – John 1:1-3; Gen. 1:1
4. God has spoken – The Bible – 2 Tim. 3:16
5. God rules – Sovereignty – Psalms 24:1-2
6. The Fall – Free Will – Romans 5:12
7. Truth – Exists in Christ – Eph. 4:21
8. Grace – God’s gift – Eph. 2:8
9. Salvation – Through Faith – Romans 3:21-23
10. The Church – God’s people – 1 Pet. 2:9-10
11. The Second Coming of Christ – Acts 1:11
12. Life – God is for it – Dt. 30:19-20; John 10:10s

### **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.
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
  - g. copy of birth certificate
3. Any student may be required to complete academic testing prior to placement in a classroom.

## **Memberships**

Eagle's Nest Christian Academy is a member of The Mid Atlantic Christian School Association (MACSA), and The Association of Christian Schools International. (ACSI)

## **Parents**

In order for ENCA to fulfill its commitment to the Lord effectively, it is essential that parents:

**Affirm the doctrinal statement of ENCA.**

**Agree with the mission, education philosophy, curriculum design and goals of ENCA.**

**Support ENCA through prayer and a positive attitude.**

**Expect their children to comply with school procedures and policies.**

**Follow the Matthew 5 and Matthew 18 principles for conflict resolution.**

### **Matthew 5:23-26**

The principle of Matthew 5 is simple. When we know that our brother or sister has problems with us, we are to go to that person and only that person and seek resolution. To seek resolution we ask forgiveness for any offense that we may have caused.

### **Matthew 18:15-20**

The Matthew 18 principle gives us a chain of command for dealing with problems with others. First, refer to Matthew 17:1-5 which refers to confronting ourselves first to make sure we are in line with the Bible. Then we go to the person with whom we have problems. If it is with the teacher, you should address the teacher first. If this does not work we are to go to the Director of Education or Dean of Students.

## **Students**

The students of ENCA are expected to come to class with the right attitude and participate in the academic process to the best of their ability. They are to participate in chapel. They should represent themselves, their family, their church and their school in a positive light in all extra-curricular activities.

## **Bible Verse**

II 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.”

### **Brief History**

Pastor William Sammons started Eagle's Nest Fellowship Church in 1991. In the spring of 1997, Pastor Sammons felt led to begin a daycare at the church facility. In the fall of that same year, Eagle's Nest Christian Academy began with one teacher, one assistant, and nine students in kindergarten. The following year there were 9 students in the first grade program and twenty enrolled in the kindergarten program, with two teachers and one assistant. ENCA has expanded to include classes up through eighth grade. In order to keep up with our growing enrollment two wings were added to the building, one with classrooms and one with a gymnasium and classrooms. The need for quality Christian education has continued to be placed before us by the Lord.

As the student enrollment grew, we realized that the need to offer more than the basic academic classes was growing as well. We do offer other programs in the sports and art area during the day and after school. These programs are decided each year according to the needs of the students. A need for child care before and after school became apparent, so a program was developed to provide for that need.

Eagle's Nest Preschool began in September of 1999 with one three-day-per-week program. The name was later changed to Eagle's Nest Early Learning Center, and has also grown in numbers. The preschool currently includes over one hundred children.

The ministries of Eagle's Nest, which is now under the direction of Pastor Robert Weed, includes Eagle's Nest fellowship Church, Eagle's Nest Early Learning Center, Eagle's Nest Christian Academy, and Eagle's Nest Campground.

### **Affiliation/Staff/Continuing Education**

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

### **Curriculum**

ENCA strives to provide quality Christian education for all students enrolled. The curriculum programs we use are based on A Beka Book, Bob Jones University, and Glencoe for Math. Teachers may utilize other resources for instruction as necessary and as approved by the administration.

The middle school currently offers the following core courses: English, History, Math, Science, Bible, Physical Education, Computer, Art and Health. In addition there are opportunities to participate in Chorus, Band, Athletics and other activities as may be developed.

## **Report Cards and Grades**

Students will receive a report card four times each year.

Grades 6-8 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

Basic writing standards will be applied in all classes in which writing is required including but not limited to the use of proper grammar, punctuation, sentence and paragraph structure. Writing standards are considered when assessing a student's grade regardless of the course of instruction unless specifically stated otherwise by the teacher.

In determining a grade for a student, a teacher can consider test grades, class work, quizzes, homework, projects and attendance. Work that remains incomplete at the end of a marking period will result in a grade of zero unless other prior arrangements are made with the teacher in a particular circumstance.

## **Honor Roll**

Students who have accumulated an "A" average (91-100) in all classes will be awarded an "A Honor Roll" status for the marking period.

Students who have accumulated a "B" average (82-90) in all classes will be awarded a "B Honor Roll" status for the marking period.

**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.

## **Cyber Classroom**

ENCA utilizes the cyber classroom to assist those students who may need extra assistance in a particular subject or maintaining grade level placement. The cyber classroom may also be used to facilitate the advancement of students who may be working above grade level. Assignments to the cyber classroom will be made on a case by case basis with the input of the teacher, the Director, the cyber teacher and availability of classroom resources.

**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 course of study. Generally, in order to be promoted, a student must pass four out of five core courses which includes math, English, history, science and Bible.

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.

A student who does not meet attendance requirements will be subject to retention unless in extreme circumstances and as determined by the Director.

**Standardized Tests**

The Stanford Achievement Test (SAT) is administered to students in the third, fifth, and eighth grades.

**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.

On occasion, there may be circumstances which require a parent to speak to a teacher on an expedited basis. In that event, we would ask that where possible, the parent should provide notice that he or she needs to speak with a teacher and the nature of the issue which requires attention via email or telephone. This will allow the teacher to be prepared for your visit. We would then ask that you wait until 3:15 to go to the teacher's classroom. This will allow the hallways to clear

and prevent conversations that may be of a sensitive nature to be overheard by other students or parents. It will also allow the teacher to wrap up end of the day activities with students and materials and thereby provide the attention necessary to address the issue of the parent or student.

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 for resolving grievances, conflicts, or problems. Students and parents are asked to take their concerns to the source of the problem and the place where the problem can best be solved. If the matter cannot be solved at this level, the parent should take the concern to the next level of authority. The order of authority at ENCA is as follows:

First: Teacher

Second: Teacher and dean of student

Third: Teacher, dean of students and director

Fourth: Teacher, dean of students, director and pastor.

We also 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 3:00 p.m. at the school information desk or you can make arrangements by email with the individual teachers. It is the student's responsibility to make up any homework missed due to illness.

All assignments must be completed as soon as possible and within a reasonable time as determined by the individual teacher upon return to school. Incomplete homework will result in a zero unless other arrangements are made with the teacher. Generally, students who are absent from school for any reason will be granted the same number of days to make up the work that was missed. Students who are dismissed early for a school sanctioned activity are required to give any work due for classes prior to their leaving school. 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 cheating and is a serious violation of Christian conduct that will result in disciplinary action for both students.

Homework is 10% of a student's overall grade. Typically, a student can have up to three zeros due to missing homework assignments before their final grade is affected.

1. Homework will either be considered completed, partially completed, or not completed, at the discretion of the teacher. A completed homework assignment will be rewarded with a 100 or will be graded for accuracy without penalty. Partially completed assignments are given a 50 or will be graded for accuracy with a 50 point deduction; therefore, a partially completed assignment cannot receive any more than half credit. Assignments that are not completed will be given a zero. Special consideration will be given to students due to absence, family emergency, or prior arrangements with a teacher. Late night shopping, trips and sports events are not valid excuses for incomplete assignments.

2. Homework is due at the time and location that the teacher is collecting it, or the assignment will be considered late. Homework left in a locker, in another classroom, or at home will be considered late. Parents e-mailing, calling, or dropping off homework is unacceptable. Late homework will be given a 20 point deduction for every day it is late up to three days. After the third day, the student will receive a zero.

3. Late homework that is graded as a test, therefore worth more than 10 percent, such as projects, essays, reports, and presentations, will be subject to the following deductions. If the assignment is late one day, there will be a 10 point deduction. If the assignment is late two days, there will be a 20 point deduction. If the assignment is late three days, there will be a 30 point deduction. After the third day, the student will receive a zero.

4. Students who are absent from school will be given an equal amount of days to complete any missing assignments.

Students who are missing assignments or who habitually turn in partially completed, or late assignments will be asked to fill out a form with a valid explanation. The form will be dated and signed by the student, filed by the teacher, and may be reviewed by the parent, teacher, or dean of students as necessary.

### **Attendance/Absences**

Regular attendance is the only way for a student to progress academically and to benefit substantially from the total program of the school. The instructional program is a progressive and sequential experience and therefore it is not possible for that experience to be made up. For these reasons, continued absences or

tardiness will be seen as a serious problem. Therefore, any student who accumulates 25 days of absence, excused or unexcused, will be considered for retention in that grade, or possibly dismissed from the school. Instances of disciplinary suspension from school would be included in this limit.

Absence from individual classes that total more than 25 days will not receive credit for that course. Those students who experience long term absence (a minimum of 5 consecutive days) which would place them over the policy limit for attendance, must submit a letter to the administration, along with a written explanation from a physician indicating the nature of the illness and that it was just cause for the extended absence.

When a student has totaled 15 absences for the year, a conference will be scheduled with the parent, student, Dean of Students and a teacher representative.

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 two weeks 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.
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.

Students missing classes due to school-sponsored activities are not considered absent. School-sanctioned activities would include the following: field trips, athletic competition, or other events as from time to time may be sanctioned as a school activity.

### **Family Vacations**

ENCA prefers that students not take family vacations during scheduled school days. However, if parents choose to take their child out of school for vacation, they must notify the school in writing at least two weeks prior to the scheduled absence. The students must also make arrangements with each of his/her teachers regarding the missing work. Any work given prior to vacation, or provided to the student for completion during the vacation, must be completed and turned in as specified by the teacher; otherwise no credit will be given for the assigned work. A maximum of five days is allowed.

### **Half Day Absence**

Students will be credited with a half day absence if they do not arrive to school prior to 12:00 p.m., or if they miss four or more periods that day. Students missing more than fifteen minutes of a class will be considered absent from that class.

### **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 8:00 a.m., a student is considered tardy unless adverse weather conditions are in effect. When a student arrives late to school, he/she must go directly to the front desk to sign in and receive a pass to class. If a student has a medical or dental appointment that makes him/her late to school, it will be termed an "excused Tardy". A note from the doctor's office should be given to the school upon arrival to school. 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.

In order to participate in any after school activities, including athletic events, a student must arrive at school no later than 12:00 p.m. unless prior authorization is obtained from the Director or Dean of Students. This provision may be revoked should a student exhibit a pattern of tardiness.

A parent conference may be scheduled when a student accumulates more than 7 tardies.

### **Late to Class/Homeroom**

Students arriving late to class are a disruption and have an effect on the learning process, other students and the teacher. Therefore, students are required to be on time to class and homeroom. A signed pass stating the reason for lateness from the previous period should accompany any student coming late to his/her next scheduled class. Unexcused tardiness will result in an infraction. (See Discipline policy)

### **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), WKNZ Radio station 88.7 FM and WGMD Radio station 92.7 FM. Information will also be posted on our website: [eaglesnestschool.org](http://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.

Students are responsible for their own property, and should take appropriate steps to secure and safeguard their property. ENCA is not responsible for damaged or lost property.

### **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. Students are expected to keep classrooms and common areas picked up, and when necessary take steps to ensure the appearance of the school remains acceptable. This may include, but is not limited to: picking up anything that is on the floor or in the hallways that should be discarded or placed in a locker, keeping lockers tidy and organized, putting garbage in the trash, etc. Any intentional damage to school property is considered vandalism and will be addressed within the schools disciplinary policy.

### **Chapel**

In order to enhance the spiritual life of the school through group fellowship with fellow students and staff, students will meet together for Chapel which will include music, bible lessons, testimonies and/or prayer. Chapel will also be an opportunity for students to lead and serve, and for students to see examples of others serving the Lord. Chapel services are determined by the Bible leader in charge.

### **Christian Service Hours**

We at ENCA believe that young people need to receive training in missions education in order that they may understand “The Great Commission” to make disciples of all nations as Jesus instructed in Matthew 28:19,20. We therefore require all students in middle school to complete 15 Christian Service hours per year in order to progress to the next grade.

Christian Service hours will be documented on the school form for service hours to be provided to the students and must be turned in prior to the end of each marking period to the Dean of Students.

### **Field Trips**

Field trips are a valuable part of the educational experience and enhance classroom instruction and the integration of the subject matter with practical application. A student’s academic and behavioral standing will be evaluated in determining participation.

All disciplinary policies and standards of conduct apply to any students, parents or staff attending a field trip, including standards of dress, which may require students to wear uniforms to such events. Parents are expected to conform to a standard of dress which reflects that of a Christian School while on any 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.
4. Parents may ride the bus if room is available.
5. Siblings that attend the school may not attend trips scheduled for another grade.
6. 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 classroom 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: **4<sup>th</sup>–8<sup>th</sup> (\$56.25)**. The lunch card is given to the homeroom teacher who monitors purchased lunches and maintains the cards. 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.

Your child 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. If a parent has any concerns regarding how their child filled out the menu, they should contact the school office.

### **Fire Drills**

The school holds fire drills monthly. Individual teachers will review fire drill procedures with students. During a fire drill, all students are expected to exit the building quietly and orderly and line up in the designated area outside where teachers will take attendance. At the completion of the drill, all will return to class in an orderly fashion.

### **Dismissal Procedures/Extended Care**

General school dismissal is at 3:00 p.m. Upon dismissal from the final class, students are to go to their lockers, gather their belongings and report to the café. Parents who pick their children up at the school must go to the café. **All students are to remain in the cafe until the parent arrives.**

Students who are not picked up by 3:15 and those who stay for Extended Care are dismissed from the cafe 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**

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

The purpose of a dress code is meant to create a positive educational atmosphere, school identity, and community for ENCA. We believe that often, students act the way they dress. Neat, modest and appropriate clothing encourages and reinforces conduct which is conducive to learning, to healthy interaction, and to a

sense of Christian community. The ENCA dress code is intended to serve three specific functions: 1. create an atmosphere as free as possible from distractions, 2. build character that exhibits self-discipline, modesty, appropriateness, cleanliness and submission, and 3. inspire the making of responsible choices.

It is our intention to create clear and consistent guidelines for all students, and we discourage and hope to prevent the exploitation of loopholes which can be utilized to deviate from the expected standard of conduct. The cooperation of the student and parent is necessary in maintaining standards of dress. A STUDENT'S APPEARANCE IS A FAMILY RESPONSIBILITY. Please assume this important responsibility, and leave the school free to focus on its primary tasks. It is the expectation of the school that parents will insist on compliance with these rules from their children, and that parents will support the faculty and administration when infractions are brought to their attention.

All uniforms must be purchased through the "Rose Uniforms" uniform company with the exception of pants and shorts. Please note that if pants or shorts are purchased anywhere else, they must be of the same style as "Rose Uniforms". Cargo Pants or Cargo style shorts are not acceptable.

### **GYM UNIFORMS**

All students will be required to wear gym uniforms as a condition of participating in gym. Gym uniforms include approved gym shirts and shorts and sneakers. If a student is unable to participate in gym because they do not have a gym uniform, they will receive a zero for that day's class. Failing to properly dress for gym will result in a warning for the first offense. A second offense will result in an infraction which will be dealt with within the code of discipline.

### **Girls Uniforms**

1. The following color combinations are permitted:
  - a. Tan Pants, Skirts or Skorts or Bermuda Shorts with Navy Polo Shirt.
  - b. Navy Pants, Skirts, Skorts or Bermuda Shorts with Red Polo Shirt
  - c. Plaid Skirts with Navy or Red Polo shirt

**NO WHITE SHIRTS PERMITTED**
2. The hem of the skirt must touch the floor when kneeling.
3. Pants may be worn under the uniforms, but must be the tight legging type only, and students in 6<sup>th</sup>-8<sup>th</sup> grade must remove them before school begins.
4. Hair should be neat and out of the eyes. Extreme hairstyles and unnatural colors are not permitted.
5. No flip-flops or wheeled shoes of any kind are permitted. Sandals with a strap on the back will be permitted. All footwear must have a full heel or strap.

6. Any make up should be kept to a bare minimum.
7. No piercing other than ear piercing is permitted.

### **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. Decorative buckles or adornments are not permitted.
3. Hair must be off the collar, above the ears and out of the eyes.
4. The only visible jewelry that boys are permitted to wear is a watch.
5. No flip-flops or wheeled shoes of any kind are permitted. Sandals with a strap on the back will be permitted. All footwear must have a full heel or strap.

### **General Information Regarding Uniforms & Special Days**

1. All sweaters must be button down or zip-up. The acceptable colors are navy blue red or gray. Sweaters must be plain or have the Eagle's Nest logo.
2. Students in 6<sup>th</sup>-8<sup>th</sup> grade may wear hooded sweatshirts with zippers. The hood may not be worn in the building. The acceptable colors include navy blue, red, and gray. Only sweatshirts with the Eagle's Nest logo on the breast pocket area or plain sweatshirts with no logo are permitted.
3. Shirts must be tucked in at all times during the school day. No undershirt or under garment may be visible other than at the neck. Long sleeves may not be worn under short sleeve shirts.
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. All shoes must have a closed heel.
5. Socks should be a solid color (no patterns). If leotards are worn, they must also be a solid color.
6. Undergarments(t-shirts) are to be white and without any type of print.
7. Hats are NOT to be worn in the building.
8. Chewing gum is not permitted in the school building.
9. 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.
- 10. Pants are to be worn at the waist.
- 11. Appropriate sizes are to be worn.
- 12. Nothing of a counter-culture or gothic nature, such as black fingernail polish, gothic style makeup is permitted.
- 13. Students are not permitted to wear black, deep red or deep purple fingernail polish.
- 14. A student is permitted to wear one item of jewelry, such as a bracelet or a watch on each arm. If the item has an inscription, it must be of a positive character containing no offensive or derogatory language. Students are not permitted to hook multiple items together to create one item such as multiple bracelets looped together.

### **Enforcement**

If a student is in violation of the dress code and the violation cannot be immediately remedied, the student will be required to report to the office and remain there until acceptable clothing is obtained. Students will be required in such a case to call a parent or family member to bring conforming clothing to the school. The student will not be permitted to report to class with non-conforming clothing and the student will be responsible to make up any work missed as a result of inappropriate dress. In the event there is a second offense violation that cannot be immediately remedied, the student will receive a zero for any class work missed.

If clothing is worn in an unacceptable manner, the student will receive an infraction consistent with the discipline policy, and continued violations will result in a parent conference.

**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.

### **Daily Student Life**

Students may not enter the school building earlier than 7:30 a.m. If a child arrives prior to 7:30, they are to report to the cafeteria where they will remain until 7:30. If a middle school student arrives at school between 7:30 and 7:55 they will report directly to the café in the middle school wing. Students must remain in the café until the bell rings to report to homeroom. Students are not permitted to go to their lockers, go to their classroom, or loiter in the hallways prior to 7:55 a.m.

Students are expected to report to classes on time and use the time between classes to go to the restroom, sharpen pencils, and obtain necessary items from

their lockers. When the bell rings for the start of class, students are expected to be seated and prepared for class. Students are expected to be in their seats at the start of class and to raise their hand before speaking or requesting to leave their seats during class, unless engaged in an activity that requires the student to be out of their seat. Students are not to be in the hallways or in any unsupervised area of the building without a hallway pass or under the direct supervision of an ENCA employee. Students who are in the hallway during class time are expected to remain quiet as they proceed directly to and from their intended destination and refrain from any activity that may disrupt any other classes. Once in class, students are expected to participate appropriately, maintaining respect for the teacher, other students, and the learning process. Students who refuse to participate may be counted as absent.

School dismissal is at 3:00 p.m. At 3:00 p.m., students are expected to obtain the necessary items from their lockers and report to aftercare or to the café, or if engaged in an after school activity, to that activity. Parents picking up their child from school should do so at the café. **All middle school students are to remain in the café until a parent arrives to pick them up.**

Students may not be on school grounds after 3:15 unless under the direct supervision of an ENCA employee.

### **Student Planners and Hall Passes**

All students will be issued a student planner. Students are required to write their assignments in this planner each day.

Students are required to have a pass in their possession any time they are in the hallway for any purpose. Talking to other students and other disruptive behavior in the halls or other unassigned areas is not permitted during class periods.

### **Lockers**

All students will be assigned a locker. Students should be aware that lockers are the property of the school and may be opened and searched by school personnel. Students will also be assigned combination locks for their lockers and the combinations will remain on file in the middle school office. Only school locks will be permitted; all others will be removed.

A student may go to his/her locker before school, during class changes, and at the close of school. To use the locker at any other time, the student must have written permission from the teacher.

Students may not use unassigned lockers.

Students will be assigned a gym locker and lock for keeping of gym uniforms and athletic uniforms only.

### **Gymnasium**

The gym is open and supervised at designated times. A student is only permitted to be in the gym if they are scheduled to be there. If a student is not scheduled to be in the gym, they are not permitted to enter the gym for any reason.

Students are required to wear sneakers at all times in order to participate in gym activities. No stocking feet, bare feet, hard soled shoes or cleats are permitted.

Food or beverages are not permitted in the gym.

Students are not to enter any storage areas, the gym office, or the stage without teacher permission and supervision.

### **Discipline Procedures**

The purpose of Christian discipline is to bring about Godly conduct, character, obedience, and self-control. ENCA strives to promote high standards of honor, to teach respect for authority, to develop self-discipline and to teach Christian love for one another. ENCA has established a student discipline code to set a proper foundation for conduct in the school, and to provide teachers and parents with an outline of accepted discipline.

### **School wide Rules**

In order to maintain a proper atmosphere for learning, students are expected to:

1. Be respectful for the things of God upon which our school is built
2. Be courteous, cooperative and respectful toward one another, their teachers and other ENCA personnel
3. Arrive to class on time; be prepared and attentive. Students should not speak out in class unless they raise their hand and are recognized by the teacher and should not leave their seat for any reason unless granted permission to do so.
4. Adhere to the school's standard of dress
5. Be honest in their work and their dealings with others
6. Refrain from involvement and situations in the areas of drugs, alcohol, tobacco, and immorality
7. Respect the property of the school and others
8. Not harass, "bully", or insult other students
9. Not engage in profanity or take the Lord's name in vain

10. Use common courtesy in responding and addressing those in authority and each other, such as the use of “Please”, “Thank-you”, “Yes Sir/Ma’am”, “No Sir/Ma’am” and “Excuse Me”.
11. Any non-related item that a student desires to distribute to other students must be approved by the Dean of Students and or the Director of Education. It is the general policy that nonschool related items be distributed before or afterschool.

### **Classroom Rules**

As part of our expected Code of Conduct, there are five basic rules which apply to classroom conduct. Each of the rules is based on the principle of **respect**. Although a teacher is free to modify these basic tenets as necessary for the effective administration of a class or as circumstances warrant, when the circumstances or exception no longer exists, the expected conduct shall conform to the classroom rules.

1. Students must follow the directions of those in authority.
2. Students must not talk while the teacher or another student is talking.
3. Students must raise their hand before speaking.
4. Students must ask permission before getting out of their seat.
5. Students must not be disruptive.

### **Enforcement**

Violations of the expected code of conduct and the disciplinary policy will have consequences, and it is intended that the consequences would progress through a logical progression depending on the nature of the offense and the number of previous offenses. Repetitive conduct will result in increased penalties. The code of conduct and the disciplinary policy applies to conduct that occurs during school hours, as well as all school related functions occurring after hours on school property.

The potential consequences of a violation may include:

1. Silent lunch: intended for relatively minor violations. Silent lunches are intended to get the attention of a student where verbal warnings have proven unsuccessful. Parents will not be formally notified when a silent lunch is imposed.
2. Notice of Concern: A notice of concern may be issued for either academic issues or behavior issues. At the teachers discretion, a notice of concern can be issued as a warning only. A notice of concern will be

issued when we believe that the conduct or academic performance requires formal parental notification.

3. **Overtime:** Overtime is a fifteen minute detention served from 3:05 until 3:20. Overtime can be used as an alternative to silent lunch and in situations where the need to get the student attention is more acute. Parents will be notified when overtime is issued. During overtime students must sit silently and are not permitted to communicate or do any other activity including homework.
4. **Detention:** A detention is served after school from 3:05 until 4:05 or on Saturday at the discretion of the Dean of Students. The Dean of Students will determine if a detention is warranted and when it will be served. Detention may be issued for more serious or repetitive violations of the Code of Conduct.
5. **Suspension or Expulsion:** A Suspension or expulsion may occur when conduct is determined to be of a serious nature, repetitive or flagrant. Suspension or Expulsions may also occur if a student refuses to abide by the standards of conduct required by ENCA.

Although ENCA desires to adhere to an orderly progression of discipline, there are situations which require a deviation from the usual progression or where an alternative form of discipline is more appropriate. ENCA reserves the right to implement discipline as it sees fit, taking into consideration the best interest of the student, student body, staff, family and Eagles Nest Christian Academy.

We ask that parents support the decisions made by the school even where they may disagree. This encourages respect for those charged with the duty of administering school policy and promotes a Biblical order of authority.

Any student who is issued a detention or suspension will not be permitted to participate in any school activities or remain on school property after serving the punishment on the day of the detention or suspension.

Offenses which may result in an infraction include but are not limited to:

1. gum chewing
2. late to class
3. dress code violation

4. disrupting class
5. inappropriate or disrespectful behavior towards any ENCA staff
6. inappropriate or disrespectful behavior towards another student
7. possession of a cell phone or electronic device during school hours

Offenses which may result in a detention include but are not limited to:

1. plagiarism/cheating
2. stealing
3. misuse of school technology
4. bullying
5. repeated violations even if of a minor nature
6. harassment

Offenses which may result in a suspension from school or expulsion include but are not limited to:

1. fighting
2. vandalism
3. possession of drugs, alcohol, tobacco or weapons
4. sexual harassment

Procedure: The teacher talks with the student, fills out the infraction notice, makes a copy and provides one copy to the student. The student is responsible for getting a signature and returning it to the teacher. The teacher will then provide the original with the parent signature to the Dean of Students for retention in the student's file and to document the number of infractions.

#### Appeal Process

1. The student would first appeal to the teacher issuing the infraction. The teacher will then either remove or decide to issue the infraction.
2. The student would then appeal to the Dean of Students in writing. The Dean will either remove the infraction or decide the infraction is warranted.

#### Definitions

1. Cheating and Plagiarism – Plagiarism is a form of stealing by using words or ideas of others without giving them credit and presenting them as your own. Cheating is copying during tests or quizzes or using the work of others on homework assignments, projects or written assignments. Both the person copying and the person giving their own work to be copied are guilty of cheating and will have consequences.

2. Harassment – Harassment of any kind is unacceptable. Students are expected to treat others with respect, regardless of their age, race or sex. Harassment includes offensive verbal remarks, unwelcome physical advances and/or discriminatory statements directed against another.
3. Sexual Harassment – Sexual harassment includes any act, either verbal or physical, directed to another by offending them through sexually related references or actions.
4. Bullying – Bullying can take place physically such as hitting or pushing, deliberately tripping and other similar aggressive behaviors; verbally such as name calling and teasing in a hurtful way; socially by ignoring or excluding another; and emotionally by spreading false rumors or making inappropriate comments or gestures.
5. Vandalism – Any act that damages, defaces or destroys school or personal property.

### **Extra-Curricular Activities**

ENCA offers a variety of extra-curricular activities for middle School students. The ENCA Code of Conduct applies during all extra-curricular activities. In order to participate in extra-curricular activities, students must arrive at school by 12:00 unless prior permission is given. In order to be eligible to participate in extra-curricular activities, students must maintain a “C” average in each of the five major subjects, unless the student suffers from a learning disability or in the event of exceptional circumstances. In either event, the decision to allow a student to participate in extra-curricular activities is at the discretion of the Dean of Students.

### **Electronic Devices and cell phones**

No student cell phone or other personal electronic device usage is permitted during school hours. Although students are permitted to bring cell phones to school, it is highly discouraged as it provides no benefit to the school atmosphere. If a child brings a cell phone it is to be turned off and handed in to the homeroom teacher upon arrival to school for safe keeping until the end of the day. Cell phones will be returned to the students at the end of the school day. Cell phones are not to be used in school for any reason during school hours. Each classroom has a phone for emergencies. If a student is caught with a cell phone or electronic device, whether in use or not, in addition to an infraction, the cell phone or device will be immediately confiscated and turned in to the dean of students. A parent will be required to pick up the phone or device at which time the parent will be

informed of the infraction. A second infraction will result in the student not being permitted to bring any phones or devices to school for the remainder of the year. If a third offense occurs, the device or phone will be turned in to the director until the end of the year.

I-Pods and other devices used solely to store music or video are not permitted at any time on school grounds.

### **Handbook Revisions**

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

**Date Reviewed 07-29-11**

## Curriculum Appendix

**English – 6<sup>th</sup> Grade** – Sixth graders will review all basic parts of speech, punctuation and capitalization. They will learn the preparation, technique, and format of various writing genres and will complete a minimum of eight writing assignments: personal narrative, compare/contrast essay, personal letter, business letter, process paper, research report, short story, and poetry. Sixth Graders learn the parts of a short story and novel, and reading techniques for comprehension. They will complete one-three, in class novels and various short reading assignments from the Bob Jones reading book. There will be weekly vocabulary lists, reviews and tests. A variety of homework will be determined and assigned as necessary for extra practice and may consist of, but is not limited to, worksheets, grammar practices, reading assignments, writing assignments and projects. Students will also have journal questions or short writing assignments at the beginning of class daily.

**English – 7<sup>th</sup> Grade** - Seventh graders will review all the basic parts of speech, punctuation, and capitalization. New grammar concepts introduced are transitive and intransitive verbs, and count and noncount nouns. Seventh graders will both review and learn new preparations, techniques, and formats of various writing genres and will complete a minimum of ten writing assignments: PowerPoint presentation, descriptive (expository) essay, persuasive essay, comparison/contrast essay, business letter, autobiography, process writing, research paper, short story, poetry. Seventh graders review the parts of a short story and novel in depth, and weekly readings focus on comprehension and analysis. They will complete one-three, in class novels and various short reading assignments from the Bob Jones reading book. There will be weekly vocabulary or Greek and Latin root word lists, reviews, and tests. A variety of homework will be determined and assigned as necessary for extra practice and may consist of , but is not limited to, worksheets, grammar practices, reading assignments, writing assignments, and projects. Students will also have journal questions or short writing assignments at the beginning of class, daily.

**English – 8<sup>th</sup> Grade** - Eighth graders review all the basic parts of speech, punctuation, and capitalization. New grammar concepts introduced in eighth grade are gerunds and participles. They will review the preparation, technique, and format of various writing genres and will complete a minimum of eleven writing assignments: personal narrative essay, compare/contrast essay, persuasive

essay, descriptive (expository) essay, PowerPoint, biography, speech, personal letter, business letter, research report, and poetry. Eighth graders will also research, prepare materials for, and participate in an in-class debate. They review the parts of a short story and novel, and focus on reading techniques for comprehension. They will complete one-three, in-class novels and various short reading assignments from the Bob Jones reading book. There will be weekly vocabulary or Greek and Latin root word lists, reviews, and tests. A variety of homework will be determined and assigned as necessary for extra practice and may consist of, but is not limited to, worksheets, grammar practices, reading assignments, writing assignments and projects. Students will also have journal questions or short writing assignments at the beginning of class, daily.

**Math – 6<sup>th</sup> Grade** - 6th grade math uses the Arithmetic worktext by A Beka Book. Topics covered include: whole numbers and measures, linear measurements, capacity measurements, measure of time and weight, converting measures, factoring, prime and composite numbers, exponents, fractions, decimals, fraction to decimals, ratios percentages, graphing, frequencies, geometry including shapes, perimeters, area computations, algebra multiplication, temperature, square roots and principles of banking and budgeting.

**Math – 7<sup>th</sup> Grade –**

**Pre-Algebra** – 7<sup>th</sup> grade pre-algebra will use the Mathematics Applications and Concepts Textbook Course 3 by Glencoe McGraw-Hill. This course will focus on basic algebra concepts including: Integers and absolute values, fractions, decimals and rational numbers, powers and exponents, square roots, Pythagorean theorem and coordinate plane, slope, proportion polygons, dilations, probabilities, displays of data, inequalities, sequences, functions, volumes and surface areas.

**Basic Math** – 7<sup>th</sup> grade basic math will use the Mathematics Applications and Concepts Textbook Course 2 by Glencoe McGraw-Hill. This course will focus on basic math concepts including: powers and exponents, pemdas, variable and expressions, algebra equations, sequences, metric system, frequencies, integers and absolute values, coordinate plane, inequalities, functions and linear equations, prime and composite numbers, fractions and decimals, percentages, angles and shapes, perimeters, areas, ratios, rates, proportions, probabilities, sales tax and discounts, simple interests, quadrilaterals, polygons and tessellations, translations, reflections, areas and volumes

**Math 8<sup>th</sup> Grade** – 8<sup>th</sup> grade algebra will use the Algebra 1 textbook by Glencoe McGraw-Hill. This course will focus on algebra principles including: Distributive, commutative and associative properties, identity and equality properties, functions and graphs, linear equations, ratios and proportions, percent of change, specific variables, relations, functions, proportion and non-proportional relationships, rate of change and slope, direct variation, slope intercept, scatter plots and lines, parallel and perpendicular lines, substitution, elimination, inequalities, monomials, polynomials, trinomials, Quadratic graphs and equations and exponential functions.

**Science 6<sup>th</sup> Grade** - 6<sup>th</sup> grade science will use *Science* by BJU Press. This course will include the following topics; Earthquakes and Volcanoes, Weathering and Erosion, Classification of Cells, Plants and Animals, Stars and Our Solar System, Plant and Animal Reproduction, Heredity and Genetics, Atoms and Molecules, Electricity and Magnetism, Motion and Machines, and Human Nervous and Immune Systems. This course will also include hands-on practicum that helps students grasp abstract concepts. Two projects will be required through the year; the first a group project and the second an individual project.

**Science 7<sup>th</sup> Grade** - 7<sup>th</sup> grade science will use *Life Science 3<sup>rd</sup> Edition* by BJU Press. This course will include the following topics; Explanation of Life Science, Classifying Living Things, Life and Cells, Cell Structure, Activities and Division, Understanding of Genetics, Biblical Creationism vs. Biological Evolution, Intro into Microbiology, Plant Structure, Processes and Reproduction, Animal Classification, Behavior and Sexual Reproduction, Ecosystem and the Relationship Between the Organisms, and the Structure and Function of the Human Body. This course will also include hands-on practicum that gives an in-depth view into life science. Two projects will be required through the year; the first a group project and the second an individual project.

**Science 8<sup>th</sup> Grade**- 8<sup>th</sup> grade science will use *Space and Earth Science 3<sup>rd</sup> Edition* by BJU Press. This course will include the following topics; Creation vs. Evolution, In-depth study of Our Solar System which includes the Sun, Moon, Stars, Major and Minor Planets and the importance of Space Exploration, Meteorology, Water and Movement in the Atmosphere, Weather Prediction, Introduction to Geology which includes Earth's Design, Structure and History, and Learning the Earth's Hydrosphere. This course will also include hands-on practicum that helps students understand the important connection between math

and science. Two projects will be required through the year; the first a group project and the second an individual project.

**History – 6<sup>th</sup> Grade** – 6<sup>th</sup> grade history will use the New World History and Geography work text by A Beka Book. The focus of the course will be the physical and political aspects of North and South America.

**History – 7<sup>th</sup> Grade** – 7<sup>th</sup> grade history will use the History of the World in a Christian Perspective text book by A Beka Book. Seventh graders will focus on the ancient world, the Middle Ages, the Modern Age, and contemporary history in order to cultivate an appreciation for and a better understanding of the development, decline, and influence of present and past civilizations.

**History – 8<sup>th</sup> Grade – to be supplemented**

**Bible – 6<sup>th</sup> Grade** – 6<sup>th</sup> grade will use Winning the Race by Positive Action for Christ Bible Curriculum. This book uses the theme of athletic competition and drawing from studies of various Bible characters and an overview of the Book of Revelation, students will learn how the principles of God's Word can help them gain victory in the race of life.

**Bible – 7<sup>th</sup> Grade** – 7<sup>th</sup> grade will use Dynamic Christian Living by Positive Action for Christ Bible Curriculum. This book will give students the basic tools needed to "jump start" their journey toward spiritual maturity. Through this study, your students will attain a clearer understanding of salvation, learn how to study God's Word, and recognize the power and necessity of prayer. They will also learn how to share Christ with the lost and to daily live out their faith and love towards God.

**Bible – 8<sup>th</sup> Grade** – 8<sup>th</sup> grade will use Wise Up by Positive Action for Christ. In this study, students will use the book of "Proverbs" learn specific applications of Bible Truths in their own lives in a way specifically designed for the middle school student.

**PARENT AFFIRMATION**

1. I will pray earnestly for ENCA.
2. I will cooperate fully with the educational functions of ENCA, doing my best to support the mission of ENCA in providing a Christian Education to my children and creating a desire to love and serve our Lord Jesus Christ.
3. I will pay all my financial obligations to ENCA on or before the due date. If I am ever unable to pay on time, I will notify the financial officer in advance providing a reasonable explanation for the delay and when payment can be made. I will then follow through with payment as agreed.
4. I will support the policies, procedures and standards of ENCA as they are set forth in the student handbook.
5. I will attend meetings and parent functions of the school as my schedule allows.
6. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved, rather than begin to spread criticism or hold a negative attitude in my heart. I will honor the position of the teacher and will support him/her in their efforts to provide a Christian education to my children.

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Parent signature

### Parent Student Acknowledgment

As a parent of an ENCA student, I hereby acknowledge that I have received a copy of the ENCA Middle School Handbook. I have read the entire contents of the handbook and reviewed those contents with my child. I understand that my child is subject to and is expected to adhere to the standards contained within the handbook.

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Signature of Mother or Female guardian

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Signature of Father or Male guardian

As an ENCA Student, I hereby acknowledge that I have received a copy of the ENCA Middle School Handbook. I have read the entire handbook and reviewed those contents with my parents or guardians. I understand that I am subject to and expected to adhere to the standards contained within the handbook.

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Signature of Student