



I have read and understand the Evangelical Christian School Online Academy Parent/Student Handbook and the Standards of Conduct of Evangelical Christian School Online Academy, and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of the Handbook and the Standards of Conduct. Evangelical Christian School Online Academy is a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook and the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.

If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently and there will be less friction and misunderstanding. This harmony will result in greater academic achievement and a greater degree of satisfaction for all.

When you enrolled your student, you indicated your full cooperation in assuring the established rules, regulations, and policies of ECS Online Academy are followed. A lack of knowledge will not excuse a student or parent from the responsibility of obeying it.

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Print Student's Name (Grade) Date

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Student's Signature

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Father's Signature (Legal Guardian) Date

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Mother's Signature (Legal Guardian) Date

# EVANGELICAL CHRISTIAN SCHOOL

8237 Beacon Blvd.  
Fort Myers, Florida 33907  
Phone (239) 936-3319 ~ Fax (239) 939-1445  
Preschool (239) 936-1933

## **ADMISSION'S OFFICE**

Extension 1393

## **BUSINESS OFFICE**

Extension 1306

## **ATHLETIC OFFICE**

Extension 1211

## **FINE ARTS DEPARTMENT**

Art – Extension 1247  
Choir – Extension 1370  
Drama – Extension 1246

## **LOWER SCHOOL PRINCIPAL – K4-6**

Extension 1394

## **ASSISTANT LOWER SCHOOL PRINCIPAL**

Extension 1394

## **UPPER SCHOOL PRINCIPAL – 7-12**

Extension 1210

## **DEAN OF STUDENTS 7-12**

Extension 1203

## **GUIDANCE COUNSELOR 7-12**

Extension 1209

## **GUIDANCE COUNSELOR ECS ONLINE**

Extension 1303

## **ALUMNI DIRECTOR**

Extension 1324

## **DEVELOPMENT DIRECTOR**

Extension 1308

## **SAFETY DIRECTOR**

Extension 1392



# GENERAL INFORMATION

## ADMISSIONS POLICY

Evangelical Christian School Online Academy admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. ECS Online Academy does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ECS Online Academy sincerely believes in non-discrimination and wants an integrated student body. ECS Online Academy invites minority students to apply for admission.

## MISSION STATEMENT

Evangelical Christian School Online Academy's mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors God and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.

## PHILOSOPHY OF CHRISTIAN EDUCATION

Evangelical Christian School Online Academy has been established to provide an academically-excellent Christian education under girded by a vital faith in God and in the Bible as the revelation from God.

We believe that each student is a distinct individual creation of an omnipotent God and that he/she is the property of God. We also believe that each man should be a careful and faithful steward of his conscience, understanding that he is directly responsible to God for the direction of his life. Furthermore, individuals who allow the Lord to govern their lives will demonstrate proper Christian character. At Evangelical, we must establish and provide models of Christian character for our students to emulate. However, parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home. Therefore, parents and those to whom they give charge should utilize Biblical methods of correction for training young people.

We believe that the center of our curriculum ought to be Christ and His Word, which demonstrates that He is the center of all truth, knowledge, and wisdom. The great unifying factor in the early history of our country was the Lord Jesus Christ. Evangelical also believes that our country was founded upon Christian principles, and that our nation must be led by people of Christian principle for it to remain a Christian nation. At Evangelical, we believe that a Christian school is Christian teachers training students with a Christ-centered philosophy. We practice this because we believe that the highest calling for any individual is to serve the Lord by doing His will. Christian education best demonstrates Biblical education from preschool through college.

## STATEMENT OF FAITH

We believe:

- The Bible to be the inspired, the only infallible, authoritative word of God.
- There is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- In the resurrection of both the saved and lost, them that are saved unto the resurrection of life and them that are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ and that the true church, which is the body of Christ, is formed by the work of the Holy Spirit of all those who trust in Christ as their Savior.
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

## AFFILIATION AND ACCREDITATION

The following statement made by the Department of Education accurately represents their position on accreditation: “By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association.”

The State of Florida does not accredit any schools, public or private. Hence, all accreditation in Florida is accomplished by licensed accrediting agencies. Florida Association of Christian Colleges and Schools (FACCS) and Florida Association of Academic Non-Public Schools (FAANS) are two of the licensing agencies. ECS is registered as a non-public school, accredited through the Florida Association of Christian Colleges and Schools, Inc. (FACCS), Southern Association of Colleges and Schools (SACS). FACCS is recognized by the National Council for Private School Accreditation (NCPA) and the Florida Association of Academic Non-public Schools (FAANS).

## ADMISSIONS

### ➤ **Policy**

This school is a private Christian school providing a traditional, academically-sound, Bible-based education. Our reputation for high standards of academics and discipline makes us happy to extend the opportunity to have quality Christian education for your children.

### ➤ **Non-discrimination Policy**

Evangelical Christian School Online Academy is committed to welcoming students of all races, colors, and ethnic origins. ECS Online employees and students shall conduct themselves in keeping with this policy. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from ECS Online without refund of fees.

### ➤ **Enrollment Procedures**

Enrollment for **full-time** students in 2nd through 12th will be finalized upon completion of the following:

- A registration package signed and dated by both parents and student
- Receipt of all reference forms and student records from previous school
- Receipt of Health and Immunization Records
- Copy of Birth Certificate
- Payment of the Application Fee
- Completion of an entrance exam/placement testing
- An interview with an Administrator

Enrollment for **part-time** students in 2nd through 12th will be finalized upon completion of the following:

- An application signed and dated by both parents and student
- Copy of Birth Certificate
- Payment of the Application Fee
- Completion of Placement Testing (If needed)

### ➤ **Re-Enrollment**

Evangelical Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or students who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all previous financial obligations have been met.

### ➤ **Health and Immunization Requirements**

Florida law 232.032 requires that every **full-time** student must provide evidence of proper immunization to attend school. Please see the registration package to be sure your student is in compliance.

➤ **Transfer of credits to ECS Online Academy**

High school credits earned prior to student enrollment in the ECS Online Academy can be accepted based on submission of official transcripts and demonstrated results on the school's diagnostic test. To be official, the transcript must be mailed from the previous school to ECS Online Academy. Credits earned and all grades of record in other schools will be listed on ECS transcripts as transfer records.

Students who have taken high school courses through home-schooling must show documentation of work completed and demonstrate academic mastery on diagnostic tests in order to be considered to receive transfer credits.

➤ **Student Accident Insurance (Full-time students)**

All families are required to maintain primary health and/or accidental insurance on any child attending Evangelical Christian School. Every child is covered by a school-time insurance plan that is not a primary policy. It is necessary to report all injuries to the Clinic (within 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The business office completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement.

Inquiries regarding coverage and claim filing should be directed to the Business Administrator's office.

➤ **Withdrawal**

If a parent voluntarily withdraws their child or children from school, they are responsible to pay tuition up to the end of the month, realizing that fees for enrollment, electives, graduation, etc., are non-refundable after the initial day of school. Your fees will be figured from the date we receive notification from the parents that the student has withdrawn.

All schools need cooperation from both students and parents in the education process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.

## **FINANCIAL INFORMATION**

If you have a question regarding finances or the status of your account, please contact the business office. The teachers and administrators of the school do not have access to the financial records in order to maintain absolute objectivity.

➤ **ECS Identification Card**

Each student in grades 7-12 will be provided with one ID Card. There will be a charge for replacing lost cards.

➤ **2<sup>nd</sup> – 12<sup>th</sup> Grade Yearly Tuition Rates and Fees**

Please see current fee schedule for tuition rates. The cost of tuition includes consumables if a student completes the entire year. Other fees are listed on the financial agreement.

➤ **Enrollment Fee**

This nonrefundable fee is due at the time of application and due annually to re-enroll each student. See schedule for current fee. **All new students must pay application and enrollment fees at the time of application.**

➤ **Payment Plans**

There are two types of payment for tuition. You may choose to pay annually, or on a 10 month payment plan. All payments are handled through ECS Business Office and all payments and collections are made directly to them.

➤ **Graduation Fees (Full-time students)**

These fees are charged at the beginning of the year and must be paid by the parents or the guardian in cash or by credit card prior to school starting. See current fee schedule for rates. These fees are non-refundable after the initial day of school.

➤ **Lunch**

Students may bring their lunch or purchase their lunch from the cafeteria. Students from other schools are not allowed to eat lunch on our campus without prior permission from the Dean of Students. **Please do not purchase food from local restaurants and bring to school.**

**Lower School:**

- Students may have their finger scanned at the business office to make purchases on their lunch account.
- Parents may pre-pay any amount onto their student's account.
- Any balance owed at the end of each month will be billed to the parent's account on a monthly basis.

**Upper School:**

- Students may have their finger scanned at the business office to make purchases on their lunch account.
- Parents may pre-pay any amount onto their student's account.
- Any balance owed at the end of each month will be billed to the parent's account on a monthly basis.

\*Any parents that do not wish their child to be able to charge into a negative balance (that is billed at the end of the month), will need to sign a form stating this in the Business Office. Then, if there is no money put on the account, the student must have cash to purchase a lunch.

➤ **Uniforms**

All students are required to wear uniforms from the Sunshine Uniform Company. NO OTHER UNIFORMS ARE ACCEPTED OR AUTHORIZED. The Sunshine Uniform Store is located at 3591 Fowler Street in the Carrell Corner Shopping Plaza in Fort Myers. The phone number is 275-6005. They are also available at [www.Sunshineuniforms.com](http://www.Sunshineuniforms.com). Students are expected to be in uniform if they are on campus during school hours. Used uniforms may be available in the ECS Bookstore.

## **ACADEMIC PROGRAM**

➤ **Faculty**

ECS Online Academy teachers are degreed in their subject area and licensed as prepared professionals. They provide support to parents and students through virtual correspondence. The teacher takes responsibility for the day-to-day academic well-being of each student. Assessment of student work is provided by the teacher, and grades are available to students and parents twenty-four hours daily through an online grade-book. Communication between teacher and student is accomplished on two levels: notes can be left in the general message box, or comments can be made directly on the problems themselves. Using the communication options established within the structure, relationships among the parents, students, and teachers become similar to those that exist in a traditional classroom setting.

➤ **Parent Role**

Parents are encouraged to take an active role in their child's education. Even though the course work involves self-instruction strengths, parents are essential in actively assisting the student through-out each lesson. Parents can view all graded assignments and monitor academic progress through online reports available from ECS Online Academy. Using the school's messaging system and/or using traditional phone communication, and parent conferences are encouraged.

➤ **Recommended Minimum Computer System Requirements**

ECS Online Academy utilizes a browser-based Internet interactive format. PCs and Macintosh computers are compatible with this program. Computers must have the following system features as minimal requirements. Internet service should be high speed for better service. Wireless connection using air cards or satellite services encounter

connectivity problems due to the size of lesson files being transmitted. Internet connectivity must be through Firefox rather than Internet Explorer.

- 1.6 GHZ or Higher Processor
- 2 GB of Memory
- 150 MB of Hard Disk Space
- 800 x 600 or Higher Resolution Monitor, 16 bit color
- High Speed Internet Service (Satellite internet does not work well due to the latency of the connection)
- Printer Recommended

## **CLASSIFICATION OF STUDENTS**

### ➤ **Lower School Grades 2-6**

Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made.

### ➤ **Junior High Grades 7-8**

Our 7<sup>th</sup> and 8<sup>th</sup> grade students qualify for grade-level promotion by passing all subjects during the school year, or making these subjects up during summer school.

### ➤ **Upper School Grades 9-12**

A freshman may advance to the sophomore class with at least 6 units. A sophomore may advance to the junior class with at least 12 units, and a junior may advance to the senior class with at least 18 units. Failed classes may be taken during the summer on a semester basis.

### ➤ **Grading Scale**

In compliance with Section 232.2463 of the Florida Statutes, Evangelical Christian School's grading scale is as follows:

<b>Percent</b>	<b>Grade</b>	<b>GPA</b>
99-100	A+	4.25
92-98	A	4.00
90-91	A-	3.75
88-89	B+	3.25
82-87	B	3.00
80-81	B-	2.75
78-79	C+	2.25
72-77	C	2.00
70-71	C-	1.75
68-69	D+	1.25
62-67	D	1.00
60-61	D-	.75
0-59	F	0

### ➤ **Honors and Dual Enrollment**

These courses are weighted by adding .5 point. Example: A+ = 4.75; A = 4.5; A- = 4.25

➤ **Advanced Placement**

These courses are weighted by adding 1 point. Example: A+ = 5.25; A = 5.0; A- = 4.75

The Advanced Placement Program, a cooperative educational endeavor between secondary schools and colleges and universities, allows high school students to undertake college level academic learning courses and gives them the opportunity to show they have mastered the advanced material by taking AP exams. Students can receive credit, advanced placement, or both, from hundreds of colleges and universities that participate in the AP Program.

➤ **Honor Roll**

An honor roll is compiled at the end of the school year and is made up of the following:

- 2-6: (A Honor Roll) Students who have a year end average of “A” in all Academic subjects.  
(B Honor Roll) Students who have a year end average of A or B in all academic subjects.
- 7-12: (A Honor Roll) Students who have all “A’s” in every quarter.  
(B Honor Roll) Students who have all “A’s” and “B’s” in every quarter.

➤ **Homework**

We believe that homework is vital to the student’s development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. The following are reasons that ECS Online Academy uses homework:

- **Reinforcement:** We believe that most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student’s grasp of the subject become evident. Homework (following instruction) is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Parents should check to see that all homework is completed.

➤ **Deadlines for Completing Courses**

From the academic start date, agreed upon by the parent/guardian during the enrollment process, students are given 180 school days to complete a full-year course, and 90 days to complete a one-semester course. Start dates can be in any month of the year. Requiring students to meet deadlines is essential in preparing them to be successful adults. Responsibility for completing courses by established deadlines lies with the parent and student. ECS Online Academy Guidance staff will assist by alerting parents if it appears that a student is in danger of not finishing in time.

Incomplete courses by the end of the assigned time period will result in a course grade of zero, with no credit granted. Due to extenuating circumstances, ECS Online Academy may extend a semester course by a grace period of one month, or they may extend a full year course by a grace period of two months to enable a student to complete course requirements. Parents/guardians seeking time extension must request the extension with the guidance counselor. No extra tuition costs will be charged during extended time.



Extensions beyond the grace period will not be approved. Incomplete course work will result in a grade of zero and no credit granted unless the parent opts to immediately re-enroll their child in the course a second time. This special enrollment continuation will require a full semester tuition charge for incomplete semester work or a full year tuition charge for incomplete first and second semester work. In such cases, students will be allowed to continue re-enrolled courses with previous work and assessment grades saved, and the final completed course grade recorded as the grade of record. If re-enrollment continuation is not established at the end of the original grace extension period, this option is forfeited and the grade of record stands as complete.

### ➤ **Summer School**

Any student grades 2-6 who fails a subject for the year must take that subject in summer school. Failure of more than 2 subjects will result in repeating the grade.

Any student grades 7-12 who fails a subject for the semester must retake that course in summer school. Failure of more than 4 semesters of coursework will result in repeating the grade.

All summer school courses for returning students will be taken at Evangelical Christian School Online Academy. Upon completion of a subject in summer school, the grade achieved will be averaged with the grade given during the regular school session. This policy would apply to any student taking summer school regardless of the reason. Students wishing to take summer school to obtain a higher grade in a subject already taken must obtain prior approval from the administration.

Students attending summer school must pass all courses taken. Failure to pass any course disqualifies a student for fall re-enrollment.

### ➤ **Standardized Testing (Additional fees apply)**

Evangelical Christian School uses the following tests on an annual basis to determine student progress:

- The Stanford Achievement Test (SAT/OSLAT) is given to students in grades 2-11th in the spring. Test results are mailed home at the end of the school year.
- Pre-SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given to all 10<sup>th</sup> & 11<sup>th</sup> grade students. This test prepares students for college entrance tests and determines eligibility for National Merit Scholarships.
- PLAN (The preliminary ACT test) is given to all 10<sup>th</sup> grade students in the fall. This test prepares students for the ACT college examination and is used for career exploration. This test will assess academic achievement through high-order thinking skills in English, mathematics, reading, and science reasoning.
- ACT and SAT Tests – These college entrance tests should be taken during the junior and senior years. All college-bound seniors must take one or both of these tests. Information is available at Student Services.

### ➤ **Academic Records (Full time students only)**

Educational records of students are transferred/ released only under the following conditions:

- With a signed request on school letterhead from the new school.
- School account is paid in full.
- In compliance with a judicial order or subpoena.

Student records are not released directly to a parent. It should be noted that most educational institutions will not accept a transcript presented directly by a parent or student as a means of protecting privacy.

The high school does, routinely, release the names, addresses, academic data of general nature, and leadership information of a general nature to colleges and other reputable organizations who may wish to provide assistance to our students.

### ➤ **Report Cards and Progress Reports**

Report cards are available online approximately one week after each quarter ends.

## ATTENDANCE

While there is flexibility in doing schoolwork at home, the ECS Online Academy year consists of 180 days of instructional work for academic credit to be granted. Parents are not required to notify ECS Online Academy regarding missed days of school since the pace is family-controlled, and students can make up days using their own creativity. If a student is struggling due to an illness, teachers should be notified so they can offer extra assistance as needed.

### ➤ Academic Calendar

A school year is considered to be 180 days, or 90 days per semester. Full year courses are divided into ten units of study, with five units equaling a semester of work. Each unit typically takes three to four weeks to complete depending on unit length, student ability, daily scheduling, and grade level difficulty. A full-time student, attending the complete school year, should complete coursework in nine to ten months, with time for holiday breaks. Semester courses are designed to be completed in 90 academic days. Students enrolled in semester courses usually complete their work in four to five months. Students may shorten their course time by doubling up instructional hours. To achieve the fullest learning potential from this academic experience, students are cautioned not to rush through the curriculum.

### ➤ Quarterly Parent-Teacher Conferences

Quarterly Parent -Teacher conferences will be scheduled throughout the calendar year. Parents are expected to participate in this opportunity to talk one on one with the teacher. The following best express the purpose of this program:

- To acquaint parents with the philosophy of Christian education.
- To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
- To provide an opportunity for brief parent and teacher discussions.
- To gather valuable input from parents as to how we can better educate their children.

## LOWER SCHOOL (2<sup>ND</sup>– 6<sup>TH</sup>)

### ➤ Academic Penalties

- If one core subject is failed, the student will have to make up the work during summer school.
- If more than two core subjects are failed, the student must repeat the grade.
- Any exceptions to the above regulations must be approved by the administration.
- If a student receives a “D” in a core subject, he or she will be encouraged to attend summer school.
- No more than two subjects may be taken in summer school.

### ➤ Private Music Lessons

Private lessons in piano are available to students in grades 2 through 8. Private lessons in voice and guitar are available, if the numbers warrant. Lessons are one half hour each week for a total of 30 lessons per year. The fee is paid monthly to the Business Office. Students who discontinue their lessons during a month are financially responsible for the entire month. Lessons missed because of an excused absence will be made up. Lessons that are missed because of an unexcused absence will not be made up.

## UPPER SCHOOL (7<sup>TH</sup>-12<sup>TH</sup>)

### ➤ Required Coursework

Graduation requires successful completion of a minimum of 26 academic credits in grades 9 through 12. The credits will be distributed as follows:

- Four credits in English, with major concentration in composition and literature.

- Four credits in mathematics. These credits must be Algebra I and higher-level mathematics courses.
- Three or four credits in science, two of which must have a laboratory component.
- Three or four credits in Social Studies.
- One-half credit in Health and Life Management.
- One-half credit in a Performing Art.
- One-half credit in a Practical Art.
- One credit in physical education to include assessment, improvement, and maintenance of personal fitness.
- Elective credits (maximum 6 ½)
- Four credits in Biblical Studies.
- Two credits in Foreign Language (consecutive years/same language).

➤ **Transfer Students**

Students transferring to ECS Online Academy after 9<sup>th</sup> grade must complete a minimum of 24 credits to graduate.

➤ **Valedictorian/Salutatorian**

In order to be considered Valedictorian or Salutatorian of Evangelical Christian School a student must meet the following requirements:

- Must be a Secondary student at ECS for at least two years.
- Only courses taken at ECS will be used to calculate.

➤ **Graduation/Marching Requirements**

Seniors must be within two credits of graduation (26 credits) and have maintained a minimum grade point average of 2.0 to be eligible to march. Students with fewer than 24 credits and/or who do not have a 2.0 GPA will not be allowed to march. Twenty-six credits of the required ECS coursework are required by the end of senior summer school sessions for graduation. Seniors must also have maintained a minimum cumulative grade point average of 2.0 to receive a diploma.

➤ **Sentinel Scholar's Program**

The program is divided into three levels. Students who meet the requirements of the program will receive at graduation a Sentinel Scholar's diploma.

- **Summa Cum Laude** – A student earns at least 10 honors credits and at least 4 AP credits, as well as meeting the other program requirements. Students must have a cumulative GPA of 4.2.
- **Magna Cum Laude** – A student earns at least 10 honors credits and at least 2 AP credits, as well as meeting the other program requirements. Students must have a cumulative GPA of 4.0.
- **Cum Laude** – A student earns at least 10 honors credits as well as meeting the other program requirements. Students must have a cumulative GPA of 3.8 and take a minimum of 2 clep tests.

Students must also meet the other requirements of the program. See Sentinel Scholar's brochure for other specifics of the program.

➤ **Class Rank**

ECS does not rank high school students. Weighted and unweighted cumulative GPA's are listed on official transcripts.

➤ **Dual Enrollment**

Dual enrollment is an opportunity for juniors or seniors with a 3.0 GPA or higher to enroll concurrently in courses offered by participating area colleges. Interested students must see the guidance counselor for information and permission to dual enroll.

➤ **Florida’s Bright Futures Scholarship Program**

Seniors at Evangelical Christian Academy are eligible for the Bright Futures Scholarship if they have met the requirements. Each year the Guidance Counselor will distribute the most up to date information.

➤ **Transcripts**

It is the policy of the school to release records only upon written request from the new school. The records are sent to the new school and not released to parents or students. Seniors or graduates who wish to send transcripts to colleges or employers must fill out a Transcript Request Form. Records and transcripts are only transferred when all outstanding bills have been paid.

➤ **Academic Penalties**

All 9<sup>th</sup>-12<sup>th</sup> grade students must have a minimum cumulative grade point average of 1.5 by the end of the junior year. Failure to do so will result in dismissal from ECS Online Academy.

Any student failing one or two courses will be required to attend summer school. Failure of three or more courses will result in dismissal from ECS Online. Any failing grade not made up will result in retention in that grade.

## **DISCIPLINE**

The ultimate goal of discipline is *self*-discipline. A good discipline plan teaches students to submit their will to the proper authority while not breaking their spirit. As this is accomplished, a student will learn to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

However, self-discipline can only be achieved as the school and home work in harmony. We partner with parents to reinforce God’s directive to “Train up a child in the way he should go,” which directly relates to the molding of one’s character. This is prompted by structure and guidelines, and is acknowledged by reward for good behavior and consequences for poor behavior. Partnership can be achieved as the parents and students honestly try to understand the rationale for each portion of our disciplinary program (or candidly inquire of the administration concerning misunderstandings), and then support it with actions and attitudes.

Discipline policies and procedures exist to achieve obedience, respect, and responsibility from students, and create a safe, secure, and life-giving school environment. This type of atmosphere fosters achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory. This handbook is used by the administration as a guide to follow. Each case and circumstance is considered individually. This handbook is used as a guide. It may be revised, or other programs may be set up by the administration.

➤ **Response to Discipline**

If the student feels a misunderstanding exists, he or she should obey the teacher without protest and take the following steps to satisfy the matter:

- Make an appointment to see the teacher to discuss the matter privately.
- Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.
- If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

This represents the Matthew 18 principle and should be followed in every instance. Taking matters into one’s own hands could result in disciplinary consequences regardless of the originating event.

➤ **Student Expectations and Discipline Policies**

It is the responsibility of parents, students, and ECS staff to work together to develop a school community based on honesty in words and actions. In order to issue a transcript and/or a diploma upon completion of the program, ECS Online Academy must have a reasonable degree of assurance that the grades earned and works completed are an

accurate reflection of the student's ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately. It is important that parents take ownership of their side of the program and ensure there is sufficient supervision as the student is completing lesson work and taking quizzes and tests.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without preview of the assessment instrument, and then complete those quizzes and tests independent of outside resources of any form. During quiz and test assessments, students are to rely solely on their mental preparations for that assessment.

### ➤ **Cheating**

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. The line between lesson assistance and cheating is drawn at the point of providing actual answers to questions. Quizzes and tests must be completed without the aid of any notes or other forms of written information and without information provided by human sources. Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to the correct answers are inappropriate. Parents are responsible to monitor student work to assist teachers in verifying student submission integrity.

### ➤ **Plagiarism**

Plagiarism is submitting work that is not the student's own thoughts and opinions, but has originated from another source and is not properly documented. Examples of plagiarism:

- Copying from the internet or books
- Having someone else write your paper
- Sharing answers
- Rearranging someone else's words
- Downloading internet papers
- Copying another student's work: part or all

All projects that require research and source citation must have a works cited page in order for students to receive credit. These reports also require the use of in-text citation called "parenthetical documentation" (MLA citation style). Reports that do not comply will be returned to the student for resubmission before any grading takes place.

### ➤ **Discipline Policy**

When an infringement of the honor code comes to the attention of the ECS administration, the Guidance Counselor will contact the student's parents or guardians. The parents shall inform the student of the charge and give the advisor an opportunity to counsel the student. If the student has violated the honor system, the administration will determine which of three sanctions is appropriate for the offense: warning and work to be done properly with a grade of 80% of assessed value, work not permitted to be redone and grade of zero assigned, course removal and no credit granted for any work completed.

## **CANCELLATION OF ENROLLMENT**

The ECS Online Academy administration reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, or obvious academic dishonesty. In such cases, parents are responsible to complete prorated tuition payment based on the student's time enrolled within the contract, not on the amount of schoolwork completed.

Once a student is dismissed, reinstatement is considered only upon written application to and approval by the administration of ECS Online Academy. Reinstated students are automatically placed on probation. The administration will consult with the student's parents as to the nature and length of the probation. If a student's enrollment is suspended or cancelled for any reason, schoolwork that is completed after that date is considered as "home-school status" and will not be included in the student's transcript from ECS.

