

EVANGEL CHRISTIAN ACADEMY ELEMENTARY

STUDENT HANDBOOK

2026-2027



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MISSION STATEMENT

To educate for lifelong success and to enrich with Christian purpose.

FOUNDATIONAL PILLARS

Jesus is our message. Matthew 28:16-20. As followers of Jesus, spreading the message of the Biblical Gospel is our lifelong mission.

Honor is our culture. Philippians 2:3. Honoring those who have gone before us in the faith and respecting those whom God has placed in authority over us.

Love is our language. John 13:34-35. So that the world will know we are followers of Jesus because to love is the greatest commandment.

Servant-leader is our identity. John 12:26. Just as Jesus came to serve, not be served, we use our God-given gifts and talents to put the Kingdom and others above ourselves.

Excellence is our way. Colossians 3:23-24. In all we do, we work with diligence as unto the Lord and all is done to glorify God.

NON-DISCRIMINATION STATEMENT

Evangel Christian Academy does not discriminate in the acceptance of students due to race, creed, origin, or gender.

EVANGEL'S CULTURE OF HONOR

Evangel is committed to creating an environment that encourages spiritual and intellectual growth in each student. We strive to maintain a culture of honor in which staff and students are committed to honoring God, others, and self. Honor is demonstrated by the words, attitudes, and actions of a person. Here at Evangel, honor will be the expectation towards everyone, every class, every online class assignment, every assignment, and every event. Even when we disagree, we will do so maintaining honor and respect for others.

The Honor Code is a standard that sets Evangel Christian Academy apart from many other schools. It is a standard by which our lives are judged, our respect is earned, and our work is validated. Our school community is based on the strengths of its members. Every person brings unique gifts to make the system better. Since no one individual has all the skills and ideas essential to our community, sharing and collaboration are important. Honor will guide our working relationships. We look to the Bible as the absolute authority in defining Christian character and service to others.

At Evangel, we learn from leaders, books, technological resources, God's word, and from each other. When a student pledges his/her honor by writing his name on any assignment, this word is a guarantee of the originality and integrity of the work. In this atmosphere of mutual trust and sharing, a student's work must be his/her own. This principle applies to quizzes, tests, examinations, essays, term papers, special projects, and homework assignments. Our school family will remain strong and most effective when every person in the school community believes in and lives by the system of honor upon which Evangel is based.

A. Breaches of Honor

Every student is honor-bound to refrain from lying, cheating, stealing, and cruelty. A student's word is his/her bond:

- Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
- Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own.
- Stealing is taking anything without the consent of the owner.
- Cruelty is the opposite of honor. Intentional hurting of any person physically or emotionally or through verbal or non-verbal communication is cruelty and will be considered a breach of honor.

B. Plagiarism and Cheating

Plagiarism is a form of cheating. It is defined as either intentionally or unintentionally borrowing someone else's words, ideas, or facts, or passing them off as one's own. In either case, failure to credit the source of those words, ideas, or facts properly constitutes an act of plagiarism. Any student who helps another student gain an unfair advantage is also guilty of an honor offense. This policy also applies to online learning. Due to the nature of online learning, there is a greater risk for cheating. A student may consult a parent/person living in the home for assistance, but the work turned in should

be completed by the student.

In addition,

- Students should not copy and paste ideas from any source unless crediting that person and citing the source.
- Students should not “borrow” or copy another student’s work and turn it in as their own.
- Students should not copy or paste images that are not in the public domain.
- Students should not look at other devices or written information while testing.
- Students should not use AI or apps (Photomath, etc.) to obtain answers on tests or homework or complete essays.

C. Student’s Commitment

When aware of an infraction of the Honor Code, every student should report the infraction to a teacher, counselor, or principal. A student found guilty of an Honor Code violation may be subject to dismissal from the school. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the age of the student and the number of years he/she has lived under the school’s Honor Code. The Principal(s) ultimately determines disciplinary action.

D. Parent’s Commitment

Education succeeds best when there is a strong partnership between home and school—a partnership that thrives on communication. The school asks parents to do the following:

- Help train and coach the student in the Honor Code.
- Have the student at school each day punctually in the correct uniform.
- Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides.
- Monitor their student’s progress through every means offered, including Portal Plus and report cards, and to contact teachers as needed.
- Find ways to get involved by volunteering or participating in campus PTSO and/or booster clubs (band, football, baseball, etc.). Attend class meetings and back-to-school nights.
- Be a positive example for the student at sporting events.
- Support the teachers and administration. Schedule meetings with teachers or administration as needed.
- Encourage students to face consequences for their actions in an honorable way.
- Guide students in relationships with other adults and students, reminding them that learning to deal with other people is a lifelong skill.
- Maintain honor and respect when communicating with Evangel faculty, staff, and administration.

STUDENT EXPECTATIONS

To avoid any misunderstanding and to aid in the operation of learning, we ask for the cooperation of all students in the following areas:

Students are to respect and recognize the authority of all teachers and other school personnel.

Students are responsible for contributing to a positive learning environment at school or school-related activities, which include the following:

- ***Attending all classes regularly and on time.***
- Being prepared for each class with the appropriate materials and assignments.
- ***Being properly dressed in the adopted Evangel school uniform.***
- Showing respect toward others.
- Obeying all school rules, including safety rules.
- Cooperating with staff in any investigation of disciplinary cases and volunteering information relating to a serious offense.
- ***Paying required fees.***

BAG PROGRAM

Evangel Christian Academy stresses personal responsibility for all students in behavior, attendance, and grades. The “BAG” program is the basis for our student expectations, which include:

- **B**ehavior-Students are expected to demonstrate appropriate behavior at all times.
- **A**ttendance-Students are expected to abide by state guidelines regarding attendance,
- **G**rades-Students are expected to work to maintain adequate grades.

Students failing to meet these requirements may be placed on a BAG Contract that outlines specific expectations regarding the areas needing improvement. Breach of the BAG Contract may result in dismissal from ECA.

PROHIBITED BEHAVIOR

- Students are reminded that Evangel Christian Academy is a school of choice; therefore, students are expected to adapt their behavior to the philosophy and policies of Evangel. Policies apply during school, on school trips, on-campus during non-school hours, and to all school-sponsored activities.

BEHAVIOR PROHIBITED ON AND OFF CAMPUS (SCHOOL ACTIVITIES/FUNCTIONS & ONLINE)

**This includes electronic communication and social media.*

- Cheating, copying another student's work, or allowing others to copy your work (this includes AI).
- Running in the hallway and walkways of the school campus.
- Leaving school or field trips without permission.
- Insubordinate behavior, such as disobeying directives from school personnel or disregarding school policies, rules, and regulations.
- Using profanity, vulgar language, or obscene gestures
- Committing robbery or theft.
- Damaging or vandalizing property owned by the school, school employees, or other students.
- Fighting
- Committing or threatening physical abuse
- Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act by using force or threat of force.

- Name-calling, ethnic or racial slurs, or derogatory statements that may disrupt the school environment or incite violence.
- Wearing inappropriate, suggestive, or immodest clothes.
- Exhibiting inappropriate physical or sexual contact disruptive to other students or the school environment.
- Initiating offensive conduct of any nature, whether verbal or physical. This also includes requests for inappropriate favors or other intimidating conduct directed toward another student.
- Possessing, using, selling, giving, or delivering any controlled substance, other drugs, or alcoholic beverage to others.
- Possessing any weapon on the school campus or at any school-related activity is prohibited by law and school policy, including a firearm, knife, etc.
- Smoking, possessing, or using tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, e-cigarettes/vapes, or chewing tobacco on school premises or at school-related functions.
- Students are not permitted to possess or use electronic or communication devices—including smartphones, smartwatches, and radios—on campus during school hours. This restriction applies from **7:30 a.m. to 3:00 p.m.**, as well as during **morning and aftercare**, including **lunchtime (even for payment purposes)**. If a device is seen or used during these restricted hours, it will be **confiscated and held in the school office**. A **parent or guardian** must pick up the device in person for it to be returned.
- Forming or participating in student-initiated fraternities, clubs, gangs, and cults is prohibited on school campuses by state bulletin #741. Therefore, fraternity symbols, signs, emblems, paraphernalia, and rituals are prohibited. Failure to comply with this directive will result in immediate expulsion.
- Possessing or taking prescription drugs without written parental permission.
- Engaging in any conduct constituting felony criminal mischief as defined by law.

ATTENDANCE POLICY

- State Bulletin 741, *Louisiana Handbook for School Administrators*, section 6.055.02 states: “To be eligible to receive a passing grade, a student must be in attendance a minimum of 80 days per semester or 160 days a year.”
- In Louisiana, a child between the ages of five and seventeen is required to attend school by state law.
- There are two types of absences: excused absences and unexcused absences.

EXCUSED ABSENCES

- The following absences are the only ones officially excused by the State. (Bulletin #741)
 - o An absence for a doctor or dentist’s visit during school hours, documented with a doctor’s excuse on their return to school, is an excused absence. (*Please plan doctor and orthodontist visits after school, if possible.*)
 - o An absence due to illness, when the student receives a doctor’s treatment and returns to school with a doctor’s excuse, is an **excused absence**.
 - o An absence due to a **death in the immediate family** is **excused** when the student **returns to school** with a note from a parent explaining the absence and signed by an administrator.
- Make-up work **will be allowed** for **excused absences**. **One class day will be given for each day the student is absent**. Zeros will be given for work not made up by the deadline.

A parent **must send a note** to the school even if a phone call was made to the school office on the day(s) of the absence. **A parent note, however, does not excuse the absences. All notes will be filed in the office for the current year and may be verified by a telephone call to the parent/guardian.**

UNEXCUSED ABSENCES

- Students who **return to school** after an absence *without a doctor's excuse* will be considered to have an **unexcused absence**.
- Students missing school as a result of any suspension shall be counted as absent with an **unexcused absence**. *Zeros will be recorded for classwork and assignments missed.*
- According to the State Bulletin 741 policy on absences, a student who receives more than **9 unexcused absences** in one semester may receive a failing grade.
- A parent **must send a note** to the school even if a phone call was made to the school office on the day(s) of the absence. **A parent note does not excuse the absences. All notes will be filed in the office for the current year and may be verified by a telephone call to the parent/guardian.**

SCHOOL HOURS

- School hours are from 7:55 a.m. until 2:45 p.m. each day. Carline drop-off begins at 7:30 a.m. and ends at 7:55 a.m. at the south foyer entrance. Students arriving before 7:30 a.m. or departing after 3:00 p.m. ***will incur a fee for their care if they are not enrolled in our extended care programs.*** Contact ELC at 683-1143 for additional information.

EXTENDED CARE

- Extended care is available for a nominal fee. Please contact Evangel Learning Center at 683-1143 for more information and registration. Students arriving **before 7:30 a.m.** should sign up and report to the morning care program. Students on campus **after 3:00 p.m.** should sign up for and report to the after-care program.
- Students not enrolled in after-school care and not picked up from the afternoon carline will incur additional charges.

CHANGE IN STUDENT INFORMATION

- The school office **must** be immediately notified of a change of address, home or office telephone number, email, emergency information, or custody/guardianship during the academic year.

DROP-OFF/PICK-UP

- Students must be dropped off via car line or be escorted to the building during morning drop-off hours (7:30-7:55 am). Drop-off/pick-up for K-2nd grade is the south foyer. 3rd-6th grade is in the front of the building. Older siblings must go to the youngest child's drop-off/pick-up.
- **Please use extreme caution when driving on school property.** Remember, children always have the right of way. Obey all signs and traffic flow.
- For the safety of our students, Carline is a **hands-free zone**.
- If anyone other than the parent/guardian will be picking up your child, you must send a note to the teacher.

CHECK-INS AND CHECK-OUTS

- Students are expected to be in school all day, every day, or to attend online.
- Students are to check in and out only in an emergency, when ill, or for an authorized medical or dental appointment.
- Once students arrive on campus, they must remain on the elementary campus.

- Students must check out any time they leave the school campus before 2:45. **Checkouts will not be permitted after 2:15.**
- Failure to check out is considered skipping.
- The parent should call the office in advance when a student has scheduled a doctor or dental appointment. The office will then inform the teacher so arrangements can be made for the child to check out.
- If a student is too ill to remain in class (fever of 100.4 or higher, vomiting, or diarrhea), he/she will wait in the isolation room while a parent is contacted. The student will remain until picked up. While we recognize how difficult it may be to leave work, a parent or responsible adult must pick up a sick child immediately.
- Students who arrive at 7:55 a.m. or later must call the office to be admitted to the facility for check-in. After they are assessed and cleared, they will be given an admission slip and sent to class. The **parent/guardian must contact the office before a student** checks in or checks out. The parent/guardian must show a valid ID.
- Any time a class is missed because of check-in or check-out, the student is considered absent. The student must bring a doctor's excuse to be marked excused, as defined on page 4, when he/she returns to school. He/She must then get an admission slip from the office to present to the teacher.

TARDIES

Students who arrive after 7:55 a.m. must come to the front office for check-in with an adult. They will be given an admission slip and sent to class. **The parent/guardian must accompany** the student to the front door to be received by faculty and staff.

Students are expected to be at school on time. Any work missed due to an unexcused tardy **may not** be made up and will be given a zero. When students arrive late, they miss valuable instructional time. Also, entering the classroom after instruction has begun disrupts the entire class. **Students will experience consequences (such as morning detention from 7:30-7:45) for being tardy after three unexcused tardies per 9 weeks. Failure to attend morning detention may result in a suspension.**

DRESS EXPECTATIONS

UNIFORM REQUIREMENTS FOR STUDENTS (Examples shown below)

Students are to wear the official uniform as adopted by the school. Uniforms must be purchased at Shreveport Gymnastics. Facial coverings are optional but encouraged for non-vaccinated individuals.

ECA Uniforms	Boys K5-2nd	Boys 3 rd -6th	Girls K5-2nd	Girls 3 rd -6th
Shirt	Light Blue Short or Long Sleeve Polo w/Logo. Designated spirit shirts.		White Short Sleeve Blouse w/ Peter Pan Collar. Designated spirit shirts worn UNDER the jumper.	Light Blue Short or Long Sleeve Polo w/ Logo. Designated spirit shirts.
Under Shirt	Optional White Sleeves must be shorter than Uniform Sleeves			Required Solid White
Jumper(K5-2nd) Skort (3rd-6th)			Light & Dark Blue Plaid with Logo	
Pants	Navy Blue- Elastic Waist-Logo	Navy Blue- Belt Loops - Logo		Navy Blue Flat Front, Flare w/ Logo
Shorts	Navy Blue- Elastic Waist-Logo	Navy Blue- Belt Loops - Logo	Under Jumper Required: Navy or Black Shorts (Must be Shorter than Uniform)	Under Skort Optional: Navy or Black Shorts (Must be Shorter than Uniform)

Belt	None	Navy Elastic with Magnetic Buckle		Navy Elastic with Magnetic Buckle
Socks & Shoes	White or black socks. Approved athletic shoes (slip-on, lace-up, or Velcro). Solid black or black with white soles. No other colors allowed on shoes.			
Leggings & Tights			Solid white, Navy, or Black Tights or Leggings to Ankle	Solid white, Navy, or Black Tights
Sweater	(Approved) Navy Blue Crew Neck w/ an Evangel Logo . Evangel sweatshirt/hoodie		(Approved) Navy Blue Cardigan w/ an Evangel Logo . Evangel sweatshirt/hoodie	
Outerwear	Solid Navy or Black Winter Coats			

General Uniform Information

- Students will be subject to regular uniform checks to ensure compliance with the uniform policy.
- Sports teams, cheerleaders, robotic teams, and power teams may wear their approved spirit or performance uniform to school on game, competition, or performance days, provided they **are participating** in the activities that evening ***upon administrative approval***.
- Spirit Group Jackets or ECA Letter Jackets are permitted.
- The ECA uniform is not to be written on or defaced.
- Pants are to be properly hemmed, and boys' uniform shirts should remain tucked in during the entire school day except during recess or P.E.
- Uniform athletic shoes must be all black with white soles. These can be slip-on, lace-up or Velcro.
- Facial piercings are not permitted. Boys are not permitted to wear earrings or nail polish.
- Students consistently failing to be in proper uniform ***will be sent home to change***. Work missed for a uniform infraction may result in a zero. A \$5 fee may also be incurred.

UNIFORM FOR EVANGEL CHRISTIAN ACADEMY ELEMENTARY

Below are descriptions and pictures of the approved outerwear, footwear, and headwear. Please ensure your student complies with the uniform by the first day of the new school year.

SHOES: Shoes must be athletic black with white soles. Examples of approved shoes are below:



We are not checking brands; HOWEVER, the shoes should look like one of the above styles of shoes- black shoes and white soles only (no other colors).

OUTERWEAR: The following is **THE ONLY** approved outerwear:

- **Boy's crew neck navy sweater (sold at Shreveport Gymnastics)**
- **Girl's button-down navy sweater (sold at Shreveport Gymnastics)**
- **Approved hoodies are sold at the e-store.**

Headwear

Girls may wear headbands and bows. The headbands and bows must be a **plain solid** color such as **white, red, blue (light, royal, or navy), black, Cheer bows, or the ECA plaid from Shreveport Gymnastics**. They may have a bow on the headband in the colors listed above. The headbands and bows will have **no other embellishments** or shape protruding from the headband, including any type of animal ears.

Headwear is **not allowed** for boys.

HAIR AND GROOMING

Boys: A student's hair must be neat and groomed. Unusual layered hair, extreme shaving or carving into the natural hairline, and dyed, bleached or tinted hair that calls excessive attention to a student is unacceptable. **Earrings are not permitted.**

Girls: A student's hair must be neat and groomed. Unusual layered hair, extreme shaving or carving into the natural hairline, and dyed, bleached or tinted hair that calls excessive attention to a student are unacceptable. **Visible piercings are only allowed in the ears. Excessive piercings/gauges/spacers are not permitted.**

PHONE CALLS AND MESSAGES

- Students are not to have phone calls or messages left for them in the office **except in emergencies**, which will be determined by the administrators.
- Classes will not be interrupted for messages **unless it is an emergency**.

LUNCH AND BREAK

- Lunch may be pre-ordered online from our lunch provider.
 - Lunches will be individually packaged and labeled.
 - If a student orders lunch but will be absent, a parent or guardian must pick up the lunch or it will be donated.
- Lunch may be canceled 24 hours in advance online through Boonli.
- Students are expected to conduct themselves well during lunch breaks.
- They should exercise good eating habits and good manners at all times.
- Students must pick up after themselves by carrying trash to the designated containers.
- Students are not allowed to share food for safety reasons.

MEDICATION

- Students bringing required prescription medication to school must leave it in the office.

- The medication must be clearly labeled in the **original** container with the student's name, doctor, and dosage requirement.
- Medication should not be sent to school with the children. A parent must bring medication to the office.
- The parent's written permission will be required, and office paperwork must be completed before the student can consume the medication during school hours.
- The medication will be taken by the student in the office according to the directions on the prescription.
- Nonprescription medication, such as Tylenol, Benadryl, and Pepto Bismol, **will not** be given to students without written permission for each specific situation. This should be daily permission, not general permission for the entire school year. **ALL** medications **must** be provided by either the parent or guardian.

ILL CHILDREN

- If a student becomes seriously ill at school, the student will not be allowed to remain on campus, and the school will contact a parent/guardian immediately. Serious illness includes but is not limited to the following symptoms: fever of 100 or more, vomiting, diarrhea, or contagious illness.
- The emergency number listed on the student's enrollment form will be contacted if the parent cannot be reached. We will make the child as comfortable as possible until someone arrives.
- Please note that district and health policies require that students with certain contagious conditions/illnesses (lice, fever, diarrhea, vomiting, chickenpox, measles) be sent home and remain home until a doctor's note is presented to the office permitting the student to return to school.
- Students must be symptom-free, without the use of medication, for 24 hours before returning to school.

ACCIDENTS

- In case of an accident or injury, the school will notify the parent and describe the extent of the injury.
 - Please make sure the office has current and updated contact information to allow for notification.
- The emergency contact will be called if the parent cannot be reached. If the injury is minor, the student may remain in school, but students with more serious injuries should be taken home or receive medical attention.

COMPUTER SAFETY POLICY

Evangel Christian Academy is pleased to offer students access to a computer network for access to the Internet. Google Classroom is the platform for our online learning, and each student will be given a Google account that is only accessible in our school G Suite.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some accessible material via the Internet may contain illegal, defamatory, inaccurate, or potentially offensive items. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the benefits of Internet use in the form of information resources and opportunities for collaboration exceed the disadvantages to students. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just like in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with District standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

What are the rules?

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and ensure students use the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

Illegal copying -- Students should **never** download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive, or impolite language should be used to communicate, nor should materials not in line with Evangel's rules on school behavior be accessed. A good rule to follow is to never view, send, or access materials you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Cyberbullying-- Bullying through technology will not be tolerated.

COMPUTER-ACCEPTABLE USE GUIDELINES

Guidelines to follow to prevent the loss of network privileges at school.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not trespass in the folders of others' work or files.
- Do notify an adult immediately if, by accident, you encounter materials that violate the policies of appropriate use.
- Do not use the Evangel G-suite for personal use. This is for school purposes only.

Artificial Intelligence (AI) Policy

Artificial Intelligence is advancing at an unprecedented rate. At Evangel Christian Academy, we have dedicated ourselves to studying and understanding the ethical, spiritual, and practical implications of this powerful technology.

We recognize that the world is evolving, and we must adapt accordingly. It is essential to maintain a balance between technology and human relationships. We firmly believe that meaningful human interaction is invaluable, and fostering healthy connections is paramount in all aspects of life.

Our mission is to educate for lifelong success and to enrich with Christian purpose.

We advocate for the ethical use of Artificial Intelligence in education. Rather than replacing traditional learning or effort, AI is a tool that enhances efficiency and supports the learning process. The classroom teacher determines the

level of AI use allowed on assignments and communicates it to students. The AI policy is listed in the ECA Student Handbook.

To verify that students have genuinely learned from an assignment and have not resorted to using AI or cheating, they should be able to discuss the topic verbally and demonstrate knowledge and understanding of anything submitted. A student's inability to support or extend work through conversation or extension questions will indicate a need to relearn the material and provide new evidence of learning.

The "Acceptable Use Scale" below will be used for classroom assignments. Students are expected to abide by the level of AI use assigned by the teacher. **If a level of use for AI is not clearly assigned by the teacher, the default is Level 0 - No Use.**

Inappropriate use of AI on assignments is a breach of integrity and is considered a major infraction as defined by the honor code specified under "Behavioral Expectations."

AI isn't the existential threat. Human laziness is. - Dowell Stackpole, CEO and co-founder of Texas Quantitative

INFRACTIONS

- Any student who does not adhere to ECA rules is subject to disciplinary action, which may include detention, suspension, or expulsion.

TEXTBOOKS

- Students must pay for lost, stolen, damaged, or misplaced books to receive another book from the office.
- Books must not be left in the halls, classrooms, restrooms, gymnasiums, breezeways, or walkways. Books left in these areas will be collected and placed in the office.
- Students must pay for lost, stolen, damaged, or misplaced **library** books. No refunds will be given.

VISITORS

- **Campus visitation must be scheduled through the front office.**
- Access doors will be locked.
- Although parents and other visitors are welcome to visit Evangel Christian Academy, all school visitors (including parents) must register with the office and obtain a Visitor's Pass before entering the classroom.
- Visits to individual classrooms during instructional time shall be permitted **with approval from a school administrator**. Such visits are encouraged if the duration or frequency does not interfere with instruction or disrupt the regular school environment.
- Conferences with teachers during the school day (8:10 a.m.—2:45 p.m.) must be scheduled through the front office.

CANCELLATION OF THE SCHOOL DAY

- In the case of a general emergency in which the school may be called off due to weather or other circumstances, Evangel Christian Academy may follow the action taken by Caddo Parish Public Schools. Students and their parents should consult the school's social media, website, or TV news reports concerning whether or not ECA will be open.
- In the event of a non-emergency school cancellation, school administrators will advise parents and students as early as possible.
- If 20% or more of the student population becomes ill, the school will move to online learning briefly. Physical classes will resume when permitted.

DISCIPLINE

- At ECA, responsibility for one's actions is of the utmost importance to students, parents, and teachers. This is a learned behavior and is one of the principles necessary to maintain a strong Christ-centered approach to Christian education. Students develop character as they respond to authority, whether God or man.
- A child's first encounter with authority is at home; therefore, Evangel Christian Academy firmly believes that the basic authority for discipline and responsibility resides within the home.
- Students are encouraged to display Christ-like conduct by following the directions of teachers and other faculty members, demonstrating courtesy to all, and exercising self-control in their behavior.
- The purpose of discipline is to change errant behavior and teach students to be productively in charge of themselves. Discipline is a process that takes time and cooperation.
- The administration at Evangel Christian Academy will utilize the following avenues of response towards any student who shows the need for correction.

WARNING

Warnings may be given to a student involved in a minor discipline referral or if malicious intent cannot be established. Documentation of warnings issued will be made in the Admin. Plus Discipline Module becomes part of the child's discipline record. Parental contact may or may not be made by ECA Administration.

SUSPENSION

- Parental contact will be made for all suspensions.
- During a suspension, a student is not permitted to attend class, school functions, athletic practice, or athletic contests. Zeros may be given in all missed classes.
- During a suspension, the student will have an opportunity to reflect upon the seriousness of his/her actions. A Suspension Learning Packet may be sent home with the student, and completion will be required before returning to ECA.

OFFENSES RESULTING IN SUSPENSION INCLUDE (BUT ARE NOT LIMITED TO):

- Forging or using forged notes or excuses
- Use of tobacco products
- Inappropriate language or written obscenities/vulgarity
- Fighting (Automatic suspension for all "swinging" participants)
- Threatening a faculty member or another student
- Bullying or cyberbullying (policy is listed on our website)
- Gambling
- Destruction of school property (Restitution will be required)
- Inappropriate clothing or habitual uniform infractions
- Lying, cheating, stealing, or plagiarism
- Acts of defiance, either in action or language, in or outside the classroom
- Repeated disregard of school policies—multiple uniform violations or other minor infractions.

BULLYING - Bullying/Cyberbullying clarifications:

- When someone says or does something UNINTENTIONALLY hurtful, and they do it ONCE, that is someone being RUDE.
- When someone says or does something INTENTIONALLY hurtful, and they do it once, that is someone being MEAN.
- When someone says or does something INTENTIONALLY hurtful, and they KEEP

DOING IT, even after you tell them to STOP or show them you are UPSET, that is someone BULLYING.

- It is Evangel's mission and goal to provide a safe and secure learning environment free from the threat of bullying either on campus or off campus. This includes personal, physical, and emotional bullying of both students and staff.
- Incidents of physical and emotional bullying, either in person or through the use of electronic devices or social media, should be reported to the school administration for verification and investigation.
- If the infraction is made through the use of electronic devices, it is recommended that any message, text, photograph, or other cyber-communications be saved and presented as evidence for the investigation.

Further information regarding bullying:

- Bullying is a complex issue that often stems from deeper emotional pain, insecurity, or personal hurt. Those who have been bullied may, in turn, bully others—continuing a harmful cycle that must be broken.
- Bullying is not new—examples can be seen throughout history, even in Scripture (e.g., Goliath). However, we are called to continue the fight for safe, respectful environments for all students.
- Today's youth face unprecedented levels of anxiety. In some cases, bullying is a misguided attempt to gain control. Peer pressure also plays a significant role, and even students who are typically kind may get drawn into harmful behavior.
- Any student is capable of bullying. This does not mean they are inherently bad. It does mean intervention is necessary—both to correct behavior and to support growth.
- Bullying causes widespread anxiety, as it creates fear in those who witness or experience it. At Evangel, we are committed to a culture of **honor, kindness, and respect**. This is not only a social expectation but a spiritual mandate.
- Addressing bullying requires both prayer and proactive discipline. While students may struggle with harmful habits, they are capable—with guidance—of using their words for good.
- It does not matter who initiated the conflict or how long ago it began. It must stop now.
- Please know that administration and teachers are not against any student involved in bullying. Our role is to correct, support, and restore. Often, those who bully are also struggling and in need of help themselves.
- Together, through faith, accountability, and grace, we can create a safe and uplifting environment for all.

MANAGEMENT TEAM HEARING

- A MT hearing may be required if other avenues of correction have proven ineffective. The decisions of the MT hearing will be documented in the student's file.

BEHAVIORAL PROBATION

- Behavioral probation is a conditional period assigned to students who fail to meet the school's standards in attitude or conduct. The administration will review the student's progress. If sufficient improvements are not recognized immediately, the student may be asked to withdraw.

MANDATORY WITHDRAWAL

- A student must withdraw from the school at the request of the administration.

EXPULSION

- As a private Christian school, Evangel Christian Academy is committed to providing a learning atmosphere in every classroom.
- **BEHAVIOR PROBLEMS WILL NOT BE TOLERATED.**
- Behavior infractions may require an immediate parental conference.
- ECA expressly reserves the right to permanently expel any student, at any time, at the school's discretion, and may require forfeiture of tuition and fees, etc.

OFFENSES RESULTING IN EXPULSION INCLUDE (BUT ARE NOT LIMITED TO):

- Possession or use of illegal drugs or alcohol both on-campus and off-campus.
- Hair Follicle Drug Testing will be required upon reasonable suspicion of drug use.
- Possession of illegal drug paraphernalia
- Carrying or using instruments to do bodily harm
- Sexual misconduct
- Striking a teacher or other school personnel
- Involvement in gang activity
- Conviction of/or known involvement in criminal activity
- Extreme vandalism
- Ongoing bullying or targeting behavior

WITHDRAWING FROM SCHOOL

- A request for a withdrawal form is to be completed by the parent in the administrative office, and all books must be returned at that time.
- **At least two days** are to be allowed for the office to obtain grades and the necessary signatures.

PROGRESS REPORTS AND REPORT CARDS

- Progress reports are available on the portal.
- Report cards are distributed for each reporting period.
- Parents are encouraged to schedule conferences if their student received a D or F on his report card.
- Students will receive report cards at the end of the first, second, and third reporting periods. The final report card will be mailed to parents.

CONFERENCES

Teachers and administration may request a parent/teacher conference if the student is not achieving the expected level of performance or is exhibiting any other behavior that would warrant a conference. ECA encourages parents to initiate necessary conferences with the appropriate teacher or administrator. All

conferences should be requested through the front office.

PARENTAL INVOLVEMENT/VOLUNTEERS

- Education succeeds best when there is a strong partnership between home and school. The school asks parents:
 - o To encourage their children to put a high priority on their education and commit themselves to making the most of the educational opportunities the school provides.
 - o To monitor their children's progress and contact teachers as needed. Conferences may be arranged through the school office.
 - o To participate in campus parent organizations, such as ECA Booster Club and PTSO.
 - o To stay informed on school activities and issues.
 - o Parents, guardians, and visitors must be respectful of all school policies, procedures, and personnel.

PROMOTION REQUIREMENTS

- All students must average 66% or better in both Math and Reading/Language Arts/English to be promoted to the next grade level.

ONLINE PLATFORMS

- Students will use Google Classroom.
- Academic honesty is a requirement.
- Students must check their school email account and Google Classroom daily for updates.
- Assignments are **due on the dates specified**.

HOMEWORK

- Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments.
- Copying another student's written work not only defeats the educational process but constitutes cheating.
- Failure to do homework will result in academic consequences.
- Students will succeed in proportion to their daily efforts.

LETTER GRADES	NUMERICAL	DESCRIPTION
A	93—100	Excellent
B	85—92	Above Average
C	74—84	Average
D	66—73	Below Average
F	0—65	Failing Work

- Wednesdays have been set aside for Church, so students will not be assigned homework on Wednesday to be due on Thursday. Parents should monitor students' study time and grades and contact teachers or administrators with any questions.

PTSO (Parent, Teacher, Student Organization) Purpose

- To encourage parental involvement in Evangel Christian Academy and foster a closer relationship between the home and school so that parents and teachers may cooperate in the education of their children and youth.
- To develop relationships between educators and the general public to ensure united efforts in obtaining the highest advantages in physical, mental, social, and spiritual education for all children and youth.

Activities

It is the goal of PTSO to encourage and support our staff, parents, and students by supporting and/or providing fun and educational activities, as well as to raise funds to provide for the educational, physical, and social needs of the school as they arise. Being involved is a great way for parents to get to know each other and their children's teachers, friends, and family. The following activities are major activities PTSO actively participates in throughout the year. ***Parents are strongly encouraged to be a part of these wonderful activities.***

Grandparents' Day / Book Fair (Fall)

Homecoming Week Activities and Parade (Fall)

Fall Fundraiser

Spring Fundraiser

Teacher Appreciation Week (Spring)

Field Day (Late Spring)

To keep abreast of important PTSO information, such as meeting times, upcoming events, and updates on fundraising, etc., be sure to review the following **daily**:

- Friday Forum (distributed once a week) by email.
- Your child's assignment notebook (for memos, flyers, etc.)
- Visit our Facebook page [@Evangel Christian Academy Elementary PTSO](#).

The Lord blesses those who serve. Ephesians 6:8

The Best Is Yet To Come!

