



Student Handbook

Updated 8/26

TABLE OF CONTENTS

Welcome to EBCA.....	5
1. General Information.....	6
Contact Information.....	6
School Address.....	6
Days & Hours of Operation.....	6
Administration & Staff.....	6
2. Philosophy & Principles.....	7
Statement of Philosophy.....	7
Mission Statement.....	7
Statement of Faith.....	7
Purpose.....	8
Administrator Standards.....	8
Teacher Standards.....	9
Accreditation.....	9
3. Admissions.....	9
Admissions Policy.....	9
Admissions Procedure.....	10
Entrance Requirements.....	10
Re-enrollment.....	11
Tuition & Fees.....	11
Trial Period.....	13
Agreements.....	13
Records.....	13
Withdrawal.....	14
4. Attendance.....	14
School Hours.....	14

Attendance Policy.....	14
Excusable Absences.....	14
Inexcusable Absences.....	15
Illness Policy.....	15
Tardiness Policy.....	16
Early Dismissal.....	17
Make-up Work.....	17
Summer School.....	17
 5. Academics.....	 17
Curriculum.....	17
High School Courses.....	17
Report Cards.....	18
Grading Scale.....	18
Honor Roll Policy.....	19
Achievement Testing.....	19
Promotion and Retention Policy.....	20
Graduation Requirements.....	20
Records.....	21
 6. The School Day.....	 21
School Colors.....	21
Labeling.....	21
Dress Code Requirements.....	21
Drop-Off & Release.....	23
Snacks & Lunch.....	25
Schedules.....	25
Student Activities.....	26
Physical Activity.....	26
Clubs.....	26
Field Trips.....	26
Special Education.....	27
Internet Policy.....	27
Earphone & Headphone Policy.....	28
Cell Phone Policy.....	28

Parent/Teacher Communication Policy.....	28
Extended Care Policy.....	29
Homework Policy.....	29
Textbook Return Policy.....	29
Lost and Found.....	29
 7. Behavioral Expectations.....	 29
Spiritual Lifestyle.....	30
Code of Conduct.....	30
Disciplinary Procedures.....	30
Relationships & Physical Contact.....	32
 8. Safety & Security.....	 32
General Campus Security.....	32
Campus Visitors.....	33
Internet Policy.....	33
Medication.....	33
Accident & Incident Protocols.....	34
Confidentiality.....	34
Weapons & Firearms.....	35
Emergency Protocols.....	36
School Closings.....	36

Welcome to EBCA – Pastor Blake and Sis. Bethany Miller

Our sincerest greetings,

We are delighted to welcome you to Eagle Bend Christian Academy. It is our prayer that you will have an inspiring, challenging, and successful experience during your time with us.

It is our vision to train and equip the leaders of tomorrow. Using a Matthew 20:25-28 approach, our leadership and staff strive to put into the hands of each student the tools necessary to become dedicated, effective, and passionate Christian leaders in a world of great need. It is our goal that the lives of our students will become productive, powerful, and far reaching – around the world and into the future.

A Christian education is one of the greatest gifts that parents can offer their children. We pray that greatness is born from the everyday sacrifices of our parents, staff, and students. We pray that as we work together and grow together, we will raise up a generation of Elijahs, Esthers, and Pauls. We pray that your children will enjoy the fruits of a Christ-centered education, that our world will benefit by their lives, and that God will receive all the glory.

Please pray for Eagle Bend Christian Academy as we pray for you. Let us unite in a common cause of seeing our world become a brighter place as we shine the light that can only come from Jesus Christ!

1. GENERAL INFORMATION

Contact Information

EBCA Office Phone.....(865)457-7729
EBCA Email.....office@eaglebendca.org

School Address

Physical Address.....1740 N. Charles G. Seivers Blvd, Clinton, TN 37716
Mailing Address.....P.O. Box 489, Clinton, TN 37717

Days & Hours of Operation

Monday, Remote Learning
Tuesday-Friday, 8:00 am-3:00 pm

Administration & Staff

Principal.....Pastor Blake Miller
Administrator.....Sis. Bethany Miller
Administrative Assistant.....Amy Clabough
Administrative Assistant.....Addison Kiser
Teacher.....Marshall Causey
Teacher.....Kandi Herron
Teacher.....Michaela Neeley
Teacher.....Jessica Phillips
Teacher.....Cheyenne Stringer
Teacher.....Kourtnee Wilson

2. PHILOSOPHY & PRINCIPLES

Statement of Philosophy

Eagle Bend Christian Academy is built on the philosophy that the life of Jesus Christ is the greatest blueprint for educating, training, and equipping individuals for leading a successful life. The example Jesus set forth through His ministry was that of servant leadership in the form of MIRACLES (modeling, instruction, rigor, assessment, correction, love, encouragement, and support). Therefore, these are the strategies that Eagle Bend Christian Academy has adopted as the focus and philosophy that pervades our entire approach.

Mission Statement

The mission of Eagle Bend Christian Academy (EBCA) is to provide Anderson County, Tennessee with an excellent, Christian-based education in accordance with Apostolic principles. Drawing on the principle set forth in Matthew 20:25-28, we endeavor to diligently train and equip the servant leaders of tomorrow in a safe, secure, and joyful environment using holistic principles and a creative, biblical approach.

It is our vision to become and produce dedicated, effective, and passionate Christian leaders in a world of great need. It is our goal that the lives of our staff and students become productive, powerful, and far reaching - around the world and into the future.

Statement of Faith

1. We believe the Bible to be the inspired, infallible and authoritative Word of God.
2. We believe that there is one God.
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious death and shed blood, His ascension and in His personal return to this earth in power and glory.
4. We believe in repentance, water baptism in the name of Jesus Christ for the remission of sins, and in the infilling of the Holy Spirit with the evidence of speaking in other tongues.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Purpose

Eagle Bend Christian Academy's educational objectives are as follows:

1. To cultivate a love for the Lord Jesus Christ.
2. To train children in daily spiritual living, including: how to pray, how to worship, how to study and appreciate the Bible, and how to serve others.
3. To develop children's moral, ethical, and spiritual senses, and to nurture and encourage their spiritual gifts and talents.
4. To produce well-rounded and balanced children capable of successfully living and leading in a democratic society, teaching them responsibility and accountability as citizens and Christians.
5. To offer an academic program that meets the needs of children - one that encourages them to be life-long learners, to think deeply, logically, and independently.
6. To teach children self-worth and respect for others.
7. To provide training opportunities for learning practical life skills to support oneself and a family.
8. To encourage participation in various forms of recreation, including physical activity, artistic expression, and musical performance.
9. To prepare graduates for college and career entry and success.
10. To produce hard-working, dedicated, dependable, resilient, and creative individuals.

Administrative Standards

EBCA requires that the administrative staff hold a minimum of a Bachelor's degree in an education-related field of study. In addition, the administrative staff must maintain a morally and spiritually sound lifestyle and adhere to the precepts of the Apostolic faith. He/she must also have a deep and enduring love for children and learning.

It is the policy of this school to practice equal employment opportunity without regard to an individual's race, color, national origin, gender, disability, or age in application of any policy, practice, rule, or regulation. However, functioning as a non-profit religious entity, we reserve the right to base employment on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

Teacher Standards

All staff, including teachers and assistants, are approved academically, morally, and spiritually before they join EBCA. Furthermore, we strive to select teachers of utmost quality, training, and education while also seeking out passionate, creative, loving, and compassionate individuals.

It is the policy of this school to practice equal employment opportunity without regard to an individual's race, color, national origin, gender, disability, or age in application of any policy, practice, rule, or regulation. Functioning as a non-profit religious entity, we reserve the right to base employment on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

Accreditation

Eagle Bend Christian Academy is considered a Category IV Non-Public School and is a certified member of the Tennessee Association of Non-Public Academic Schools (TANAS), T.C.A. 49-50-801. TANAS is an approved Private School Accrediting Agency recognized by the Tennessee State Department of Education. However, membership in TANAS in no way denotes state accreditation or state control of EBCA.

3. ADMISSIONS

Admissions Policy

In order to create and maintain an environment conducive for adequate attention and optimum learning, EBCA must be selective and particular in the admissions process. It is the right of EBCA, as a private institution, to set and maintain its own set of standards for student dress, cleanliness, conduct, and scholarship. The school holds the right to refuse admittance to anyone it so chooses, and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

Priority

EBCA is operated especially for the children whose parents are members of Eagle Bend Apostolic Church. Parents of children enrolled in Eagle Bend Mother's Day Out (EBMDO) are given second priority in the admissions process. Exceptions may be considered on an individual basis, subject to the approval of the senior pastor and school administrator.

Placement

Children are admitted to EBCA and placed in grade-level appropriate classes based on former records and/or placement tests administered by EBCA. Each year, student records are reviewed by the school administration and readmission is evaluated based on specific criteria.

Admissions Procedure

1. The EBCA Enrollment Application and agreement forms must be filled out completely and returned to the school office, and payment of the registration fee must be made before admission will be considered.
2. An interview appointment with the administrator, the parents, and the potential student will be requested. This interview is aimed at establishing a foundation of understanding for home and school relationships, as well as, evaluating whether a candidate is a good fit for our specific program. In the case of an application for readmission, the administrator may feel an interview with the returning student and his/her parents may be productive for the student and the school. All interview appointments will take place outside of normal school hours.
3. A placement test is required for all students entering EBCA.
4. Admission is only granted once we have: (1) the child's completed and signed registration forms and agreements, (2) registration fee, (3) copy of birth certificate and SSN card, (4) health records including immunizations and physical examinations, (5) previous school records, and (6) at least the first month's tuition.

Processing

There is a two business day processing period for all applications submitted. Students will not be permitted to start class until applications have been processed and approved.

Entrance Requirements

A child requesting admittance to kindergarten must be five years old on or before August 15th. A child requesting admittance to first grade must be six years of age on or before August 15th.

Additionally, before a child can be admitted to kindergarten, EBCA must have the following records on file:

1. Completed and signed enrollment application with agreements and applicable registration fee
2. Copy of Birth Certificate and SSN card
2. Record of physical examination by a medical professional
3. An up-to-date immunization record

If required immunizations have not been administered to the child, we must have a statement signed by the parent stating that the child has not been immunized and tuberculin-tested because of religious convictions or other objections to immunization.

4. Record of a preschool vision and hearing test

Re-enrollment

Each student is offered the opportunity to re-enroll in EBCA before the beginning of each new school year. A new registration fee is required with the Returning Student Application and agreements. At this time, student conduct and achievement, as well as parental involvement, will be reevaluated and students will be re-enrolled based on how effectively EBCA deems it is capable of serving each student.

Tuition & Fees

Registration

A registration fee is due at the time of application and reserves a place in the classroom for each qualified student. This fee is non-refundable and is paid annually with each new application. Early registration is offered April-May and is \$50 (1 child). General registration is offered June-July and is \$100 (1 child). Late registration is \$125 and begins August 1.

Book Fees

Book fees typically fall between \$400-\$500 yearly. Book fees are due in full on or before August 15th, unless other accommodations have been arranged with administration.

*EBCA has done its best to estimate the investment and fees for the upcoming year. However, all book fees are subject to change and any unforeseen book fees may be added at any time.

Tuition

Please remember that a child's education is an investment, not only in the present, but also in the future. EBCA does not operate for profit and strives to keep costs as low as possible while still offering an excellent educational experience.

Please review the following tuition rates. Discounts apply for families with multiple children enrolled at EBCA.

	12 MONTH	10 MONTH	ANNUALLY
FIRST CHILD	\$375.00	\$450.00	\$4,500.00
SECOND CHILD	\$334.00	\$400.00	\$4,000.00
THIRD CHILD	\$292.00	\$350.00	\$3,500.00
FOURTH CHILD	\$250.00	\$300.00	\$3,000.00

Ten-Month Plan

In this plan, tuition payments are set up on a ten-month payment plan. The first payment is due August 15th. Payments can be made monthly or in advance, but tuition is due on the 15th of each month.

Twelve-Month Plan

In this plan, tuition payments are set up on a twelve-month payment plan. The first payment is due June 15th. Payments can be made monthly or in advance, but tuition is due on the 15th of each month.

Miscellaneous Fees

A \$15 late payment fee will be charged if tuition payment is received after the 15th of the month.

A \$15 late fee will be added to the balance if book fees are not paid before August 15th.

A \$15 returned check fee will be charged for checks returned "non-sufficient funds". A second check returned "non-sufficient funds" will accrue a \$20 fee and a third will require a \$20 fee and cash payment for the remainder of the school year.

Unpaid Account Balances

Accounts must be current before students will be allowed to pre-register for the next school year. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, report cards will be withheld until the past due amount is paid. Parents whose accounts are not current will be notified and no report cards, diplomas, or other records will be given until the amount owed is paid in full.

*Registration fees and book fees are non-refundable.

Trial Period

EBCA enrolls every child on a three month trial basis. If, for some reason, a child is not adjusting to our program and must be dismissed, he/she will have the opportunity to reapply the next school year.

Agreements

Part of the application process requires submitting forms of agreement to the standards and policies of the school. These agreements include, but are not limited to, a code of conduct, a dress code, an internet policy, a tuition contract, and a statement of cooperation. These documents must be signed and submitted before beginning classes. These agreements are kept on file in the school office as part of each student's records. These agreements can be reviewed at any time upon request. Violations to these agreements may result in being sent home for the day, a parent/teacher/administrator conference, suspension, and/or expulsion depending on the severity of the violation.

Records

EBCA is required to create and maintain student records for each and every child enrolled in the school. These records include, but are not limited to, health and immunization records, transfer information, placement test scores, contracts and agreement forms, report cards, honors and awards, accident and incident reports, and disciplinary action forms. If at any time parents would like to review their child(ren)'s records, they should make an appointment with the administrator. Copies of documents in student files may be released to parents at the discretion of the

administrator. However, the administrator has the right to deny copies of documents at any time.

Withdrawal

In the event that a child needs to be withdrawn from our program, a withdrawal form must be submitted to the administrator one month prior to the preferred withdrawal date. Student records will be forwarded to the transfer school only after the withdrawal form has been submitted and administration has ensured that the student's account is current. If written notice is not received, the child's account will be charged regular tuition fees until the withdrawal form is submitted.

4. ATTENDANCE

School Hours

The school day at EBCA begins at 8:00 a.m. and releases at 3:00 p.m.. Children should arrive no earlier than 7:45 a.m. and remain no later than 3:15 p.m. unless previous arrangements have been made with the office. Any student not picked up by 3:15 p.m. will be charged a \$5 fee per 5-minute interval that the child remains in EBCA's care.

Attendance Policy

In case of absence, the parent or guardian must call the school office by 9:00 a.m. to report and explain the absence. Three consecutive absences must be accompanied by a doctor's note to be counted as excusable, except in cases of communicable diseases. One absence requires written explanation from parents in order to be counted as excusable. Five tardies lacking a medical professional's excuse will equate to one unexcused absence.

Excusable Absences

EBCA and the State of Tennessee recognize the following as excusable absences:

- 1) Illness that would endanger a child's health and the health of other students.
- 2) Serious illness of a member of the student's immediate family.
- 3) Death in the family may be excused for a reasonable period of time.
- 4) Absence with prior approval from the administrator.

In the case of an excused absence, teachers will permit students to make up any work that was missed. If an absence is anticipated, the student must secure permission to be absent and therefore make up assignments. Please do not schedule dental and medical appointments during school hours. If an appointment during school hours is unavoidable, an excuse provided by the medical professional is warranted.

Inexcusable Absences

Five unexcused absences in any one school year will result in an incomplete grade. Before the incomplete status will be changed, parents must have a conference with the school administrator and explain the absences. If the absences can be excused after this conference, the incomplete status will be changed to reflect the student's actual grade. If the absences cannot be excused, the result will be a failing grade in all classes. The Anderson County Attendance Supervisors require notification in instances such as this and, therefore, will receive a report of the student's attendance and tardiness records. Extenuating circumstances will be considered on a case-by-case basis. Excessive absences may result in dismissal from school. No refunds will be made due to absences.

Illness Policy

Eagle Bend Christian Academy does not employ medical personnel and cannot administer any medication. Parents will be notified when their child is too ill to remain at school and must be taken home or requires medical attention.

As a general rule, children should not be brought to EBCA if they have had a fever, diarrhea, unusual rash, or vomiting within 24 hours of a scheduled school day. Once the child has received a diagnosis, please follow the guidelines provided below:

Illness/Childhood Disease	May return when:
Covid-19	10 days after symptoms appear
Chicken Pox	After all lesions are crusted
Hand, Foot, and Mouth	After all lesions are crusted
Diarrhea	When stool is firm

Fever	When fever-free for 24 hours
Lice	After application of medicated shampoo and all nits removed
Impetigo	After all lesions are crusted or covered completely with bandage
Measles	5th day after the rash appears
Mono	Must have written doctor release
Pinkeye	On medication for at least 24 hours and without discharge from eyes
Pinworm	After 2 doses of medication
Rashes	When rash has disappeared
Respiratory Syncytial Virus	When cough and runny nose have stopped (5-7 days)
Ringworm	After medication for 24 hours and area covered completely until gone
Roseola	When rash is gone
Rotavirus	After diarrhea has stopped
Rubella	5th day after rash first appears
Scabies	24 hours after treatment and with written permission from doctor
Strep Throat	After medication for 24 hours

Tardiness Policy

At EBCA, the school day begins at 8:00 a.m. and ends at 3:00 p.m.. A student arriving after 8:05 a.m. will be considered tardy. A student leaving before 3:00 p.m. will be considered tardy. Five instances of tardiness lacking a medical professional's excuse will equate to one unexcused absence. Excessive unexcused tardiness may result in dismissal from school.

Early Dismissal

Parents are discouraged from picking up their children early or asking that their children be allowed to leave early. However, there may be instances that warrant an early release. Parents who pick up their child early must consult the administrator for approval. Students who drive must bring a written note from a parent or guardian with the date and time of the early dismissal before the student will be allowed to leave. Students who are passengers in the vehicle of a student leaving early must remain in school until release time unless the passenger student also has written permission from parents to leave early with the driver student.

Make-Up Work

Students and parents are responsible for initiating make-up work. Once make-up work is assigned, students have an equal number of days as they missed to make up work. For example, if a student misses two days, then the student will have two days to complete any missed assignments and take quizzes or tests. If a student misses class on a test day or the day an assignment is due, then the student must take the test and/or turn in the assignment on their first day back to school. If a test is announced while a student is absent and is administered on the first day the student returns to school, the student will not be required to take the test on that day. If a student returns to school on a pre-announced test day after a short absence and the student was informed of the test before the absence, the student will be required to take the test on the day it is given.

Summer School

EBCA does not currently offer a Summer School option.

5. ACADEMICS

Curriculum

EBCA currently uses the Bob Jones University curriculum for all academic subjects. Books must be purchased through the front office. Review the “Tuition and Fees” portion of the handbook for details about pricing.

High School Courses

Bible: Bible courses are subject to change.

English: Literature, Grammar & Composition (4 Credits)

Social Studies: Cultural Geography, World History, U.S. History, Government, Economics (3 Credits)

Science: Physical Science *with Lab, Biology, Chemistry, Physics (3 Credits)

Mathematics: Algebra 1, Algebra 2, Geometry, Pre-Calculus (4 Credits)

Health & Wellness: Health (1 Credit), Physical Education: (.5 Credits)

Personal Finance (.5 Credits)

Computer (1 Credit)

Foreign Language (2 Credits): Spanish, Latin

Fine Art (Visual or Performing): Art (1 Credit)

Extracurricular Options: Music, Trade Skills, Home Economics, Bible Quizzing, Public Speaking, Sign Team, Horticulture

Report Cards

Our Report Card system is designed to provide parents and students with a glimpse of the progress, or lack thereof, being made each quarter throughout the year. Each child's ability, attitude and application are considered in the grading process. Grades are issued using a numerical system (0-100). Our teachers are encouraged to know their students and to develop specific strategies to aid in the success of each one. The grading system at EBCA may not be the same as other schools and should not be used for purposes of comparison. Every school sets its own standards for learning and achievement. EBCA is committed to meeting the minimum standards for achievement as set forth by the U.S. Department of Education and the State of Tennessee.

Grading Scale

K5 - 12th Grade:

A - indicates excellent progress (90-100)

B - indicates commendable progress (80-89)

C - indicates average progress (70-79)

F - indicates failure (0-69)

I - indicates incomplete - student does not promote to the next level

Honor Roll Policy

Please review the honors scale below:

Honors Scale:

90 – 100 – High Honors

80 – 89 – Honors

We encourage all of our students to reach their maximum potential. Therefore, we celebrate achievement and reward success as much as possible. An honor roll system is implemented each quarter. When a student maintains an A (90-100) average, he/she will receive high honors and have his/her name placed in a drawing TWO times to possibly win a prize during our weekly chapel session. If a student maintains a B (80-89) average, he/she will receive honors and have his/her name placed in a drawing ONE time.

Achievement Testing

EBCA requires achievement testing every school year to assess the aptitude of its students and to ensure that the school is providing an education on-par or superior to that of other programs in the nation.

EBCA strives to make this endeavor as stress-free and enjoyable for its students as possible. The goal is not to perform; it's to present. Students are encouraged to authentically present their knowledge and skills ("What we know! What we've learned!") and to celebrate their progress. EBCA does not promote comparison among students or teachers, but rather a praise to God for what He has put within each student, encouragement for teachers' tireless labor, and for the presentation of progress in EBCA.

The achievement test process generally lasts one week and is recorded on the Calendar of Events that each family receives at the beginning of the school year. Test results usually arrive before the end of the school year and are shared with families for review.

Achievement tests do not dictate whether a student will be promoted to the next grade level, but are useful in determining whether it is suitable for a student to progress on to new subject matter and/or grade-level or if remedial work is needed.

Promotion and Retention Policy

In making decisions regarding promotion and retention of students, EBCA considers many factors including: grades, achievement test scores, attendance, behavior, special needs, spiritual and physical maturity, and parental support.

Each student is promoted or retained on a case-by-case basis. However, a grade point average (GPA) of 69% or less, achievement test scores that reflect a strong need for remediation, excessive unexcused absences, and/or a lack of physical maturity are all possible indicators of a need for retention.

Graduation Requirements

EBCA is approved through the Tennessee Association of Non-Public Academic Schools (TANAS). Below are the requirements for graduation, according to the TANAS guidelines. Students must earn a passing grade of 70-100 in each of the courses listed below in order to qualify for graduation from EBCA.

TENNESSEE ASSOCIATION OF NON-PUBLIC ACADEMIC SCHOOLS (TANAS) GENERAL & COLLEGE PREPARATORY DIPLOMAS

Language Arts (4)

Math (4): Algebra I, Algebra II, Geometry, One More Upper Level Math

Science (3): Biology I, Chemistry or Physics, One more lab science

Social Studies (3): U.S. History, World History or World Geography, Government & Economics

Wellness (1) & P.E. (.5) (1.5 Total)

Personal Finance (.5)

Computer (1)

* Foreign Language (2)

* Fine Art (visual and/or performing)(1)

Bible (1)

Career/Technical Education (1)

TANAS Recommendation: Speech

* denotes courses required for a student on a college preparatory path, otherwise these electives should be career focused

A unit of credit in secondary courses is based on 180 class periods. Twenty-two credits are required for graduation by the state of Tennessee. Therefore, EBCA's requirements meet and exceed the Tennessee Board of Regents and State Department of Education Requirements.

Records

Parents and guardians have the right to access, review, and request corrections to their child's educational records. These requests must be submitted in writing to the school administrator, and EBCA must be given forty-five days to complete the request.

6. THE SCHOOL DAY

School Colors

EBCA's school colors are white, black, gray, and tan.

Labeling

Before starting the school year, parents/students should label ALL materials and belongings (including books, backpacks, clothing items, etc.) to avoid loss. Labeling should continue throughout the year. EBCA cannot be held liable for lost or stolen items.

Dress Code Requirements

We believe that a student's appearance strongly affects their self-image as well as how they approach others. We believe that a student's attire should reflect the impression that learning is important. Our standards for dress and grooming have been selected with biblical ideals, precision, and neatness in mind.

Modesty is the Bible's rule for dress. However, modesty is subject to interpretation. Therefore, EBCA reserves the right to define modesty in situations not covered in the handbook.

Uniforms

In order to achieve the above-stated objectives, EBCA has adopted a **mandatory uniform dress code**.

Uniform shirts can be purchased through the school office before the beginning of the school year.

Uniforms should be worn as intended, kept clean, and pressed. No holes, frays, or tears are permitted. Uniforms should fit appropriately; skin-tight, or oversized clothing is not permitted. **Uniform color options are as follows: white, tan, black, charcoal and light gray.**

Tennis shoes can be of any color, brand, or style, but must be appropriate for athletic activities (i.e. no open-toe shoes, flip-flops, crocs, heelys, wedge tennis shoes, platform tennis shoes, etc.). Students are encouraged to bring an extra pair of tennis shoes for the playground as it features robust, textured surfaces designed for safety, which can be tough on standard footwear.

Boys

Uniforms should be worn according to school policy – a custom EBCA t-shirt and appropriate color athletic pants or khakis at full length with socks covered. Coats and other outerwear should be neat and of corresponding color in the classroom. Hats are not permitted in the classroom. Boys should keep their hair cut neatly above the ears and collar. Facial hair of any kind, including sideburns below the earlobe are not permitted. Long pants, shirts, and appropriate shoes are required. No extreme fads in dress, hair style, or color (including dying of hair), nor sloppiness will be allowed. Vulgar and/or offensive logos, pictures, or attire is strictly prohibited.

Girls

Uniforms should be worn according to school policy – a custom EBCA t-shirt and appropriate color athletic skirts that cover the knee when standing. All athletic skirts must be school-approved colors (**white, tan, black, charcoal and light gray**) with shorts or leggings underneath. Shirts must be a custom EBCA t-shirt ordered through the office. Socks should be simple and solid-color. Coats and other outerwear should be neat and of corresponding color in the classroom. No pants, pant dresses, shorts or sun-dresses are allowed. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The

wearing of jewelry and makeup, including colored nail polish on fingernails or toenails is not permitted. Vulgar and/or offensive logos, pictures, or attire is strictly prohibited.

Occasions

The dress code to be followed at all special services, ceremonies, meetings, and programs is as follows:

Boys: black polo shirt or dress shirt, black dress pants or slacks, black socks, and black shoes. All articles should adhere to school uniform policy guidelines.

Girls: black occasion shirt and skirt or dress (adhering to school modesty guidelines) with black shoes.

Noncompliance

If a student is not compliant with the school classroom dress code, he/she will be given appropriate uniform articles and the cost of the items will be added to the student's account and must be paid by the following month.

If a student is not compliant with the school gym dress code, he/she will not be able to participate in athletic activities and may result in a failing grade in Health & Wellness courses.

Multiple offenses or dress code criticisms on the part of the student or parent(s) may lead to dismissal from Eagle Bend Christian Academy.

Drop-Off & Release

The speed limit across the EBCA campus is 5 miles per hour. The safety of all staff and students of EBCA is top priority, therefore repeat speed limit offenses will lead to dismissal from the EBCA program.

“Handicap” spaces and unmarked areas of the parking lot should be avoided unless qualifications are met.

EBCA does not provide transportation. Parents are required to arrange their child(ren)'s drop-off and pick-up accommodations. Any individuals approved to pick up a student must be on-file in the school office, otherwise, students will not be released from EBCA's care. Any individual, other than parents, picking up students

from EBCA will be required to show his/her license at pick-up. Parents should inform the office if someone other than themselves will be picking their child up from school, even if the individual is on-file. Both a first and last name along with a picture (which can be a selfie) of the individual picking up should be sent to the office for approval prior to check-out.

Drop-Off

Parents should enter the parking lot through the main entrance (offset with trees on both sides of the driveway), follow the flow of the parking lot and minding lines, and line-up in an orderly fashion with the first vehicle beginning in front of the EBCA main entrance doors. All parents must drive through the designated line. Parents may then choose one of two options:

1. Release student(s) from their vehicle to come into the school building, ensuring that their student(s) enters the school building before pulling away from the drop-off line, or
2. Escort their student(s) into the school building through the main entrance and then return to their vehicle. Parents are not permitted to escort their child(ren) to their classroom.

Parents should then exit the EBCA campus by following the parking lot route to the side exit driveway, turning right only out of the campus. Safety is at risk when a vehicle fails to follow the requested route.

Release

Parents should again enter the parking lot through the main entrance (offset with trees on both sides of the driveway), follow the flow of the parking lot and minding lines, and line-up in an orderly fashion with the first vehicle beginning in front of the EBCA main entrance doors. All parents must drive through the designated line. Students will be released one family at a time. Under no conditions will a child be sent to a car parked in the parking lot or to a parent who walks up to the dismissal door in order to break the line. Parents will not be permitted in classrooms during the release period.

Car Tag Safety Protocol

To maximize student safety and minimize wait times, EBCA utilizes a mandatory car tag identification system for all student pickups.

1. Issuance of Tags: Initially, each family will receive a car tag for any persons listed on their child's pickup list at the start of the school year. Replacement or additional tags can be requested in the main office for a fee of \$2.00.

2. Daily Procedure: Car tags should be attached to the passenger side sun-visor in a way that it is clearly visible to staff members. Drivers may also roll down their front passenger-side window and show the car tag as they enter the pickup zone so that staff members on foot can easily read the tag and radio ahead. School staff use these tags to identify and pre-call students to the designated loading area.

3. Absence of Car Tag: Safety is our top priority. If a driver does not have the school-issued car tag, school staff will not release the student in the car line. The driver will be required to present a valid photo ID to verify authorization.

4. Alternative Transport and Carpools: If your child is riding home with another family, arrangements must be submitted in writing to the front office.

Snacks & Lunch

Snacks

Snacks will be provided/permitted twice per day. Parents are welcome to send specific snacks for their children or allow children to purchase a snack from EBCA.

Drinks

Drinks must be provided by parents or purchased through EBCA. Drinks of choice are permitted during lunch in the lunch area. Water is permitted at all other times and is the only beverage allowed outside of the lunch area.

Lunch

Lunch is not provided by the school. Parents must send a lunch for their child every day unless specified by the child's teacher or the administrator.

Schedules

Schedules in individual classes may vary by grade. However, every class at EBCA will include some form of prayer, time of worship, Bible study, snack, math,

reading/spelling/grammar, science/social studies, lunch, physical and extracurricular activities every school day.

Student Activities

EBCA students will be exposed to and/or involved in various extracurricular activities. These activities include, but are not limited to: Art, Music, Trade Skills, Home Economics, Finance, Bible Quizzing, Typing, Foreign Language, Physical Education, Health & Wellness, Drama, Sign Team, Horticulture, and Public Speaking. These activities are offered on a semester basis and may not all be offered at the same time.

Piano

All EBCA students have the opportunity to take classical piano lessons with Sis. Triplett (the Founding Pastor's wife, UT graduate, and renowned piano teacher) beginning in first grade. The additional cost for this option varies by year.

Chapel

EBCA students will also participate in a Chapel service weekly. During this service, students are given many leadership opportunities including: leading in worship, leading in prayer, and leading in quoting Bible verses. They also have the opportunity to serve their fellow students and staff by running media, taking up offering, and assisting with object lessons.

Physical Activity

EBCA strives to consider the wholeness of each individual child. Therefore, students will have the opportunity to engage in physical activity every day, including stretching, indoor/outdoor activities, and sports.

Clubs

EBCA does not currently offer membership in community clubs and/or organizations.

Field Trips

EBCA offers two field trips every school year - one in the first semester and the other in the second semester. One of these field trips is generally geared towards whole families (Knoxville Zoo, The Ark Encounter, etc.), and parental chaperones are welcome and encouraged to attend. The other is generally geared toward a small group

learning experience (Museum of Science and Energy, The Titanic Attraction, etc.) in which parental chaperones are discouraged from attending unless otherwise requested by administration. Though these trips are meant to be fun and exciting, the purpose is to allow focused learning with minimal distractions.

Costs vary each year depending on the venue. Permission forms are sent home weeks before the actual trip to allow time for planning and payment. Permission forms and payment must be received by the due date to secure tickets for the event. Tickets are nonrefundable.

Special Education

EBCA does not currently offer Special Education classes, and does not have credentialed teachers specialized in serving special needs students. However, EBCA does go to great lengths to assess the needs of each incoming family and gauges the ability of the school to serve each and every student. If the school administrator and teachers feel they are able to effectively meet the needs of a student with special needs by way of IEPs, varied teaching strategies, and parental support, the student may be accepted into the school. An exception such as this requires an interview with academic assessment and special approval from the principal of EBCA.

Internet Policy

At times, students will require the use of the internet to practice a skill, complete a class assignment, or research a subject. Students who have been assigned internet projects but do not have access to the internet at home should work with their teacher to schedule time on a school computer with internet access. Internet usage is restricted solely for the purpose of completing school projects. Ungodly, inappropriate or pornographic websites, images, or searches are not allowed. Violation of this integrity policy may result in the student losing all internet privileges at the school or dismissal from EBCA altogether. Students who lose privileges but are not dismissed will still be required to complete required school projects.

Social Media (Facebook, Twitter, Instagram, etc.)

Students are not permitted to visit social media platforms while at school. However, students should also refrain from any of the following behaviors outside of school:

- 1) Publishing threats towards other students, the administrator, teachers, or other school or church staff.
- 2) Blog postings or posting images which encourage or display the violation of laws or school rules.
- 3) Publishing false statements or rumors about other students, the administrator, teachers, or other school or church staff that could damage reputations and lead to defamation of character.
- 4) Using a blog, web posting, or image to hold staff or the administrator up to ridicule or disrespect for their authority, their position, or their reputation as an employee in the EBCA school community.
- 5) Using a blog or social media platform for use in stalking, pornography, threat of injury, or loss of life or property.
- 6) Posting or contributing to the posting of harassing language or images that might cause a student or staff member emotional or psychological harm and thereby disrupting a class, a school sponsored event, or the image of the school in the community.

Earphone & Headphone Policy

Because earphones and headphones can be very distracting, neither are permitted during school hours, unless otherwise assigned by a teacher. Violations to this policy will result in confiscation and dismissal for repeated offenses.

Cell Phone Policy

In this modern age of technology, many students have cell phones. While cell phones have many benefits, they often serve as a disruption to the learning environment. Therefore, it is the policy of Eagle Bend Christian Academy that cell phones are not permitted to be turned on during school hours unless instructed by a teacher or administrator. All students/parents must agree to this policy in the Student Code of Conduct form and Statement of Cooperation and Agreement. Violation of the cell phone policy may result in confiscation and dismissal for repeated offenses.

Parents who wish to reach their children should contact the main office. Emergency messages will be delivered immediately. Non-emergency messages will be delivered at the end of class. Students desiring to use the school office phone for emergencies must obtain permission from the teacher first.

Parent/Teacher Communication Policy

At EBCA, it is our policy that communication between parents and teachers is limited during school hours. Parents are not permitted to call or text teachers during school hours. If a parent has a question for a teacher, they are welcome to use the Class Dojo app. All drop-off and release information needs to go through the school office.

Extended Care Policy

EBCA does not currently offer an extended care option.

Homework Policy

EBCA believes in balancing work-time with family and leisure time. It is for this reason that teachers have been instructed to send home only necessary homework assignments. Homework assignments may include: additional practice assignments, study assignments, and/or unfinished daily assignments.

Homework assignments should be completed in a timely manner and returned to school to receive full credit. Excessive instances of incomplete or lost homework assignments may result in a failing grade and/or dismissal from EBCA.

Textbook Return Policy

EBCA does not currently offer a textbook return option.

Lost & Found

EBCA is not responsible for student items that are lost, stolen, or damaged. However, EBCA does keep a collection of unlabeled items in the school office in the event that items are located during or after the school day and cannot be immediately identified by staff. Students are welcome to review these items during the school day, and parents are welcome to review them after school.

7. BEHAVIORAL EXPECTATIONS

Spiritual Lifestyle

At EBCA, we believe that being a Christian is more than a Sunday/Wednesday or 8:00 a.m.-3:00 p.m. responsibility; we believe it is a lifestyle and deserves our whole-hearted effort. In keeping with this belief, it is our expectation that all members of the school, including staff, teachers, students, and parents demonstrate strong Christian character and faith in all that they do. EBCA strives to encourage and model a spiritual lifestyle for its students and parents, not only at school, but also at home, in the community, and in every aspect of their lives. If at any time a staff member, teacher, student, or parent decides to step out of alignment with Christian principles and lifestyle, it is their responsibility to inform the school and/or be cooperative in the repercussions thereof. Be advised that choosing to consistently live in opposition to a godly lifestyle may result in dismissal from EBCA. However, violations will be handled on a case-by-case basis and involve much prayer.

Code of Conduct

The following code of conduct has been adopted by EBCA. This code of conduct should be followed while both at school and outside of school.

- 1) Students will refrain from swearing, smoking, using indecent language, gambling, dancing, using intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active), or pornographic materials of any kind.
- 2) Students must maintain high standards of courtesy, kindness, morality and honesty.
- 3) Students must be dressed modestly and appropriately.
- 4) Students must be kind and helpful to young children.
- 5) Students will respect those in authority, their fellow students, themselves, and their belongings as well as others'.
- 6) Students will not participate in, nor belong to gangs, cults or other such organizations that do not adhere to basic Christian standards of living.

Disciplinary Procedures

At EBCA, we believe in taking a positive approach to behavior management. We reinforce good behavior and redirect and/or discourage inappropriate behavior. Physical forms of discipline will not be used or tolerated at EBCA. Teachers are trained to follow the guidelines below in order to properly manage student behavior in their classrooms.

Positive Reinforcement:

We love showering students with verbal praise. We also believe in various forms of visual recognition, and it brings us great joy to endow our students with opportunities and rewards for good behavior.

Negative Reinforcement:

Number of Incidents	Consequence
1	Verbal Warning
2	Removal from Situation (group, table, game, etc.)
3	Loss of Privilege
4	Office Visit
5	Parent/Teacher/Administrator Conference
6	Suspension
7	Dismissal Considered

Potential offenses requiring negative consequences include, but are not limited to:

- 1) Disrespecting teachers and/or other students.
- 2) Disruptive behavior in the classroom, chapel or other area of the EBCA campus, including: talking without permission, interrupting the class, writing notes, throwing objects indoors, plagiarism, or cheating of any kind.
- 3) Refusing to complete assignments.
- 4) Destroying or defacing campus property.
- 5) Taking another's personal things without permission.
- 6) Fighting or pretending to fight.
- 7) Bullying or intimidating a staff member, teacher, or other student.
- 8) Leaving the EBCA campus without permission.
- 9) Bringing or possessing weapons on school grounds.

At times, it may be necessary to physically restrain a child, but in this event, teachers are trained to do so with a firm, loving hold to keep the child from hurting himself, the teacher, or other students.

EBCA's administrator reserves the right to dismiss students on the grounds of maintaining safety, security, and an effective learning environment for all involved in the school.

All behavioral incidents will be handled on a case-by-case basis and in a manner that is loving, respectful, confidential, and considers the best interest of all individuals involved.

Relationships & Physical Contact

In order to maintain a proper learning environment with Christian principles as the standard, EBCA has adopted the following policy for relationships and physical contact. Hugging, kissing, holding hands, whispering in the ear, or other inappropriate displays of physical affection between students is strictly prohibited. It is at the discretion of the teachers and administrators to determine whether an action is considered inappropriate and how to deal with the matter.

8. SAFETY & SECURITY

General Campus Security

EBCA holds the safety and security of everyone on campus in high regard. Therefore, EBCA has implemented a rigorous security system and trains all staff, teachers, and students on a routine basis for dealing with various emergency situations.

EBCA's first approach to safety and security is avoidance. Systems have been put in place to avoid a potential threat. Therefore, EBCA requires mandatory, routine background checks. Interior and exterior doors are kept locked throughout the day. Monitoring cameras are utilized at several points around the buildings and in the parking lot. Classrooms are equipped with camera monitoring at all times. A well-planned drop-off and release system and a system for student transitions throughout the day are in place. Monitoring staff are specifically trained in security and incident avoidance and diffusion. All of these measures aid in preventing a potential threat.

Parents should plan to download the SafeTN App in order to anonymously submit any suspicious or concerning activity to local law enforcement. In addition, if at any time, parents would like to ask questions concerning EBCA's security features or emergency plan, they are welcome to set up a meeting with the school administrator. Specific details about location, timing, or other pertinent information regarding drills will not be divulged in an effort to protect all members of the school from potential threat.

Campus Visitors

For the safety and security of everyone on the EBCA campus, it is our policy that all non-student and non-staff visitors must check in at the main office before entering the building and check out when leaving. Each visitor must be willing to sign in with their name, show their driver's license, divulge their destination and the reason for their visit, and wear a badge every time they enter the building. In emergency situations, administration needs to know exactly who is in the building and where they are located in order to properly maintain safety protocols. If there is an emergency situation, all individuals in the building will be expected to comply with the demands of the emergency protocols. Failure to comply with these protocols could potentially lead to not being granted access to the school building, dismissal from EBCA, or an individual not being allowed to return to the school.

Internet Policy

In a day of many online threats, it is imperative that schools have a policy on safety and security regarding the internet. Therefore, it is the policy of EBCA that students abstain from visiting chat rooms, social media platforms, blogs, or any other websites where potentially dangerous relationships or contacts could be made or maintained during school hours. It is also equally important that students protect their spiritual, mental, emotional, and physical well-being by abstaining from websites with harmful content such as inappropriate language, demeaning connotations, violence, pornography, and such like. Failure to comply with this policy of safe internet practices may result in loss of internet privilege or dismissal for repeated violations.

Medication

EBCA cannot administer medication to any student or allow students to take medication while on campus, unless in case of severe allergy requiring an Epipen or

inhaler. Therefore, no medication will be given, including Tylenol, antibiotics, or cough medicine and no student medication will be allowed on EBCA campus. If a student requires medication, it should be administered before coming to school or the child will be sent home in order to take the medication.

If a child becomes ill at school, parents or guardians will be contacted immediately. EBCA cannot keep a sick child. For this reason, it is imperative that parents keep all emergency contact numbers correct and current.

Accident/Incident/Injury Protocols

At EBCA, we understand that, unfortunately, accidents sometimes happen and children get hurt. However, EBCA does its absolute best in handling these situations as diligently as possible. Therefore, if any child sustains an injury, one of several things may occur.

1. If the accident/incident requires emergency medical attention, an ambulance will be called and the child will receive on-site care to the fullest extent necessary and an accident/incident/injury report will be sent home that day with all children involved.
2. If the accident/incident is not an emergency and can be taken care of on-site, immediate care will be given and an accident/incident/injury report will be sent home that day with all children involved.
3. If the incident is not an emergency and care is given on-site, but the child is inconsolable, parents or guardians will be contacted.

EBCA retains copies of all accident/incident/injury reports in the student files maintained in the school office. If a parent desires to ask questions about a specific report, accident, incident, or injury, they are welcome to set up a meeting with the teacher involved and/or the administrator.

Confidentiality

Eagle Bend Apostolic Church and Eagle Bend Christian Academy are committed to the safety, security, and privacy of all staff, members, parents, and children. It is for this reason that staff are trained in confidentiality techniques, reporting, and record keeping. Parents are welcome to review their child's records, however, no information on any employee, other child, or parent will be divulged under any circumstance other than regulated by Tennessee or federal law.

Be advised: By law, educational entities are mandatory reporters and are required to file a report of suspected abuse and/or neglect to the Department of Children's Services if deemed necessary. In such cases, confidential information may be shared with law enforcement, and educational entities are not required to divulge the information shared to parents or guardians.

Weapons & Firearms

Visitors

Visitors are strictly prohibited from bringing weapons of any kind into the EBCA school building. Weapons include, but are not limited to: guns, knives, explosive devices (including fireworks) or any other weapon that may cause bodily or structural harm.

Students

Students are strictly prohibited from bringing and/or storing weapons of any kind on the EBCA campus. Weapons include, but are not limited to: guns, knives, explosive devices (including fireworks) or any other weapon that may cause bodily or structural harm.

Teachers

EBCA teachers are permitted to utilize firearms in emergency situations that take place on the EBCA campus, as long as the teacher has an up-to-date enhanced carry permit on file with the main office. However, all firearms belonging to teachers on the EBCA campus must be stored in a locked container out of the reach of students and only accessed for cleaning, training, and emergency situations.

Administration

All administrative staff of EBCA are permitted to openly or conceal carry firearms at all times while on the EBCA campus, as long as they have an up-to-date enhanced carry permit on file with the main office.

Monitors

All monitoring staff of EBCA are permitted to openly or conceal carry firearms at all times while on the EBCA campus, as long as they have an up-to-date enhanced carry permit on file with the main office.

Emergency Protocols

EBCA maintains protocols for identifying, alerting, and maintaining security for many kinds of potentially harmful events, including: fire, severe weather, intruder, bomb threat, missing child, accidents/incidents/injuries, hazardous spills, and nuclear events. EBCA's protective measures include use of safety doors, safety routes and alternative routes, radios, special codes, drills, a well-stocked first aid and long-term emergency kit, and routine training for staff members.

In the event of an emergency, parents will be contacted as soon as possible using OnSolve messages. Parents should opt in to OnSolve messaging at the beginning of the school year in order to receive such messages. However, it is in the best interest of all parties involved that parents refrain from attempting to pick-up their children until permission is granted by EBCA. Violating this protocol could put individuals at risk of harm. Therefore, these protocols should be taken seriously and followed strictly. In the event of an emergency, healthy students will be relocated to an off-site location where parents can reunite with their students safely and efficiently. The following addresses will be used under these circumstances:

Primary Location:

Sinking Spring United Methodist Church
108 Bland Rd., Clinton, TN 37716

Secondary Location:

Faith Christian School and Evangelistic Center
1702 N. Charles G. Seivers Blvd., Clinton, TN 37716

School Closings

EBCA consults the Clinton City school schedule for school closings in circumstances regarding inclement weather. However, EBCA consciously and carefully makes decisions regarding school closings with specific staff, students, and area conditions as the focus. In the event that Clinton City schools choose not to close, but the EBCA administrator feels the school should close, parents will be notified of the closing by phone. Parents should opt-in to the OnSolve in order to receive notifications regarding school closings.